



## European Commission

**Vacancy notice COM/2022/799 (Status: Published)**

### **LEGAL OFFICER - EUROPEAN PEACE FACILITY (AD5/AD12)**

FPI.8 European Peace Facility – Budget & Finance

BRUSSELS(Belgium)

COM number: COM/2022/799

Publication: from 15/03/2022 to 29/03/2022 until 12.00 hours  
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

### **Job Properties**

Job ID:	358054
Job available from:	14/03/2022
Management job:	no
Budget:	Administration
Security clearance required:	yes

### **We are**

The core business of the European Commission's Service for Foreign Policy Instruments (FPI) is to put EU foreign policy into action – fast and flexibly – in a policy-driven approach. The Service deals with the regulatory and financial aspects of EU foreign policy. It acts as first responder to foreign policy needs and opportunities, focusing on conflict prevention and peace as well as on leveraging the EU's influence in the world. It also supports initiatives on global, trans-regional and emerging threats and the Service performs the role of administrator and performs the financial tasks of the European Peace Facility in relation to assistance measures with military and defence implications.

The Service plays a crucial role in translating the European Commission's political priorities into external action, in line with the EU's Global Strategy for Foreign and Security Policy.

The Service reports directly to the HR/VP. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

Since the establishment of the off-budget European Peace Facility in March 2021, the Service performs the role of administrator for assistance measures with military and defence implications. In this respect, the Unit (FPI.8) carries out finance and contract operations for the assistance measures funded under the European Peace Facility. FPI.8 ensures sound financial management of EPF operations under the overall responsibility of FPI. It also oversees and reports on the annual budgetary procedure in relation to FPI-managed off-budget EPF operations in order to ensure the reliability of accounts, including ABAC access rights. Furthermore, it ensures the conduct and oversight of all EPF procurement procedures with particular attention to risk assessment and risk management.

In close cooperation with FPI.5, the Unit manages the audit-related and the specific EPF actions in line with FPI's Anti-Fraud Strategy in relation to all off EU budget transactions.

The FPI highly values team spirit, a strong sense of initiative and responsibility in all its staff members.

## **We propose**

We propose a function of Legal Officer / Compliance in a highly motivated team offering a dynamic, challenging and rewarding work environment and a varied job carried out with a wide range of partners inside and outside of the EU, including other EU institutions and the Member States.

## **We look for**

We look for a highly-motivated colleague with a university-level qualification in law and, preferably, a specialisation in EU Law. Work experience in the provision of legal advice within the EU institutions, as well as with indirect management in the context of the EU external action, is desirable.

A good knowledge of the EU budget and the Financial Regulation(s), management modes, procurement and grant award rules, audit/controls/anti-fraud, discharge and Commission internal procedures, is essential. Knowledge of external financing instruments and of the institutional architecture in the context of Article 21 TEU (including the role of the EEAS) would be an advantage.

The successful candidate should have excellent skills in analysing information, structuring arguments and rapidly forming judgements in, often, challenging situations and on complex files, taking all factors and risks into account. In addition, they will need to have a solid understanding of sound financial management and assessing value for money. They should be able to work in a proactive way, identifying and implementing solutions in a collegial manner with a significant degree of autonomy and responsibility. They must have excellent knowledge of English and a good working knowledge of French.

We are looking for a dynamic, motivated, flexible colleague who is able to work autonomously and with resilience in what can be a high-pressure environment. They should come with:

- Well-developed social and organisational skills and sense of initiative
- User-oriented approach to provide service and support to others

The candidate/job holder must either be a holder of a valid security clearance up to the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure (in order to be allowed to perform her/his job).

## **Recruitment policy**

Who else other than officials with a type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12) can apply for this job?

Officials whose type of Post of the Person is:

- "Senior administrator in transition" (AD14) or
- "Principal administrator in transition" (AD13)

can also show their interest for this job. If she/he is selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

In the case of inter-institutional mobility, only officials in the function group AD with grades AD 5 to AD 12 can apply for this job.

Applications of officials from the EEAS (AD5 – AD12) who were Commission officials until they became EEAS officials are eligible and will be considered as internal candidacies.

Applications from officials currently serving in a Delegation who are not included in the current rotation list are not, in principle, eligible and will only be considered in the interest of the service.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any point in their careers. However, candidates should note that, in the interests of the service, during their first three years of service newly recruited officials are transferred only in exceptional and duly justified cases. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency receiving the transfer request.

At any stage of the procedure the selection process can be terminated and the post filled by a transfer (Art. 7 Staff

Regulations).

The candidates who cannot apply via sysper (other institutions, EPSO laureates) should send their CV and motivation letter (including document certifying their status and grade) to HR-AMC-J30-FPI-RECRUITMENT-SELECTION@ec.europa.eu before the deadline, indicating in the "subject" field the COM vacancy number and the name of the ECHO.

For information related to Data Protection, please see the Specific Privacy Statement.

<https://ec.europa.eu/dpo-register/detail/DPR-EC-01029>

### Contacts

Name	Phone number	Email
Benedetta DENTAMARO	(32)22986875	Benedetta.DENTAMARO@ec.europa.eu

### How to apply

'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

### Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-AMC-J30-FPI-RECRUITMENT-SELECTION@ec.europa.eu

### Closing date

The closing date for registration is 29/03/2022. Registration will not be possible after 12:00 noon Brussels time.

### Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?ln=en>



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)  
Job description version 358054 in *FPI.8*  
Valid from 14/03/2022 until

#### Job Profile

##### **Position**

ADMINISTRATOR

##### **Job title**

Legal Officer - European Peace Facility

##### **Domains**

###### **Generic domain**

EU's INTERNAL and EXTERNAL SECURITY

###### **Intermediate domain**

EXTERNAL RELATIONS

###### **Specific domain**

##### **Job Family**

Legal and Compliance

##### **Sensitive job**

No

##### **Overall purpose**

To advise the Head of Unit and Unit FPI.8 on legal, contractual and institutional issues related to the European Peace Facility (EPF) matters. To design and monitor procedures for awarding and implementing contracts and procedures relating to management modes. To draft and update the templates and instructions including standard documents. To provide research, advice and opinions on all legal and financial issues pertaining to the direct and indirect implementation of the funds managed by FPI on behalf of the EPF as regards assistance measures. This includes: Legal opinions on award and implementation of contracts relating to management modes and on requests for derogations from these procedures; Legal opinions on the implementation of EU sanctions both in indirect and direct management. To follow-up OLAF cases, audit findings and the discharge procedures.

## **Functions and duties**

### **+ EXTERNAL RELATIONS**

- *Negotiate the conditions of cooperation with EU Member States or third parties, under the responsibility of the HoU.*
- *Provide advice and intermediation in the management of these agreements.*

### **+ LEGAL ANALYSIS, ADVICE and ASSISTANCE**

- *Under the supervision of the team leader(s), provide guidance on financial procedures and rules, notably by making accessible and keeping up-to-date all written instructions and guidance on these matters, including the financial circuits, the templates and checklists etc.*
- *Provide legal research, advice and opinions on all legal issues pertaining to the implementation of the budget managed by EPF, such as the interpretation of the legal bases, the EPF Implementing Rules and all applicable legislation; the application and drafting of contracts and agreements, as well as amendments; public procurement matters; and the prevention of fraud.*
- *In liaison with the team leader(s), contribute to the coordination and production of the FPI procedural instructions and manuals, and their updating.*
- *In liaison with the team leader(s), advise and assist on indirect management and public procurement matters and legal issues arising therefrom, including the drafting of tender documents as well as the drafting of contracts and agreements, and liaise with other services in this respect.*
- *Provide legal advice on alternative legal instruments to implement EPF assistance measures, such as framework contracts and administrative arrangements with partners.*

### **+ LEGAL ANALYSIS, ADVICE and ASSISTANCE**

- *Assist the hierarchy in institutional and legal matters.*
- *Advise the hierarchy on the validity and conformity of procedures with the applicable rules and regulations. Contribute to notes, documents, briefings and speeches on legal and institutional issues relating to EPF.*
- *Follow the evolution of the legal framework governing FPI's work and the implementation of the budget.*
- *Provide legal advice on international agreements, regulations and other texts, as relevant, in the field of external action/CFSP.*
- *Advise on complaints before they become formal litigation.*
- *Advise staff in the unit and in the operational unit on management modes.*

### **+ AUDIT, CONTROL and INSPECTION**

- *In coordination with FPI.5, provide inputs for OLAF cases, as well as for controversial audit and verification files.*
- *In coordination with FPI.5 and FPI.7, follow-up audit and control matters such as addressing audit findings from the internal and external auditors, and contribute to the discharge procedures.*

### **+ INSTITUTION-LEVEL COORDINATION and CONSULTATION**

- *Contribute to relevant ISC and other consultations.*
- *Prepare replies to questions from the European Parliament.*
- *Participate in training courses and deliver presentations on financial/contractual issues and management modes for staff in headquarters and external audience.*

## Job requirements

### Experience"

#### + ANTI-FRAUD

Job-Related experience:at least 1 year  
Qualifier:an advantage

#### + AUDIT, CONTROL and INSPECTION

Job-Related experience:at least 1 year  
Qualifier:desirable

#### + PROCUREMENT and CONTRACT MANAGEMENT

Job-Related experience:at least 2 years  
Qualifier:desirable

#### + EU and POLITICS (general)

Job-Related experience:at least 3 years  
Qualifier:essential

#### + LAW

Job-Related experience:at least 3 years  
Qualifier:essential

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C2	C2	C2	C2	C2

### Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**  
*BUDGET and FINANCE*  
*Financial regulation and procedures*  
*EU/INSTITUTION-SPECIFIC FUNDING and RULES*  
**PROCUREMENT and CONTRACT MANAGEMENT**  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
- **LAW**  
*PROCEDURAL LAW*  
*Internal legal procedures and terminology*  
**LEGAL ANALYSIS, ADVICE and ASSISTANCE**  
*Legal analysis*  
*Analysis of legal and contractual documents*
- **EU's INTERNAL and EXTERNAL SECURITY**  
*Foreign and Security Policy (CFSP)*
- **INTERNATIONAL RELATIONS (generic)**  
*Multilateral international agreements and negotiation methods and procedures*  
*International organisations and agreements*

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to communicate in meetings*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*  
*Quality & process management abilities*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Resilience*  
*Perseverance*  
*Stress resistance*
- *Working with Others*  
*Ability to work in a team*  
*Confidentiality*  
*Knowledge sharing*  
*Sociability skills*

## Job Environment

### Organisational entity

*Presentation of the entity:*

### Job related issues

- Atypical working hours
- Specialised Job

#### Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

*Comments:*

### Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

**Other**

Comments: