

Legal Officer

Unit: Resource Management Services

Reference: ECDC/FGIV/2023/RMS-LO

Applications are invited for the above Contract Agent post at the European Centre for Disease Prevention and Control (ECDC).

Job description

ECDC plans to recruit one person for the above-mentioned vacancy. ECDC also aims to establish a reserve list.

The Legal Services Section is the central point of reference for all legal questions in ECDC. It provides legal advice to the other sections and units; verifies documents as to their legal soundness, prepares policy documents and procedures, and is involved in the preparation and performance of the operational work of ECDC.

The jobholder will report to the Head of Legal Services Section. The jobholder will work independently on some assignments and with other team members on other assignments.

The jobholder will be responsible in particular for the following areas of work:

- Providing sound solution-focused legal analysis and advice to ensure compliance with the legal framework of the Centre (besides ECDC's Founding Regulation (Regulation (EC) No 851/2004) and Regulation (EU) 2022/2371 on serious cross-border threats to health, this includes the areas of procurement, contracts and grants, data protection, governance procedures, conflict of interest, intellectual property, access to documents);
- Drafting procedural documents, legal opinions, reports and working documents on any legal issue arising in the Agency's operations and in the implementation of applicable rules and policies;
- Reviewing the legal soundness of documents;
- Preparation/update of draft templates, guidelines, internal rules, implementing rules, procedures, policies or/and decisions;
- Performing legal research, analysis and follow-up of case-law;
- Assisting in legal proceedings;
- Contributing to trainings on legal issues;

- Participate in meetings and working groups as appropriate;
- Contribute and adhere to the promotion of the respect of norms, codes of conduct, procedures and control standards;
- Any other tasks related to his/her area of work as requested.

Qualifications and experiences required

A. Formal requirements

In order to be an eligible candidate you need to fulfil a set of formal requirements. These requirements are:

- A level of education which corresponds to completed university studies of at least three years attested by a diploma ¹;
- Thorough knowledge of one of the official EU languages and a satisfactory knowledge of another official EU language to the extent necessary for the performance of his/her duties²;
- Nationality of one of the EU Member States or of Norway, Iceland or Liechtenstein;
- To be entitled to his or her full rights as a citizen³;
- To have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post.

B. Selection criteria

To qualify for this post we have identified **essential criteria** with regard to professional experience/knowledge and personal characteristics/interpersonal skills.

Professional experience/knowledge:

- At least 3 years, (following the award of the diploma), of professional experience acquired in positions relevant to the job description;
- University degree in law;
- Excellent knowledge of the EU legal framework, preferably including the EU financial regulation, public procurement, and/or data protection;
- Proven experience in drafting legal documents (e.g., advice, submissions in judicial proceedings, decisions and opinions);
- Excellent level of English, both written and spoken.

Personal characteristics/interpersonal skills:

- Excellent skills in communicating complex legal matters to non-legal professionals;

1 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 shall be taken into consideration.

2 Candidates with a non-official EU language or English as their mother tongue must provide proof of their level of a second language with a certificate (B1 or more).

3 Prior to the appointment, the successful candidate will be asked to provide a certificate from the police file to the effect of non-existing criminal record.

- Ability to investigate and analyse complex information from a wide range of sources, considering options; proposing; and implementing effective solutions to challenging legal and practical issues;
- High level of service orientation with a solution-focussed approach;
- Excellent ability to work in a team with members of different cultural backgrounds and in a multidisciplinary setting.

Depending on the number of applications received, the selection committee may apply stricter requirements within the aforementioned selection criteria.

Equal Opportunities

ECDC is an equal opportunities employer and encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities.

Appointment and conditions of employment

The jobholder will be appointed on the basis of a shortlist proposed by the Selection Committee to the Director. This vacancy notice is the basis for the establishment of the Selection Committee's proposal. Candidates will be requested to undergo written tests. Candidates should note that the proposal may be made public and that inclusion in the shortlist does not guarantee recruitment. The shortlist of candidates will be established following an open selection process.

The successful candidate will be recruited as a contract agent, pursuant to article 3a) of the Conditions of Employment of Other Servants of the European Union, for a period of five years. The contract may be renewed. The appointment will be in **Function Group IV**.

Applicants should note the requirement under the EU staff regulations for all new staff to successfully complete a probationary period of nine months.

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>

The place of employment will be Stockholm, where the Centre has its activities.

Reserve list

A reserve list may be created and used for recruitment, should similar vacancies arise. It will be valid until 31 December of the same year as the application deadline and may be extended.

Application procedure

To apply for this vacancy, please create/ log in to your account via ECDC's e-recruitment system, complete all required sections of the application and submit it. **ECDC does not accept applications submitted by e-mail, mail or any other means.**

The closing date for the submission of applications is on **3 October 2023, 11:59:59** (midday) **Stockholm time**. You are advised to submit your application well ahead of the deadline in case you face technical issues and/or if there is heavy traffic on the website. ECDC will not accept any applications after the deadline. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email regularly.

You can find an e-recruitment user guide and a guide on the ECDC recruitment and selection process on our website:

<https://ecdc.europa.eu/en/about-us/work-us/recruitment-process>

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

You can find the translation⁴ of this vacancy notice in all EU languages here:

<https://www.ecdc.europa.eu/en/about-ecdc/work-ecdc/recruitment/vacancies/vacancy-translations>

⁴ While this vacancy notice has been translated into all official EU languages from its English original the language of day-to-day operations in the Agency is generally English. ECDC therefore prefers to receive the application in English.