CALL FOR EXPRESSION OF INTEREST
Directorate E – General Affairs
ECHO.E.1. – International and Interinstitutional Relations, Legal Framework

Legal Officer

Contract Agent FG IV
BRUSSELS (Belgium)
Deadline: 09/09/2022, by noon, Brussels time
Job available: 16/10/2022
Job ID: 302649

We are

The unit ensures the overall consistency of policy development and strategy within DG ECHO with respect to Civil Protection and Humanitarian Aid and seeks synergies and complementarity between the different actors. It represents DG ECHO in relevant international and multilateral fora such as the UN, underpinning the Commission’s leading role as a humanitarian donor in the UN hubs in New York and Geneva. It also facilitates the development of DG ECHO's international and multilateral relations in the field of civil protection and disaster risk reduction. Working closely with the EU Delegations in Geneva, New York and Washington DC through its staff members there, the unit also represents the EU in international dialogues on humanitarian issues, including on the normative frameworks for humanitarian action (UNGA and ECOSOC). It also coordinates the DG’s overall relationship with the UN system as well as the World Bank and OECD. The unit coordinates the DG's strategic relationships with key humanitarian partners, in particular OCHA, international non-governmental organisations as well as with other DAC and non-DAC donors and relevant regional organizations. The unit is responsible for the Good Humanitarian Donorship Initiative and follow-up of the World Humanitarian Summit (WHS), including the Grand Bargain as well as the localization of aid.

The unit is responsible for the Humanitarian Aid Regulation and the European Consensus on Humanitarian Aid. It is also responsible for DG ECHO’s relations with the other EU institutions. As regards interinstitutional relations, the unit ensures strong links with EU Member States, the Presidency, the Council and the European Parliament in the areas of humanitarian aid, civil protection and emergency support including through the relevant Council working parties. In this context, the unit is responsible for the COHAF working group and ensures DG ECHO participation at the pre-GRI.

The unit acts as focal point for DG ECHO for relations with the EEAS and the Commissioners' Group on a Stronger Europe (CGSE); it is also closely involved in the preparation of, and follow up to, the work of External Action Coordination Group (EXCO). It coordinates and develops policy for the DG as a whole on civil-military relations and ensures follow-up to the EU
Integrated Approach, including as regards conflict early warning and conflict sensitivity. The unit provides advice on legal issues, in particular as regards the legal framework for humanitarian aid and civil protection. It also provides legal advice, and ensures contacts with the Commission Legal Service, on all relevant aspects of EU and international law. It is the focal point in DG ECHO for issues pertaining to the relationship between restrictive measures and humanitarian aid.

Job presentation (We propose)

A challenging position for a motivated and committed Legal Officer, able to interact smoothly within and outside the legal team, in a unit composed of 20 staff members (and three staff members in Delegation) which covers international, inter-institutional and legal issues, including relations with the European Commission’s NGO certified partners.

The work consists of, inter alia:

- Contributing to legal analysis and providing legal advice on the humanitarian aid and civil protection, mainly in the context of the relationship of DG ECHO with its partners, in particular but not limited to NGOs.
- Providing support on horizontal legal matters, including drafting of information material and guidance.
- Following developments and ensuring internal and external coordination related to restrictive measures and their impact on humanitarian aid.
- Contributing to the organisation of, and participating in, meetings with key stakeholders, including International Organizations and NGO partners representatives.
- Contributing and, as appropriate, coordinating briefings for meetings with EU internal and external stakeholders.
- Coordinating legal work with other EU services. Contributing to the other team’s activities as relevant, including the relationship with DG ECHO partners, NGO certification and indirect

Within ECHO.E.1, the legal affairs team provides advice on the legal aspects of the EU’s humanitarian aid and civil protection, and on other relevant aspects of EU and international law. The unit is the contact point for the Legal Service. The legal affairs team plays a pivotal role within DG ECHO, as it provides legal advice on all aspects of DG ECHO’s work. The team is also responsible for managing DG ECHO’s Framework Partnership Agreement with non-governmental organizations (NGOs) and is the focal point in DG ECHO for issues pertaining to the Financial and Administrative Framework Agreement with the UN. The legal affairs team works in close liaison with DG ECHO’s units responsible for programming, control and reporting and contracts and finance.
Job holder profile (We look for)

A dynamic, flexible and hardworking colleague with:

- Legal background and experience in the legal sector, with at least 3 years of job-related working experience would be desirable;
- Previous experience of working in humanitarian aid or the external relations of the European Union, or in EU budget implementation would be an asset;
- S/he should have a good knowledge of EU legal procedures, as well as experience in coordinating and following-up on tasks;
- Able to work autonomously and with resilience in what can be a high-pressure environment.
- Strong commitment and a proven capacity for autonomously delivering high quality outputs, often on short notice and under tight deadlines;
- Motivated and well-organised team player with a constructive team spirit and good social skills.
- A very good knowledge of English (written and oral) is required, and good knowledge of French would be an asset.

Recruitment policy

Please note the following conditions in order to be an eligible candidate:

- You have passed an EPSO CAST in the required functional group (CA FG IV) or
- The candidate is enrolled in the CAST Permanent in the required functional group → register your application in CAST Permanent - it is open for registration and there is no deadline for submitting applications: Job opportunities | Careers with the European Union (europa.eu)
- Completed university studies of at least three years attested by a diploma.
- You must have a minimum of five years of professional experience.
- You must have an EU citizenship.

After a selection based on CVs, selected candidates will be invited for an interview.

Candidates should be aware that, due to the nature of DG ECHO's mandate, the DG must be able to respond rapidly in times of crisis. A flexible approach is therefore necessary with respect to responsibilities, sometimes involving temporary reassignment to a different unit.
How to apply

Candidates should send their CV with a one-page motivation letter (both in .pdf format) to the functional mailbox ECHO E1 ATTRIBUTION ECHO-E1-ATTRIBUTION@ec.europa.eu within the deadline, indicating in the subject field ECHO.E.1 and the title of the position. Candidates should also indicate their EPSO CAST number.

Contacts

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