



Legal officer (Job No. 422436)

Type of contract: Contract Agent 3a

Grade: FG IV

Unit/Team: PMO.LAW

Working place: Brussels

Publication: from 12/05/2023 to 09/06/2023 until 18.00 hours Brussels time

We are

The mission 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).

The PMO LAW Team consists of four lawyers who follow up on legal issues related to the work done by the different PMO units. As such we cover a wide variety of legal topics: - we provide legal advice with regard to the financial benefits under the Staff Regulations and CEOS, and coordinate the follow up of Article 90 complaints and procedures before the EU courts, complaints lodged with the EDPS or the European Ombudsman, requests for access to documents, in close collaboration with the colleagues of DG HR, the Legal Service and the Secretariat-General; - we coordinate and supervise the correct implementation of the provisions of the data protection regulation in close collaboration with the DPO office and the EDPS; - we are part of the support team of the PMO Director and assist the PMO management team on all issues of a legal nature; - because of our specialized knowledge, the legal team is consulted not only by PMO colleagues but also by colleagues from other Commission services and from other institutions and bodies.

We propose

We propose a CA FGIV position as Legal Officer.

Working under the supervision of an official or a temporary agent, the Legal officer will analyse, interpret and apply the legislative framework in matters of European public service, advise and provide legal opinions and general assistance on statutory rights and financial profits in the fields of PMO activity.

We look for

A dynamic, loyal and motivated colleague with the following:

- Resilience in the day-to day work and very good organisational and analytical skills as well as attention to detail.
- Dedicated team player with a strong service culture and client orientation.
- Aptitude to deal with sensitive and confidential information
- Ability to demonstrate flexibility and initiative.
- Ability to communicate clearly and proactively (orally and in writing) in French and English on the subjects managed by the team and to react openly and constructively to complex issues and requests.
- Ability to listen to people to understand and deal with complex requests.
- Good knowledge of and experience with at least one of the following: o the provisions regarding financial benefits in the Staff Regulations and CEOS which come under the competence of the PMO, Regulation 2018/1725 on data protection and Regulation 2001/1049 on access to documents and their implementation.

The main working languages of the unit are French and English, given our close interaction with Member States. A thorough knowledge of English is therefore required. Satisfactory knowledge of French is considerate an asset.

For more details, see below the job description.

Am I eligible to apply?

On the closing date for application, in order to be eligible for the post, you must meet the following conditions:

- (a) Enjoy full rights as a citizen of an EU Member State
- (b) Meet any obligations under national laws on military service
- (c) Meet the character requirements for the duties concerned
- (d) Be physically fit to perform her/his duties
- (e) Produce evidence of a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties.
- (f) a level of education which corresponds to completed university studies of at least 3 years attested by a diploma relevant to the domain; or where justified in the interest of the service, professional training of an equivalent level.

Candidates need to succeed in an [EPSO CAST Permanent test](#) relevant to the function group.

Should you be invited for test, the request to sit the EPSO CAST test does not commit in any way the European Commission to invite candidates for a selection panel or offer a Contract Agent position, should they succeed the test.

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).

How to apply

By the closing date for application, the interested candidates should send their application to: PMO-PUBLICATIONS-AC@ec.europa.eu

Please note that only applications fulfilling the following requirements will be considered:

- Subject of the email:
SURNAME – Job No. 422436
- CV:
Preferably in Europass format ([Home](#) | [Europass](#)) and including the following information at the end of the document:
- List of references
 - *(If available, please indicate the contact details of minimum two references for the most recent and/or most relevant professional experiences – Please ask consent of the person before disclosing their contact details)*
- CAST
 - (Please indicate your Applicant No. as indicated in your EPSO account and the status of your CAST test (successful/not tested/failed))
- CV and Motivation letter:
In a unique PDF document, entitled as follows: SURNAME – Job No. 422436 - CV & Motivation Letter

Selection procedure

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

The selection panel will pre-select a limited number of candidates based on the CV and motivation letter that they submitted.

The pre-selected candidates will be invited for interview and written test soon after the closing date for application. Instruction on the written test will be provided during the

interview. Please be aware that the selection panel will be organised a few days after the closure of the vacancy.

Successful candidates in the pre-selection-phase will be invited to the final stage of the selection procedure, the interview with the PMO Head of Service.

Please note that having successfully passed the above-mentioned phases does not guarantee to receive an offer.

Please note that due to the large volume of applications received, only pre-selected candidates will be notified.

Type of contract

The successful candidates will be recruited as contract agent Article 3(a) according to the general provisions for implementing [Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3\(a\) and 3\(b\).](#)

The contract will be for an initial period of **1 year**.

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-E2@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](#).