

Moving Europe towards a sustainable and safe railway system without frontiers.

Call for Applications for a post of Legal Officer in the Executive Director Office (EDO)

Contract Agent 3(a) (FGIV) - with a further view to establish a reserve list - ERA/CA/2024/003

I - JOB CONTENT

The Agency is looking for candidates to support the Agency's needs. The jobholder will work in the [Executive Director Office \(EDO\)](#), under the responsibility of the respective Legal and Procurement Team Leader.

We are looking to engage a person with proven experience delivering legal advice who can quickly become operational. The successful candidate will be involved in the day-to-day work of the Agency's legal activities, i.e. to ensure the compliance of all Agency's measures with the applicable legal framework, particularly on operational and administrative matters.

Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

Main tasks and responsibilities:

- › To draft legal opinions, reports and working documents on any legal topic arising in the Agency's day-to-day operations and in the implementation of applicable rules and policies;
- › To offer legal support on the operational (mainly EU railway legislation) and administrative (mainly staff, financial, procurement, data protection) matters of the Agency, and on the Agency's institutional aspects;
- › To provide support in drafting of legal correspondence;
- › To assist in conducting studies/analysis on the relevant legal and regulatory environment in which the Agency carries out its activities;
- › To participate on request in working groups, working parties, task forces, etc. to help ensure compliance with the legal and institutional aspects of the Agency;
- › To assist the Agency in dealing with staff complaints and other complaints;
- › To analyse cases, legal advice, working papers, legal documentation etc.;
- › To research on the general EU legislative framework and case-law of the Court of Justice of the European Union, related to *inter alia* operational matters, EU civil-service law, EU financial regulations and procurement/grant questions.

II - ELIGIBILITY CRITERIA

The selection procedure is open to candidates who satisfy **all** the following eligibility criteria, on the closing date for the submission of applications:

1. General requirements:

- › Be a national of a Member State of the European Union¹, or a national of the European Economic Area (Iceland, Liechtenstein and Norway);
- › Be entitled to the full rights as a citizen;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service²;
- › Meet the character requirements for the duties involved³;
- › Be physically fit to perform the duties linked to the post⁴;
- › Have a very good knowledge of an official language⁵ of the European Union and a satisfactory knowledge of another official language⁶ of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- › Be below the age at which staff of the EU is automatically retired, i.e., currently on the last day of the month in which he/she reaches the age of 66⁷.

2. Minimum qualifications:

- › Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma and 1 year of professional experience following the award of the diploma.

Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.

III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above, will be assessed and scored against **selection criteria**. Candidates not satisfying one or more selection criteria will not be immediately excluded from the selection.

Selection criteria used to assess the candidate's applications:

- › University degree in Law;
- › Minimum 1 year of relevant professional experience, following award of the diploma, related to the main tasks and responsibilities listed in the job content (see section I-Job content);
- › Knowledge of EU railway legislation relevant for the Agency;
- › Knowledge of the EU legal framework, ideally in one or more of EU financial, staff, data protection and access to documents regulations, and EU procurement rules;
- › Proven experience in drafting legal documents (e.g. reports, notes, advice, submissions in judicial proceedings, decisions and opinions);

¹ The Member States of the European Union are : Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

² If applicable

³ Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record

⁴ Prior to engagement, the successful candidate shall be examined in a medical centre indicated by the Agency in order to confirm that the requirements of Article 13 of CEOS of EU are met

⁵ Your mother tongue or another official EU language of which you have a very good knowledge corresponding to level C1 as defined in the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁶ Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁷ See Article 52 (a) of the Staff Regulation of Officials for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS

- › Minimum 3 months professional experience in an international environment dealing with legal matters;
- › Excellent knowledge of the English language (spoken and written as proficient user-at least C1 level in the 3 domains: Speaking, Writing and Understanding);
- › Knowledge of the French language (spoken and written as independent user-B2 level in the 3 domains: Speaking, Writing and Understanding).

The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited for an interview and a written test.

The educational/academic qualifications and the professional experience must be described as precisely as possible in the ERA application form.

Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria will be taken into consideration and invited for an interview and a written test.

IV – INTERVIEW AND WRITTEN TEST

Candidates selected for the test phase including a structured interview and a written test will be assessed and scored on the basis of the following criteria:

For the interview:

Soft skills:

- › Motivation;
- › Communication skills;
- › Analytical and problem-solving skills;
- › Teamwork, collaboration attitude, service culture and resilience.

Hard skills:

- › Knowledge of EU law;
- › Knowledge of EU railway legislation as relevant for the Agency;
- › Excellent knowledge of English language (C1 level);
- › Knowledge of French language (B2 level).

For the written test:

- › Knowledge and competences related to the job;
- › Ability to communicate in written English (as proficient user-C1 level).

For both fields, the scores for the interviews and the written test are established as follows:

- › Total score for the interview: **60 points** Minimum score to pass: **39 points (65% of 60)**
- › Total score for the written test: **40 points** Minimum score to pass: **26 points (65% of 40)**

Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached.

For native English speakers, your ability to communicate in your second EU language will be tested during the interview. As this forms part of the general requirements stated above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

<i>IV – SUMMARY</i>	
<i>The Agency:</i> Click here for the description of the Agency and its entities into the different EU languages	
<i>Date of publication:</i> 18/09/2024	<i>Deadline for applications:</i> 17/10/2024 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Contract Agent 3(a) <i>Function group and grade:</i> FGIV	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed	<i>Monthly basic salary:</i> 3.982,82 EUR with a weighting factor of 17 % plus specific allowances where applicable
<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu until 17/10/2024 (23.59 CET, Valenciennes local time) at the latest	<i>Reserve lists:</i> For each field, the first 5 (indicative number) candidates will be placed on the reserve lists, which is valid until: 17/10/2026 with the possibility of extension
<i>Application procedure:</i> click here	<i>Selection procedure:</i> click here
<i>Appeal and complaint procedures:</i> click here	<i>Data protection:</i> click on Data protection European Union Agency for Railways (europa.eu) and scroll down to “Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section”