



*Temporary agent -
Legal officer - IT Contract Manager*

Vacancy notice COM/2023/2437
Function group: Administrator
Grade – AD5-AD8
Unit - DIGIT.R.3, Brussels
Publication: until 20/10/2023, 12.00 hours noon Brussels time

We are

A dynamic team of around 35 fully committed colleagues working in the highly challenging environment of information and communication technologies. Our unit R/3 of the Directorate-General for Informatics (DG DIGIT) handles the ICT procurement and contracts (in the area of cloud, hardware, software and ICT services). The unit manages different types of procurement procedures (open, negotiated, restricted) and is at the forefront of implementing Dynamic Purchasing System procedures in the European Commission. Most of the contracts of general interest are used by other Directorates-General (DGs) of the European Commission and more than 70 other EU institutions, agencies and bodies. We carry out the tendering processes, lead (co/lead) the negotiations with suppliers, draft the contracts and deal with pre-litigious situations. We are one of the largest awarding services in the Commission, in annual average the awarded amounts are above € 2 billion.

We propose

There is currently an open vacancy in unit DIGIT.R3. According to Article 29 of the Staff Regulations, the candidatures from officials of the Institutions and laureates of competitions have precedence over candidatures from other categories of persons. The post is therefore also published internally in the Commission and inter-institutionally, and it is brought to the attention of competition laureates via the appropriate channels. However, should no suitable candidate be found among the aforementioned categories, it would be possible to consider other candidates, for a temporary agent position.

For these reasons, any person fulfilling the selection requirements may express his/her interest for the post.

If you join our team, you will be responsible for the smooth execution of calls for tenders and lead negotiations – whenever appropriate– with major ICT suppliers. In that role you will manage with your technical counterparts the multidisciplinary group in charge of the call for tenders. This also entails the drafting of tendering documents and ICT contracts, and the

participation in evaluation committees. You will also be challenged in procedural and legal matters and may have to deal with pre-litigious situations. You will also be involved in contract management of inter-institutional contracts.

The work is very varied and intellectually challenging, while offering broad learning opportunities. It involves many contacts with outside companies, the technical services of DG DIGIT, other DGs, EU institutions, agencies and bodies; as well as a close daily follow-up of large-scale procurement procedures.

We look for

A dynamic and motivated colleague enjoying teamwork and able to maintain a constructive advisory role with numerous colleagues and stakeholders.

The ideal candidate should:

- possess a university diploma in law and
- at least 2 years of professional experience in public procurement, ICT law, contract management or other fields relevant for the post;
- be able to maintain a constructive advisory role with numerous colleagues and stakeholders;
- possess negotiation, communication and drafting skills.

Am I eligible to apply?

General conditions:

In order to be eligible for the post, the candidate must, as a minimum, fulfil the following conditions:

- be a national of one of the Member States of the Union and enjoy his/her full rights as a citizen;
- to have fulfilled any obligations imposed on him/her by the laws concerning military service;
- produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- be physically fit to perform his/her duties; and
- produce evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties.

Specific conditions - Languages

Oral and written communication skills are very important for this job. English is mostly used in the unit is English and the job requires excellent drafting skills (level C2) in that language. Knowledge of French is desirable.

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>)

Specific conditions - qualifications & professional experience

Candidates should have at least:

- a level of education corresponding to at least 3 years' completed university studies attested by a diploma in law, ideally followed by a minimum of 2 years' professional experience in the field of procurement, ICT law, contract management or other fields relevant for the post.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate your eligibility and the information in your application form (diplomas, certificates and other supporting documents)

Selection procedure

No applications will be accepted after the closing date of the vacancy.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted.

Due to the large volume of applications received only candidates selected for interview will be notified.

Should they be chosen, candidates will be requested, as part of the actual recruitment procedure, to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

Should a position be offered, candidates will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission medical service.

Type of contract

The successful candidate will be engaged as a temporary agent under Article 2(b) of the CEOS in function **group AD**.

He/she will be classified depending on the length of his/her previous professional experience in step 1 or step 2 within AD grade (AD5-AD8), in accordance with [Commission Decision C\(2013\)8970](#).

The duration of the initial contract is three years. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

Applicants should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

For any further information on contractual and working conditions, please refer to the Conditions of Employment of Other Servants of the European Communities, which are available at the following link: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140501>

Pay

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](#).

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

How to apply?

The interested candidates should send their CV + motivation letter respecting the deadline of the vacancy to the following email address:

DIGIT-CONTRACTS-INFO-CENTRE@ec.europa.eu

Please mention in the subject of your application the title of the job “*Legal Officer – IT Contract Manager*”

Appeals

Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).

Equal opportunities

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

Data Protection

For information related to Data Protection, please see the [Specific Privacy Statement](#).