CALL FOR EXPRESSION OF INTEREST
CONTRACT AGENTS 3(a) - FGIII
"LEGAL OFFICER"
REA/2019/CA/LEG/FGIII/01

I. SCOPE

The purpose of this call for expression of interest is to draw up a reserve list of maximum 20 Contractual Agents FGIII with a profile of "Legal Officer" to fill vacant posts at the Research Executive Agency (REA) mainly in Unit C.3 "Participant Validation".

The REA Unit “Participant Validation” mission is to implement part of the Single Electronic Data Interchange Area (SEDIA) project. It provides logistical and administrative support to all services managing Horizon 2020. The support includes legal and financial validation of project participants for all the Directorates-General and Executive Agencies acting in the field of research. Starting from 2018, REA has been entrusted to carry out the participants’ legal and financial validation for all EC grant and procurement procedures under direct management. The Unit is composed of three sectors: ‘Legal Validation of Third Parties’, ‘Financial Validation of Third Parties’ and ‘Legal & Financial Verification’.

II. GENERAL CONTEXT

The Research Executive Agency (REA) is a multicultural and dynamic body set up by the Commission in 2007, originally for implementing parts of the Seventh EU Framework Programme for research, technological development and demonstration activities (FP7) I. In 2013, the Commission extended the REA’s mandate II until 2024, delegating to it additional actions of Horizon 2020 – The EU Framework Programme for Research and Innovation (2014-2020) III. The REA manages the following parts of Horizon 2020:

- the “Marie Skłodowska-Curie actions” and the “FET-Open” activity under Part I – ‘Excellent Science’;
- the “Space” activity of Part II – ‘Industrial Leadership’;
- the objectives “Food security, sustainable agriculture and forestry, marine and maritime and inland water research, and the bio economy”, “Inclusive, innovative and reflective societies” and “Secure society” of Part III – ‘Societal challenges’;
- the specific objectives “Spreading Excellence and Widening Participation” (part IV) and “Science with and for Society” (part V) of Horizon 2020.

In addition, REA manages the running projects from its FP7 mandate and it provides logistical and administrative support services to all services managing Horizon 2020.

The operational annual budget managed by REA increases from €1.6 billion in 2016 to €2.4

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I OJ L 11, 15.1.2008, p. 9
II OJ L 346, 20.12.2013, p. 54
billion in 2020.

The Agency is composed of three Departments and fourteen Units. Staff consists of approximately 25% Temporary Agents and 75% Contractual Agents, all recruited on a broad geographical basis.

The agency works very closely with the services of the European Commission and it is supervised by a Steering Committee composed of representatives of the partner DGs.

Further information on REA may be obtained at: http://ec.europa.eu/research/rea/index.cfm

III. PROFILE AND DUTIES

As part of a team and under the supervision of a Head of Sector, the successful candidate will be asked to perform the following tasks and duties:

- **Legal Validation**
  - Assessment, legal validation and encoding in the IT system, to register the legal statuses of participants based on the legal supporting documents, in compliance with the relevant rules;
  - Validation of the appointment of the Legal Entity Appointed Representative (LEAR) of the participants;
  - Contribution to working groups related to simplification, harmonisation of rules for the legal validation of participants;
  - Contribution to the development and update of handbooks and manuals relevant for the interpretation of validation rules and procedures;
  - Contribution to drafting responses to public enquiries related to legal validation.

- **Organisation & Planning**
  - Ensure all tasks are completed in conformity with official regulations and procedures, including the Internal Control Principles, and take care that all obligations are met;
  - Ensure the implementation of the established administrative rules and procedures, and contribute to the elaboration of guidelines, proposals for simplification, and the amendment of administrative procedures;
  - Assist in providing high quality services for all Commission Services;
  - Support the general administration tasks of the Unit.

- **Support to Quality Management**
  - Process, create, and keep up-to-date legal dossiers, documents, and data in the appropriate files or IT databases;
  - Communicate effectively through the IT systems with Participants;
  - Liaise with DGs, Agencies and other clients during the validation process;
  - Manage the IT database and ensure high quality legal participants registration data in conformity with the established procedures and standards.
Administrative Procedures

- Contribute to administrative and simplification activities for the validation processes and the update of manuals concerning the internal procedures;
- Contribute to the efficient communication on the activities of the Participant Validation Unit, including the update of procedures.

IV. ELIGIBILITY CRITERIA

The eligibility of candidates will be assessed in terms of compliance with general and specific conditions described under the Part A and B below. Only complete applications registered before the deadline will be considered.

A. General Conditions

On the closing date of this call for expression of interest and on the date of signature of a possible resulting employment contract, candidates must:

- Be national of a Member State of the European Union;
- Enjoy full rights as a citizen;
- Meet any obligations under national laws concerning on military service;
- Meet the character requirements for the duties involved.

B. Specific Conditions

On the closing date of this call for expression of interest, candidates must:

1. EPSO Contract Agents Selection Tests (CAST)

- Have successfully passed EPSO reasoning and competency tests for contract agents for Executive Agencies in the following function group III profiles relevant to the present call for expression of interest: EPSO/CAST/P1/2017, EPSO/CAST/P3/2017 and EPSO/CAST/P14/2017; or
- Have completed and validated the EPSO CAST online application form in one of the following function group III profiles relevant to the present call for expression of interest: (EPSO/CAST/P1/2017, EPSO/CAST/P3/2017 and EPSO/CAST/P14/2017)\(^1\).

2. Education and professional experience

- Have a post-secondary education attested by a diploma, or
- Have a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three (3) years.

Only study titles that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

V. SELECTION CRITERIA

\(^1\) Candidates who are blocked during the pre-selection process of this present call for expression of interest and therefore cannot be flagged in order to be invited by EPSO to undergo the EPSO/CAST/P/1/2017 competition, because they have failed in the previous testing windows, will be considered as not eligible regardless of the relevance or not of their CV.
Candidates who meet the eligibility conditions will have their application assessed by the Selection Committee against the following selection criteria:

A. **Essential qualifications and experiences**

- Have educational or professional experience relevant to the tasks described under section "Profile and Duties", or
- Have a legal background or experience in assessing legal documents.
- Have excellent analytical, organisational and decision making skills to ensure quality and timeliness of the validation operations;
- Have strong customer-service orientation; Oral and written communication skills and knowledge of written and spoken English (at minimum B2 level).

B. **Advantageous**

- Have working knowledge of one or more of the following EU languages (level B2): Croatian, Czech, Danish, Estonian, Finnish, German, Hungarian, Latvian, Lithuanian, Polish, Portuguese, Slovak and Slovenian.

VI. **APPLICATION PROCEDURE**

For applications to be valid, candidates must submit before the closing date for the submission of the applications:

- the eligibility grid filled in and signed (as per the attached template);
- a detailed curriculum vitae, in EU CV format;¹
- a motivation letter (1 page maximum).

Applications must only be sent by e-mail to the functional mailbox REA-CA-JOBS@ec.europa.eu quoting the reference of the call for expression of interest. Candidates are invited to apply in English.

If at any stage in the procedure it is established that any of the information provided by a candidate is incorrect, the candidate in question will be disqualified.

**The closing date for the submission of the applications is 10/05/2019 (Midnight) Brussels**

VII. **SELECTION PROCEDURE**

The HR Selection Team will analyse the eligibility of the candidates based on the information provided in the "eligibility grid".

Eligible applications will be screened against the selection criteria mentioned in the call for expression of interest by the Selection Committee. Candidates who, based on the information provided in their application, best match the job requirements will be pre selected by the Selection Committee to take part to the interview. A maximum of 60 candidates will be pre selected to take part to the interview.

Candidates pre selected without a successful EPSO CAST in one of the function group III profile relevant to the present call for expression of interest will be invited to sit the EPSO CBT tests (computer-based multiple choice tests) in one of its accredited centres. Only candidates that have successfully passed the EPSO CAST selection will be invited for an interview.

¹ EU CV format available on: http://europass.cedefop.europa.eu/documents/curriculum-vitae
During the interview, the candidates will be assessed on the basis of the job requirements as described under section "Profile and Duties" and the selection criteria. In view of the nature of the duties and the particular field of this selection procedure, the language that will be used for the interview will be English. The languages described in the “advantages” for which the candidate declared knowledge will be assessed by a written test. The written knowledge of the English language of the candidate will be also assessed with a written test.

At the issue of the interviews, the Selection Committee will propose to the REA’s Authority Authorised to Conclude Contracts a reserve list of a maximum of 20 candidates who obtained the highest marks following the interview. The reserve list will be valid for one year and may be used for similar positions in the Agency. The validity of the reserve list may be extended by decision of the REA’s Authority Authorised to Conclude Contracts.

VIII. EQUAL OPPORTUNITIES

The Research Executive Agency applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

IX. CONDITIONS OF EMPLOYMENT

The successful candidates may be offered a contract agent contract in function group III, pursuant to Article 3a of the Conditions of Employment of Other Servants of the European Communities (CEOS) and according to the provisions implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b which have been adopted by analogy by the REA.

The initial duration of the contract will be for one year and may be renewed for one additional year. If the contract is further renewed, it shall be concluded for an indefinite period, subject to any limitations on the Agency’s lifetime. Contract staff 3(a) have to serve a probationary period of nine months.

The monthly salary for a Contract Agent 3(a), function group III, consists of a basic salary of 2704.36€ supplemented with various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants of the European Communities (CEOS). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source. Contract staff 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agency has its activities.

X. APPEAL PROCEDURES

- Complaint on the basis of Article 90(2) of the Staff Regulations of Official of the European Union (SR).

Candidates may submit a complaint on the basis of Article 90(2) of the SR, which is to be sent as a single copy using one of the following methods:
By post to:

REA Director – Mr Marc TACHELET
Reference: REA/2019/CA/LEG/FGIII/01
COV2 – 18/136
Place Rogier 16
1049 Brussels
Belgium

Or by email to: REA-CA-JOBS@ec.europa.eu

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complaint.

- **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the General Court at: [https://curia.europa.eu/jcms/](https://curia.europa.eu/jcms/)

- **Complaint to the European Ombudsman**

Candidates, like all citizen of the Union, may lodge a complaint to the European Ombudsman.

**Before submitting a complaint to the Ombudsman, the candidate must first make the appropriate administrative approaches to the institutions and bodies concerned** (see above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.

Arrangements for complaints to the Ombudsman are as follows:


**XI. DATA PROTECTION**

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at the REA. The personal information requested from candidates will be processed in line with Regulation (EC) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. In this regard, please see the Privacy Statement which explains how the Agency processes personal data in relation to recruitment and selections.