

Publication of a vacancy notice

Senior Legal Officer

Ref.: FRA-TA-AD9-SLO-2017

JOB PROFILE

1. Job Framework

Job Title:	Senior Legal Officer
Job Location:	Vienna, European Union Agency for Fundamental Rights (FRA)
Area of activity:	Corporate Services Department
Grade:	AD9
Status:	Temporary Agent

2. Job Content

The Corporate Services Department is responsible for supporting the operational work of the Agency enhancing its ability to function as a best practice, knowledge-based, lean and service-oriented public body.

The Corporate Services Department is composed of the following sectors:

- Planning
- Quality
- Finance and Budget
- Human Resources
- Legal and Contracting
- ICT and Facilities Services

Functions and Duties:

The jobholder will work in the Corporate Services department under the supervision of the Head of Corporate Services and will work in close collaboration with other colleagues in the department and the Agency at large.

The jobholder will be responsible for:

- Legal advice to operational and support functions in drafting and vetting contracts, procurement activities, interpretation of Staff Regulations and CEOS, and issues related to requests for public access to documents;
- Legal advice on all institutional matters;
- Drafting and interpretation of implementing rules, rules of procedure, agreements and other undertakings;
- Legal advice, assistance in litigation cases at both, administrative and judicial levels and provide advice on issues which potentially give rise to litigation;

- Prepare, manage and follow up the implementation of the annual procurement and contracting work plan;
- Provide expert advice on legal matters related to the implementation of the Staff Regulations and the corresponding implementing rules;
- Contribute to general tasks of the Agency, such as planning, budgeting, reporting and human resources;
- Perform any other related tasks, as required.

JOB REQUIREMENTS

3. Qualifications and experience required

A. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

- (a) A level of education which corresponds to completed university studies in the field of law attested by a diploma when the normal period of university education is four years or more and, after having obtained the university degree, at least 12 years of professional experience;

OR

A level of education which corresponds to completed university studies in the field of law attested by a diploma when the normal period of university education is three years and, after having obtained the university degree, at least 13 years of professional experience;

Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States by the deadline for applications shall be taken into consideration.

- (b) Thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another language of the EU¹;

Furthermore, in order to be eligible candidates must:

- Be a citizen of one of the Member States of the European Union;
- Be entitled to his or her full rights as a citizen²;
- Have fulfilled any obligations imposed on him/her by the laws on military service;

¹ In addition, in order to be eligible for their first promotion, staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

² Prior to appointment, successful applicants will be required to produce an official document showing that they do not have any criminal record.

- Be physically fit to perform the duties linked to the post³.

B. Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria, which must be clearly specified in the applicant's Europass CV.

Essential

- Minimum of 12 years professional experience relevant to the items listed under "Functions and Duties" acquired after the award of the qualification certifying the completion of studies;
- Proven knowledge of EU administrative law;
- Proven experience in providing legal advice to management;
- Have proven experience in working in a legal department/unit/team dealing with legal issues on human resources and financial issues;
- Excellent knowledge of EU Financial and in particular public procurement rules and legal framework;
- Excellent knowledge of the EU Staff Regulations and related legal framework;
- Good knowledge of the concept of Internal Control Standards;
- Proven knowledge of computer literacy and familiarity with relevant applications;
- Respect for the discretion and confidentiality requirements of the post;
- Excellent legal analytical skills and accuracy;
- Excellent oral and written command of English.
- High level of service orientation;

Advantageous

- Professional work experience in a multicultural environment
- Very good command of both written and spoken French.

SUBMISSION OF APPLICATIONS

Candidates are requested to submit their application electronically through the Agency's website: www.fra.europa.eu.

Only online applications will be accepted.

An application will be deemed admissible only if it includes:

- a **CV in [Europass format](#)** (other formats will not be considered);
- a **motivation letter** (preferably no more than one page);

³ Before being engaged, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of article 12(2)(d) of the Conditions of Employment of other Servants of the European Communities.

- a fully filled in **eligibility and selection criteria grid**.

Information concerning the status of the selection procedure can be found at the following address: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>.

In case you experience technical problems during your application please contact, within the above mentioned deadline, the e-mail address below providing an explanation of the issue: recruitment@fra.europa.eu.

DEADLINE

Applications must be sent no later than **19/09/2017 at 13:00** (Vienna Local time).

Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.

EQUAL OPPORTUNITIES

FRA urges anyone meeting the eligibility criteria and interested in the position to apply. FRA is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

FRA encourages candidates with disabilities to apply. If you consider yourself to have a physical, mental, intellectual or sensory disability, please tick the appropriate box on the on-line application form and indicate any adjustments or arrangements, relating to your disability, so FRA can ensure your full and equal participation in the interview.

Women are currently under-represented at this level. Therefore, female applicants are particularly encouraged to apply.

SELECTION PROCEDURE

A Selection Committee is nominated by the Appointing Authority of FRA.

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (please see 3.A. Eligibility criteria).

Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see point 3.B). **The Agency will invite for an interview the top 8 candidates among those who have obtained at least 60%.**

The selection procedure will be composed of an Interview and a written part. Both parts will be held in English. It will take place in Vienna (Austria), where the Agency has its seat and where the place of employment is.

Candidates invited to an interview will be requested to submit, on the day of the interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the length and nature of their experience and whether full time or part time work. Prior to contract signature, the successful candidate/s will be requested to provide FRA with original or certified copies of all relevant documents proving the eligibility requirements.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of FRA. The Appointing Authority will decide on the establishment on the reserve list. This reserve list will be valid from the date of its establishment (in year 'N') until 31 December of year 'N+5'. Its validity may be extended. The reserve list may be used for future recruitment, should vacancies arise. Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee recruitment.

On the basis of the adopted reserve list, the Appointing Authority of FRA may offer a contract of engagement.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, **the Agency regrets that only candidates selected for the interviews will be contacted**. Applicants are invited to follow the recruitment process on the FRA website.

ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

A temporary agent contract will be offered pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union for an indefinite period.

The successful candidate will be recruited in the grade AD 9. The basic monthly salary for the grade AD 9 (Step 1) is **€ 7.600,25**. In addition to the basic salary, **staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary + household allowance), dependent child allowance and education allowance**. The salary is subject to a Union tax deducted at source and it is exempt of national taxation.

FRA also offers a comprehensive **welfare package** including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Moreover, FRA offers different opportunities of **schooling services** through service level agreements with international schools and pre-school establishments, and has introduced policies on **teleworking and flexitime** in its attempt to reconcile work and private life.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

For any further information on the contractual and working conditions please refer to the Staff Regulations of Officials and the Conditions of Employment of other Servants of the European Union which is accessible at the following address:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>.

DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

Please note that FRA will not return applications to candidates. The personal information FRA requests from applicants will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the following address: recruitment@fra.europa.eu.

APPEAL PROCEDURES

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address:

The Director

European Union Agency for Fundamental Rights
Schwarzenbergplatz 11
A-1040 Vienna
Austria

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure start to run from the time the completion of the selection procedure is published on the Web-site at the following link: <http://fra.europa.eu/en/about-fra/recruitment/vacancies>.

If the complaint is rejected, the candidate may bring a case under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union before:

The European Union Civil Service Tribunal
Rue du Fort Niedergruenewald
L-2925 Luxembourg

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman. Before the Ombudsman can accept a complaint, it is necessary that the complaint is first addressed to the Agency. Any complaint to the

Ombudsman must be made within two years of receiving the Agency's final position on the matter. (<http://www.ombudsman.europa.eu>)