



**Mobility opportunity for contract staff <sup>1</sup>- PMO**

**Contract Agent FG IV**

**LEGAL OFFICER**

**Type of contract:** Contract Agent 3a

**Job No.:** 422436

**Grade:** FG IV

**Unit/Team:** PMO.Law

**Working place:** Brussels

**Publication:** from **14/08/2023** to 15/09/2023 until 18.00 hours Brussels time

**We are:**

**PMO.LAW:**

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). With 600 colleagues spread over 3 sites in Brussels, Luxembourg and Ispra we pay more than 50,000 salaries and 30,000 pensions every month and reimburse more than 3 million sickness insurance claims per year.

**The PMO's legal team** occupies a pivotal place in the PMO's operations - four lawyers who follow up on a wide range of legal issues related to the work done by the different PMO units:

- we are part of the support team of the PMO Director and assist the PMO management team and operational units on all issues of a legal nature falling under the PMO remit;
- we provide legal advice with regard to the financial benefits under the Staff Regulations and the follow up of Article 90 complaints. We also handle 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 provide advice on public procurement and management of contracts and Service-level Agreements;

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<sup>1</sup> Published position intended primarily for contract staff - Article 3a in an administrative office (OIB/OIL/PMO/EPSO) or an executive agency, in the same FG as the published position



- 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:**

An interesting and diverse Contract Agent FG IV position as a **Legal Officer**, as a stepping stone for an AD equivalent career in the European Commission.

As a member of the PMO.LAW team, the Legal Officer will, in an autonomous manner, provide guidance, legal analysis, advice and assistance on all issues falling within the remit of PMO.

Notably, the Legal Officer will handle complaints lodged with the European Ombudsman or the European Data Protection Supervisor) and requests related to access to documents.

The Legal Officer will provide legal advice and support to PMO units on data protection related matters and complaints under article 90 of the Staff Regulations .

The Legal Officer will draft, negotiate, and follow up agreements concluded by the PMO with other Institutions and services, such as service level agreements, and with private enterprises on externalised services such as for example insurances, travel agency and credit cards based on public calls for tenders.

The Legal Officer will proactively analyse new guidelines, procedures and legal documents applicable to the work of PMO and suggest actions and solutions for implementation.

The position requires the job holder to switch, in a versatile manner, between different assignments and to develop and maintain legal expertise in all the domains of the PMO's work ranging from the provisions of the Staff Regulations relating to entitlements and pensions to data protection and contract negotiation and interpretation.

**We look for:**

A well-organised, proactive, and flexible colleague with minimum 5 years of relevant experience.

The future job holder should possess:

- Ability to proactively identify and analyse risks.
- Ability to come up with creative solutions to legal issues.
- Resilience as well as very good analytical skills and attention to detail.
- Problem-solving ability.
- A team player attitude with a strong service culture and client orientation.
- Aptitude to deal with sensitive and confidential information.
- Ability to listen and deal with complex requests.

Good knowledge of applicable EU legislation related to the competence of PMO such as EU procurement contract management and contractual law, the Staff Regulations and CEOS, Financial Regulations, Regulation 2018/1725 on Data Protection and Regulation 2001/1049 on Access to Documents and their implementation is an asset.

The main working languages of PMO are French and English. A thorough knowledge of English is required. Fluency in French is considered an asset.

**Contact persons: Ndeye-Khady.DIONGUE@ec.europa.eu** (tel. +32 229-90479)

## **Eligibility criteria:**

On the closing date for application, candidates must meet the following conditions:

- a. be a national of one of the Member States of the Union and enjoy full rights as a citizen;
- b. fulfilled any obligations imposed by the laws concerning military service;
- c. produce the appropriate character references to suitability for the performance of the duties;
- d. be physically fit to perform duties;
- e. produces 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 duties.
- f. GF IV : Have a level of education which corresponds to completed university studies of at least three years attested by a diploma.

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).

## **Order of consideration of candidates:**

1. Candidates working under the same type of contract/in the same function group for at least two years in an administrative office (OIB/OIL/PMO/EPSO). Please note:

*As this is an instance of internal mobility, the contractual conditions remain unchanged. These conditions are governed by the CEOS (Conditions of Employment of Other Servants) and GIPs (general implementing provisions) for contract staff.*

2. Candidates working in the same function group and under the same contract type (CA 3a) in an executive agency;
3. If no candidates listed under (1) and (2) are suitable for the position:
  - a. Successful candidates on the list from a PMO panel will first be called on for this profile.
  - b. If necessary, a panel will be organised for the required profile. In order to be eligible, candidates must have passed a complete CAST test in the published function group, which excludes those who responded to the 2013 call for expressions of interest.

## How to apply

By the closing date for applications, candidates should send their application to: [PMO-PUBLICATIONS-AC@ec.europa.eu](mailto:PMO-PUBLICATIONS-AC@ec.europa.eu)

Only applications fulfilling the following requisites will be considered:

- **Subject of the email:**  
***SURNAME – Job No. 422436– PMO.LAW***  
*(Please replace SURNAME with your first family name in capital letters)*
- **CV and Motivation letter in a unique PDF document by using a PDF merger.**  
The name of the file must be:  
***SURNAME - Job Nr 422436– Application***  
*(Motivation Letters in different documents or in the email body won't be taken into account)<sup>2</sup>*

Please send your CV preferably in [Europass format](#) 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)

## Selection procedure

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

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 you for a selection panel or offer you a Contract Agent position, should you succeed the test.

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

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

Shortlisted candidates will be invited, in order of priority, to a final interview with the PMO Head of Service and the local HR team.

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

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<sup>2</sup> Please avoid printed and scanned documents

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

## **Type of contract and conditions of employment**

The successful candidates will be recruited as contract agent pursuant to Article 3(a) of the CEOS (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)) and in application of Commission Decision C(2017) 6760 final laying down 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 duration of the initial contract will be concluded for an initial period of 1 year, including a probationary period of 9 months. In the interest of the service, the initial contract may be renewed for a further two years. Any further renewal shall be for an indefinite duration.

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 salary of EU staff members is subject to a tax raised by those institutions. Should you need further information on working conditions, please refer to Working conditions and benefits of EU Careers.

## **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](mailto: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](#).