

- VACANCY NOTICE -
for establishing a reserve list for

LEGAL ASSISTANT
N° Authority/AST/2021/06
(Post N° 7147)

1. Who we are

The Authority for European Political Parties and European Political Foundations (the “Authority”) was established as an independent Union body by Regulation (EU, Euratom) No 1141/2014 for the purpose of delivering registration and verification procedures, controlling compliance and where necessary imposing sanctions on European political parties and European political foundations. The Authority also contributes to political awareness at European level by ensuring visibility of certain documentation in respect to European political parties and European political foundations. Additionally, the Authority takes part in efforts to secure the integrity of European elections by a verification procedure related to infringements of data protection rules. In all its fields of activity, the Authority works in close cooperation with the EU Institutions, in particular the European Parliament, as well as competent national authorities.

2. What we offer

Job	Legal Assistant
Type and duration of contract	Temporary Agent, 3 years with possibility of extension
Function group and grade	AST 3
Monthly basic salary	€ 3 841,17 (step 1) plus where applicable, various allowances¹
Place of employment	Belgium - Brussels
Deadline for applications	19/12/2021 at 23:59 hours (Brussels time)

3. Main responsibilities

The Authority is looking for dynamic and motivated candidates for a Legal Assistant role, with the intention to set up a reserve list of suitable candidates for this post. A Legal Assistant in the Authority supports the Director and the legal administrators in a variety of procedures, formal letter exchanges and verification tasks. As part of a teamwork process with frequent meetings and need for excellent coordination, he/she contributes to assessments of information on the activities of European political parties and foundations, works independently on drafts and may be asked to check written products of others. Given the nature of the tasks as well as the linguistic profiles of our interlocutors in European political parties and foundations, EU

¹ See further information under point 8. *Conditions of Employment* of this Vacancy Notice

Institutions and Member States (including in particular Belgium and France), English and French are essential languages.

More specifically, the Legal Assistant will provide legal, administrative and organisational support to the Director and/ or the legal administrators of the Authority, in particular with a view to ensuring both compliance with the applicable legal framework and control procedures pursuant to Regulation (EU, Euratom) No 1141/2014. Depending on the business needs, his/her tasks will include:

- Assisting the Director and/or the legal administrators with drafting and proofreading of legal documents, especially with respect to compliance with Regulation (EU, Euratom) No 1141/2014 and the verification and control procedures set out therein
- Assisting the legal administrators with verifying compliance and drafting legal documents in the field of data protection
- Contributing with assessing information on the activities of the European political parties and European political foundations
- Structuring and updating legal files as a preparatory basis for the work of the legal administrators including factual verification
- Handling practical matters relating to investigations or legal disputes
- Carrying out searches in legal databases as well as in other public sources
- Formatting documents, producing tables, keeping diaries, arranging meetings
- Managing, maintaining and updating the Authority's website and ensuring publication of documents
- Any other legal or administrative duties assigned by the hierarchy

4. Requirements

4.1. Eligibility criteria

To be considered eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications. They must:

- i. Have a level of post-secondary education attested by a diploma, and after having obtained the diploma, at least three (3) years of appropriate professional experience² or
- ii. Have a level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least six (6) years of appropriate professional experience.

In addition, candidates must:

- Be nationals of one of the Member States of the Union and enjoy their full rights as citizens;
- Have fulfilled any obligations imposed by the laws concerning military service;

² Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States will be taken into consideration.

- Produce the appropriate character references as to their suitability for the performance of the duties³;
- Be physically fit to perform the duties linked to the post⁴;
- Have a thorough knowledge (C1) of one of the languages of the European Union and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of their duties⁵.

4.2. Selection criteria

We are looking for a motivated, flexible and dynamic personality, with a legal background demonstrated by a post-secondary diploma in law, a paralegal or comparable qualification, or significant work experience in the field.

The job crucially requires the ability to contribute constructively to the work of a team, capacity to produce well-structured and precise texts in either English or French, and attention to detail. The candidate should be experienced in working on administrative or legal files with standard word processing and office applications.

Organisational and communication skills, ability to prioritise, ability to work under pressure and adjust to changes in a rapidly evolving work environment as well as a high sense of discretion and confidentiality are important as well. Ability to speak, read and understand spoken English and French at a good level is necessary.

5. Application procedure

Candidates are required to check carefully before submitting an application whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience as well as their linguistic capacity. In order to facilitate the process, candidates are invited to apply in English, which is the working language of the Authority. For applications to be valid, candidates shall:

- Use and duly complete the Authority Application Form, which is annexed to this Vacancy Notice;
- Send their application only by email to appf-vacancies@appf.europa.eu by the deadline;
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname;
- The Application Form must be saved as follows: SURNAME_Name_Reference number.

Incomplete applications will be disqualified and treated as non-eligible. Candidates who use the same application to apply for more than one position will also be disqualified.

³ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by a competent Member State Authority attesting the absence of any criminal record.

⁴ Prior to recruitment, the successful candidate shall be medically examined in line with requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants of the EU.

⁵ In accordance with the Common European Framework of Reference for languages:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

Supporting documents (*e.g.*, certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested.

Under no circumstances should candidates contact the selection board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

6. Closing date for applications

The closing date for application is **19 December 2021, 23:59, Brussels time** (please check the time zones). The Authority will disregard any application received after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submissions. The Authority cannot be held responsible for any delay due to such difficulties.

7. Selection procedure

The candidates' applications will first be assessed against the eligibility criteria. From among those fulfilling the eligibility criteria, the most suitable candidates in light of the selection criteria will be invited for the next stage of the selection procedure, consisting of a written test and, subject to success in the written test, an interview by a Selection Board. It is envisaged that the written tests and interviews will take place in December 2021 or January 2022. Due to the Covid-19 pandemic, the written tests and interviews might be conducted by video-conference.

Based on the results of the written test and the interview, the Selection Board will propose a list of successful candidates to the Director of the Authority Director in his capacity as Appointing Authority, who will make the final decision. Such a list would be valid for a period of one year, its validity may be extended. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), the successful candidate will be required to make a declaration of non-conflict of interest before recruitment. The Appointing Authority will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the candidate - using a

specific form - will inform the Appointing Authority of any actual or potential conflict of interest.

In this regard, please also note that Regulation (EU, Euratom) No 1141/2014 specifies that: *“The selection of the staff shall not be liable to result in a conflict of interests [...] and they shall refrain from any act which is incompatible with the nature of their duties.”*

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications, experience and skills, and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

Enquiries in relation to this selection procedure⁶, should be addressed to the following email address:

application@appf.europa.eu

8. Conditions of Employment

Successful candidates may be offered a contract as a Temporary Agent of the type 2(f) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of three (3) years, renewable for another period of three (3) years. After the second period, the contract may be renewed for an indefinite period.

For reasons related to the Authority’s operational requirements, the successful candidate will be required to be available at short notice.

Successful candidates who will be offered a contract of employment will undergo an initial probation period of nine (9) months and on their entry into service, be placed in step 1 or step 2 of the AST 3 grade, according to the length of their professional experience. The basic monthly salary for grade AST 3 currently is⁷:

- Step 1: € 3 841,17
- Step 2: € 4 002,60

The salary is subject to a Community tax deducted at source and staff members are exempt from national tax on salary.

In addition to the basic salary, the following benefits may apply:

- Additional specific allowances (e.g., expatriation, household, dependent child, installation) depending on the individual’s family situation and the place of origin;
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;

⁶ This request for further information does not influence the timeline for lodging an appeal under Article 90(2) of Staff Regulations of Officials and Conditions of Employments of Other Servants of the European Union.

⁷ subject to annual update.

- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service.

Further information on working conditions of staff members can be found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union⁸.

9. Equal opportunities

The Authority applies a policy of equal opportunities and accepts applications without discrimination on any grounds 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 or sexual orientation.

10. Data Protection

The Authority ensures that candidates' personal data are processed as required by 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/EC (Official Journal of the European Union L 295, 21 November 2018, p. 39–98).

Candidates are invited to consult the privacy statement annexed to this Vacancy Notice, which explains how the Authority processes personal data in relation to selection procedures.

⁸ <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1549272035601&uri=CELEX:01962R0031-20190101>

11. Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

Authority for European Political Parties and European Political Foundations (Authority)
For the attention of the Director, Mr Pascal Schonard
Ref.: Authority/AST/2021/06
Rue Wiertz 60
1047 Brussels
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.

Bruxelles, 24 November 2021

Enclosures:

- I. Application Form
- II. Data Protection Statement