



VACANCY NOTICE FOR: LEGAL ADVISOR

drawing up a list of suitable candidates (talent pool)

Deadline for applications	29 September 2022 – 13:00 Greek time (CET+1)
Reference	Cedefop/2022/03/AD
Type of contract	Temporary agent 2f ⁽¹⁾
Function group/grade	AD 8 ⁽²⁾
Initial contract duration	5 years renewable
Place of employment	Thessaloniki (Greece)

Cedefop is drawing up a list of suitable candidates for the position of Legal Advisor.

1. IS THIS JOB FOR YOU?

As Legal Advisor, you will be a member of the Director's office. You will also work closely with the Department for Resources and Support, as well as Cedefop's management team, as needed.

You will provide legal advice and ensure a sound legal environment for the operations of the Agency including by identifying and mitigating legal risks, as well as providing legally sound proposals, analyses and opinions in case of pre-litigations and litigations.

Your main functions and duties will include:

- offering legal advice in all areas of the implementation and interpretation of the Staff Regulations of Officials and Conditions of Employment of Other servants, incl.
 - dealing as necessary with complaints and (pre-)litigations;
 - supporting the preparation of Cedefop general provisions for implementing the Staff Regulations, in conformity with Article 110 of the Staff Regulations, as well as other relevant staff policies;
- offering legal advice in all areas of the implementation and interpretation of Cedefop's Financial Regulation and dealing with relevant claims and litigation as necessary, incl. in contractual matters and matters related to the procurement procedures;

⁽¹⁾ [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#)

⁽²⁾ Internal and interagency mobility: Internal and interagency candidates in the grade AD8-AD9 may apply, and the selected candidate shall conclude a contract of employment in accordance with [Cedefop's rules](#).

- acting as Data Protection Officer for the Agency to advise on the implementation of Regulation (EU) 2018/1725 as well as, on request, for public access to documents and confirmatory applications in line with Regulation (EU) 1049/2001;
- drafting and presenting legal opinions, briefs, reports and correspondence on any legal issue referred for consideration and advice;
- representing the Agency in the Inter-Agency Legal Network and in its interactions with other EU institutions;
- representing the Agency in the DPO Network and in its interactions with the EDPS and EDPB.

2. WHY CEDEFOP?

Cedefop is one of the EU's decentralised Agencies. It supports the design of well-informed Union policies on vocational education and training (VET), skills and qualifications and contributes to their implementation. These policies help citizens to acquire the skills they need in today's and tomorrow's society and labour market.

The work of the Agency includes research and policy analysis at EU level to provide innovative evidence, share data and support mutual learning across EU countries.

Cedefop's areas of work comprise VET and apprenticeship reforms, current and future skill needs in the labour market, recognition of qualifications and validation of non-formal and informal learning.

Cedefop works together with the European Commission, Member States and social partners. The work of the Agency is governed by a [Founding Regulation](#), which also defines its objectives and tasks.

Cedefop has its seat in Thessaloniki, Greece ([Life in Thessaloniki](#)). The Agency offers an international and stimulating workplace, with about 120 staff from EU countries.

To find out more about Cedefop, visit our [website](#).

3. ELIGIBILITY CRITERIA

For your application to be considered eligible, you must fulfil all the following requirements on the closing date for submission of applications:

- be a citizen of one of the Member States of the European Union ⁽³⁾ and enjoy full rights as a citizen;
- have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union ⁽⁴⁾.
- have a level of education which corresponds to completed university studies ⁽⁵⁾ of at least 4 years attested by a diploma; plus a total full-time professional experience of at least 9 years acquired after achieving the aforementioned qualification

OR

- have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma; plus a total full-time professional experience of at least 10 years acquired after achieving the aforementioned qualification.
- have fulfilled any obligations imposed by the laws on military service;
- be physically fit to perform the duties relating to the post ⁽⁶⁾.

Non-compliance with any of these eligibility criteria will result in your exclusion from the selection process and your application will not be evaluated further.

4. SELECTION PHASE

The selection will be carried out by a selection board appointed by the Executive Director.

The selection board will assess all eligible applications (see Section 3) against the selection criteria described in this Section 4, using as a reference the description of the role in Section 1 of this vacancy notice.

The selection board may be assisted by (an) external consultant(s) in the assessment of applications, the preparation of interviews or the communication with candidates.

The selection procedure will be organised in several stages.

⁽³⁾ In accordance with the Article 127, paragraph 7(c) of the [Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community](#) (OJ 2019/C 384 I/01).

⁽⁴⁾ As defined in the [European Language levels](#) – Self-assessment Grid, thorough knowledge is considered level C1 or above and satisfactory knowledge is considered level B2 or above.

⁽⁵⁾ Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities (e.g. Naric) will be accepted. Degrees issued by an UK educational institution before the Brexit are valid and thus no certification of equivalency is needed.

⁽⁶⁾ Before appointment, the successful candidate must undergo a medical examination.

4.1. Preselection based on the application documentation

Your application will be assessed by the selection board, based on the information contained in your online application (see Section 7. 'How to apply?').

It is important that you explain explicitly how you meet (a) each of the essential preselection criteria and (b) each of the other preselection criteria. The assessment of both (a) and (b) is carried out solely based on the information you will provide for each criterion.

(a) Essential pre-selection criteria

For your application to be considered further, you must meet all the below essential criteria:

- university degree in law;
- English: at least level C1 in all dimensions as per the CEFRL ⁽⁷⁾;
- at least 3 years of experience ⁽⁸⁾ in the past 10 years ⁽⁹⁾ ⁽¹⁰⁾ related to the provision of legal advice on the implementation of the Staff Regulations of Officials and Conditions of Employment of Other Servants (CEOS) and applicable case law.

Only if your application meets all the above essential preselection criteria it will be scored against the other preselection criteria listed below under 4.1 (b).

(b) Other pre-selection criteria

The non-fulfilment of one or more of these other preselection criteria will not result in your exclusion from the preselection process but may affect your score and thus your chances of being invited for test and interview.

The criteria below are presented in order of priority:

- experience in providing legal advice on the implementation of the EU Financial Regulation, contractual and procurement matters;
- experience in dealing with claims and (pre-)litigations, with reference to the above-mentioned EU Staff Regulations, CEOS and EU Financial Regulation;
- experience in handling data protection matters;
- experience of drafting complex legal documents (legal opinions, pre-litigation/litigation files, implementing rules, decisions and policies);
- experience in working for an EU institution or body;
- experience in consulting on a variety of other legal fields/matters related to Cedefop's mission and activities, in addition to those specified above;
- knowledge of French: at least level B1 in all dimensions as per the CEFRL.

Around 10 eligible candidates, who obtain the highest scores in this phase, and at least 50% of the maximum score for the above other preselection criteria, will be invited for a written test.

⁽⁷⁾ Level C1 or above as referenced in the [Common European Framework of Reference](#).

⁽⁸⁾ 'Experience' refers to 'professional experience'.

⁽⁹⁾ When assessing experience in the context of the vacancy, the selection board will consider if this experience was acquired in full-time employment. Experience acquired in part-time employment will be considered 'pro-rata'.

⁽¹⁰⁾ Calculated with reference to the deadline for applications.

4.2. *Written test and interview*

This stage of the selection procedure will allow you to prove your suitability for this post.

(a) Written test

The written test will assess your:

- ability to provide legal advice and communicate assertively and clearly both advantages and disadvantages of proposed solutions;
- ability to draft clear, well-argued and proportionate legal opinions, including with reference to relevant case-law of the Court of Justice of the European Union;
- capability to summarise complex issues succinctly and convey key messages efficiently in English.

The selection board will assess the written test anonymously. Only candidates who obtain at least 50% of the maximum score for the written test will be invited to take part in interviews with the selection board.

The written tests are planned to take place in the course of November 2022, but this may still be subject to change.

(b) Interview

The interview will cover the following areas of professional experience and behavioural competences:

- ability to build trust;
- drive to consistently deliver quality results;
- strong service orientation;
- ability to adopt an assertive, yet conciliatory, approach to legal questions/disputes;
- ability to communicate clearly and effectively in English.

The interviews are planned to take place about 4 weeks after the written tests, but this may still be subject to change.

Further information on the organisation of the tests and interviews, which will take place remotely, will be provided upon invitation.

(c) Final score

The written test and the interview will each count for 50% of the final score.

5. LIST OF SUITABLE CANDIDATES (TALENT POOL) AND APPOINTMENT

Following the tests and interviews, the selection board will propose the list of the most suitable candidate(s) for this post (talent pool).

In order to be proposed to be placed on this list, you must obtain a minimum of 60% overall score and minimum 50% of the scores for the written test and the interview, respectively.

A second interview may also be organised with candidates placed on this list prior to taking the final decision. The second interview will assess further the suitability of the candidate for the post in view of the main functions and duties that it entails.

The job offer to the successful/most suitable candidate will be made only after the necessary supporting documents have been provided by the candidate and Cedefop HR service has confirmed their completeness.

The appointed candidate will undergo a probation period of 9 months.

The list may be used for future recruitment for the position advertised in the notice of vacancy, however, inclusion in the list does not guarantee recruitment.

The list is valid until 31 December 2023. The Executive Director may extend the validity of the list. The status of the reserve lists can be consulted on [Cedefop's website](#).

6. WHAT DO WE OFFER?

- temporary agent 2f with an initial duration of 5 years (renewable);
- function group/grade AD 8 (or AD 9 for internal or inter-agency candidates);
- the monthly basic salary for grade AD 8 step 1 is 7,4312 EUR, and is multiplied by the corrective coefficient for Greece (currently 83.7 % and reviewed annually);
- salaries are subject to a Union tax deducted at source and are exempt from national taxation;
- depending on the individual family situation and the place of origin, the jobholder may be entitled to expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, VAT exemption allowance on certain goods for a period of a year;
- example of net monthly salaries as currently applicable:

AD 8 – Step 1 Net salary		
Minimum final net salary (without any allowances)	Final net salary with expatriation allowance	Final net salary with expatriation, household, one child and education allowances
4,692 EUR	5,687 EUR	7,121 EUR

- additional financial support for the schooling of children;
- annual leave entitlement of two days per calendar month plus additional days for age, grade, home leave if applicable, and in addition circa 18 public holidays per year;
- EU Pension Scheme (after 10 years of service);
- EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease coverage, unemployment, invalidity allowance and insurance;
- professional training and development opportunities;
- flexible working arrangements, including teleworking.

Further information regarding rights, conditions of employment and benefits can be found in the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

7. HOW TO APPLY?

Please submit your application through the online system by **Thursday 29 September 2022 at 13:00** Greek time (CET+1).

To register and apply, please go to the [vacancies section on Cedefop's website](#), click on the name of the vacancy notice and follow the instructions.

The online application must be completed in English.

Supporting documents (diploma(s), work experience certificate(s), etc.) may be requested in the context of the selection phase.

Please note that the assessment of both (a) essential preselection criteria and (b) other preselection criteria (Section 4.1. (a) and (b) of this vacancy notice) is carried out solely based on the information provided for each criterion in the online application form.

Applicants are strongly advised to submit their applications well in advance of the deadline, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission last minute.

If you have a query, please refer first to the [Frequently Asked Questions](#). You may also send an email to hr-recruitment@cedefop.europa.eu.

Candidates are strictly forbidden to make any contact relating to this selection process with the selection board and the Executive Director, or members of Cedefop's management, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection process.

8. EQUAL OPPORTUNITIES

Being European Union Agency, Cedefop believes in equality and diversity and is committed to providing equal opportunities to all its employees and applicants for employment and to preventing discrimination on any grounds.

Cedefop actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation, and from the broadest possible geographical basis amongst the EU Member States.

Cedefop wishes to further increase the diversity of our talent pool to be representative of the diversity of the EU citizens we serve.

9. PROTECTION OF PERSONAL DATA

Cedefop ensures that applicants' personal data are processed in line with [Regulation \(EU\) 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 and on the free movement of such data. You can find detailed information on how personal data is processed in the context of the selection procedures in the [privacy statement](#).

10. DECLARATION OF COMMITMENT TO SERVE PUBLIC INTEREST INDEPENDENTLY

The successful candidate will be required to sign a declaration of commitment to act independently in the public interest and to sign a declaration in relation to interests that might be considered prejudicial to his/her independence. Applicants must confirm their willingness to do so in their application.

11. APPEAL PROCESS

If a candidate considers that s/he has been adversely affected by a particular decision, he/she has the possibility, **within three months** after being informed of the decision concerning his/her application, to lodge a complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

The complaint has to be submitted by email to Cedefop's Executive Director through the email: selections-appeals@cedefop.europa.eu

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. For details on how to submit a judicial appeal and how to determine the deadlines, please consult the website of the [General Court](#).

Any citizen of the European Union or any natural or legal person residing in a Member State may make a complaint for maladministration pursuant to Article 228(1) of the Treaty on the Functioning of the European Union. Please consult the website of the [European Ombudsman](#) for further information on the arrangements for complaints to the Ombudsman.

Please note that:

- complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union;

- under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the European Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.