



## **MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION**

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, backgrounds, languages and cultures make the Commission a vibrant and inclusive place to work.

### **WE OFFER GREAT JOBS AND GREAT WORKING CONDITIONS:**

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies throughout your whole career
- Opportunities to move between different policy areas throughout your career
- A package of flexible working conditions including the possibility of teleworking – we care about your work-life balance
- A competitive financial package, including comprehensive healthcare, accident and pension schemes
- A multilingual, multicultural workplace where personal and career development are strongly promoted
- Multilingual schools for your children

### **We recruit from a wide range of backgrounds and actively promote diversity and inclusion:**

We do not only recruit political scientists and lawyers but are also looking for all kinds of profiles, including scientists, linguists, IT experts, data analysts and economists, as well as drivers and engineers.

We are committed to equal opportunities and to fostering a rich, diverse and inclusive working environment. We aim for our workforce to be representative of European society and strongly welcome applications from all qualified candidates. We actively seek to create a workplace where each staff member feels valued and respected, can give their best and can develop to their full potential.



To promote diversity and establish a geographically balanced pool of candidates, we strongly encourage applicants from Member States which are currently underrepresented in the European Commission workforce to apply. These Member States are currently Austria, Cyprus, the Czech Republic, Denmark, the Netherlands, Estonia, Finland, Germany, Ireland, Luxembourg, Malta, Poland, Portugal, Slovakia and Sweden. Recruitment will however remain strictly based on the merits of all applicants and no positions will be reserved for nationals of any specific Member State.

For more information [ec.europa.eu/work-with-us](https://ec.europa.eu/work-with-us)

## **STAFF RECRUITED ON CONTRACTS**

In addition to permanent officials, the European Commission offers non-permanent positions. There are two categories of non-permanent staff:

- **[temporary agents](#)** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **[contract agents](#)** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#)



# Legal Assistant - Finance, contracts and legal advice

## in the Paymaster Office (PMO)

**Job title:** Legal Assistant - Finance, contracts and legal advice

**Domain:** Remuneration, Rights and Obligations

**Where:** Unit PMO.8 – “General Affairs”, Brussels

**Function Group:** FG III

**Contract Type:** 3a

**Express your interest until:** 13/04/2026 - 12.00 (noon, Brussels time)

### WE ARE

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The core business of the PMO (Paymaster Office or Office for the administration and payment of individual entitlements) is to provide a high-quality and user-friendly service to beneficiaries by promptly and accurately managing, determining and paying individual rights and expenses (e.g., salaries, pensions, sickness insurance reimbursements and mission expenses).

Within the PMO, unit PMO.8 “General Affairs” is in charge of a host of horizontal matters: Legal and Procurement, Knowledge Management and Communication, Human Resources, and Internal Control. The mission of this unit is to coordinate and contribute to PMO’s strategic vision for the future, ensure oversight, audit and control of PMO’s operational activities, and soundly and efficiently manage PMO’s horizontal activities.

In the area of procurement, the unit coordinates all PMO’s procurement activities (principally in the areas of travel management and insurance contracts), which in most cases includes also PMO’s institutional clients such as the European Council and the European External Action Service (EEAS) as well as most of EU agencies, joint undertakings and other EU bodies. The unit supports the preparation and implementation of procurement procedures and contributes to ensuring their compliance with the applicable legal and financial framework.

The legal team provides legal advice and support to the PMO management and to the teams and desk officers within the PMO, ensures the follow up on administrative procedures such as complaints under Article 90(2) of the Staff Regulations, and ensures close cooperation and dialogue with the competent Commission services in the areas of responsibility of the PMO (notably the Legal Service and the Directorate-General for Human Resources and Security).



## **WE PROPOSE**

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PMO.8 is seeking to hire one Legal Assistant in charge of Finance, contracts and legal advice.

The position will consist of contributing to the preparation, launch and follow-up of procurement procedures within PMO, including tenders, framework contracts, direct contracts and contract amendments. The jobholder will contribute to market analysis as well as to ex-ante verification of procurement files and compliance checks, support the encoding and monitoring of procedures in the relevant Commission tools and prepare reports and replies to queries.

The successful candidate will assist the legal team in the analysis, interpretation and implementation of the EU legal framework in areas falling under PMO's activities. This involves providing legal advice and written opinions on the validity and compliance of procedures, preparing replies to requests for legal interpretation monitoring and analysing case-law and cooperating closely with competent services.

The jobholder will liaise with operational units, finance services as well as internal and external stakeholders, including relevant services in the Commission (DG BUDG, DG HR, Legal Service) and other EU institutions and bodies. The position also includes contributing to the preparation of internal guidelines, templates and procedures, as well as supporting the organisation of meetings, working groups and coordination activities.

## **WE LOOK FOR**

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The ideal profile for the job has the following skills and experience:

- Proven experience in legal analysis.
- Proven experience in procurement and/or contract management.
- Strong knowledge of the EU legal framework in the field of procurement and of procurement processes.
- Excellent analytical skills with a keen attention to detail.
- Strong communication and interpersonal skills.
- Ability to work collaboratively and independently as part of a dynamic team.
- Knowledge of Commission tools related to procurement activities, as an asset.
- Knowledge of the Staff Regulations, in particular in relation to financial rights, as an asset.

Additionally, the selected candidate should demonstrate the following personal qualities:

- Strong organisational skills and ability to manage multiple tasks and deadlines.
- A proactive and solution-oriented mindset.
- Ability to work in a multicultural and service-oriented environment.
- High level of reliability, integrity and attention to detail.



Operational knowledge of English or French is essential, and good knowledge of the other language is a strong advantage. Knowledge of any other EU language is an asset.

The candidates may be asked, when needed by the service, to provide support to other teams/sectors.

## **HOW TO EXPRESS YOUR INTEREST?**

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With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in a single pdf in the following order:
  1. your CV
  2. completed application form.

Please send these documents by the publication deadline to [PMO-PUBLICATIONS-AC@ec.europa.eu](mailto:PMO-PUBLICATIONS-AC@ec.europa.eu) indicating the call for interest reference EC/2026/PMO/513542 in the subject.

**No applications will be accepted after the publication deadline.**



## ANNEX

### 1. Selection

#### ➤ Am I eligible to apply?

#### **You must meet the following eligibility criteria when you validate your application:**

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

#### General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

#### Qualifications:

- (a) Have a level of post-secondary education attested by a diploma OR
- (b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

#### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

<sup>2</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



➤ **What about the selection steps?**

The selecting unit chooses from [the EPSO database](#)<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive only candidates selected for the interview will be notified.

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

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<sup>3</sup> Therefore, candidates who did not pass already a CAST on the level Function Group III, should register their profile at this address <https://eu-careers.europa.eu/en/Cast-Permanent>



## **2. Recruitment**

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission.

### ➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

The successful candidate will be engaged as a **contract agent under Article 3(a) of the [Conditions of Employment of Other Servants](#), in function group FG III**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **first contract will be 1 year**. The contract may be renewed in the interest of the service for a definite duration. If a second renewal of the contract is in the interest of the service, the contract will be for an indefinite duration.

The duration of the renewal(s) will be defined according to the General Implementing Rules in force at that moment (currently, [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents).

Contract agents recruited in Function Group III have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.



Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.