

- VACANCY NOTICE -

LEGAL MANAGEMENT ASSISTANT

N° Authority/AST/2022/03

(Post N°7146)

The Authority for European Political Parties and European Political Foundations (the “Authority”) is conducting a procedure to establish a reserve list for the position of Legal Management Assistant (Temporary Agent under Article 2(f) of the Conditions for Employment of other servants of the EU - AST5).

1. Who we are

The Authority was established as an independent Union body by Regulation (EU, Euratom) No 1141/2014 for the purpose of carrying out registration and verification processes, 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 personal data protection rules. In all its fields of activity, the Authority works in close cooperation with EU institutions and bodies, in particular the European Parliament, as well as with competent national authorities.

2. What we offer

Job	Legal Management Assistant
Type of post	Temporary agent
Grade	AST 5
Place of employment	Belgium - Brussels
Deadline for applications	6 May 2022 at 23:59 hours (Brussels time)

3. Main responsibilities

The legal management assistant will support the Director and other colleagues of the Authority by providing legal and administrative support. With a view to ensuring compliance with the applicable legal framework his/her tasks will include:

-) Contributing and revising legal documents in English language with respect to all areas falling into the remit of the Authority;
-) Performing/Contributing to internal administration tasks for the Authority;
-) Analysing financial statements in light of the legal framework, while ensuring consistency and delivering products to the Director in a team-based process and under the guidance of a team coordinator;

-) Proposing and implementing decisions on obtaining additional information that may be required for the tasks of the Authority;
-) Ensuring inter-institutional cooperation in the area of activities of the Authority;
-) Implementing any transparency measures decided by the Authority;
-) Managing the secretariat, including document management and upholding organisational contacts with external stakeholders;
-) Performing any other administrative tasks assigned to him/her by the Director in the interest of the smooth operation of the Authority.

4. Requirements

4.1. Eligibility criteria

In order to be eligible, candidates must have fulfilled by the closing date for applications and maintained throughout the selection procedure and appointment the following criteria:

General conditions

-) Be a national of a Member State of the European Union;
-) Be entitled to his or her full rights as a citizen;
-) Have fulfilled any obligations imposed by the applicable laws concerning military service;
-) Meet the appropriate character references as to their suitability for the performance of duties of the post¹;
-) Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV any language certificates they have obtained which can demonstrate their language skills);
-) Be physically fit to perform the duties linked to the post².

Additionally, given that two positions are published simultaneously for the purpose of selecting complementary legal profiles who thrive in one of two roles and cooperate excellently with the respective other, candidates may apply only either for the vacancy in the procedure Authority/AD/2022/02 (legal administrator) or for the vacancy in the procedure Authority/AST/2022/03 (legal management assistant). Any candidate who would apply to both these vacancies would automatically be disqualified from both selection procedures.

4.2. Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

¹ 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.

² 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.

Essential

-) Have a level of education which corresponds to completed university studies in law of at least three (3) years, attested by a diploma in law;
-) Candidates must have, at the closing date for applications, professional experience of at least five (5) years relevant to this position after the diploma in law was obtained;
-) For the performance of the duties and in light of the interlocutors' linguistic profiles, capacity to produce well-structured and precise texts in English (at least C1 level).

The following are regarded as strong assets:

-) Proven legal work experience in an administrative or assistance role in an intercultural context, in an area to which financial or supervisory rules are applicable;
-) Experience in autonomously using document management applications;
-) Experience in implementing transparency-related processes in EU administration under supervision of a legal administrator;
-) Experience in making material publicly available on a website;
-) Further EU languages spoken and written at least B2 level.

Additionally relevant for selection:

-) Be motivated, flexible and dynamic;
-) Excellent organisational skills and precision;
-) Ability to prioritise;
-) Ability to deliver requested work products on time;
-) Ability to adjust to changes in a rapidly evolving work environment;
-) High sense of discretion and confidentiality;
-) Results-oriented approach in implementing methodological optimisation;
-) Ability to participate constructively to the work of an interdisciplinary team under the guidance of a coordinator.

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 diploma.

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.

In order to facilitate the process, candidates are invited to apply in English, which is the main working language of the Authority.

Candidates who are interested in this vacancy and believe they have the necessary qualifications should submit their application, by e-mail only, to:

APPF-VACANCIES@appf.europa.eu

-) Please make sure to indicate the number of the Vacancy Notice, type of post, job and grade concerned.
-) Applications must include **all** the documents requested in the Appendix to this Vacancy Notice.
-) Please use and duly complete the Authority's **Application Form**, which is one of the annexes to this Vacancy Notice.
-) The subject of the e-mail should include the reference of this Vacancy Notice, followed by the candidate's surname.
-) The Application Form - the file itself - must be saved as follows: SURNAME_Name_Reference number.

Your personal data will be processed in accordance with Regulation (EU) 2018/1725.

Applications that are not complete or that are received after the deadline will not be considered.

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 applications is **6 May 2022, 23:59, Brussels time**. 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 be assessed against the eligibility criteria throughout the procedure and may be found ineligible at any point in time.

Without prejudice to 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 (1) a written test and (2), subject to success in the written test, an interview by the Selection Board. It is envisaged that the written tests and interviews will take place in May 2022. The interview may involve a group exercise with candidate(s) from procedure Authority/AST/2022/02 to assess assistance and teamwork skills. Due to the ongoing measures taken in relation with Covid-19 pandemic, the written tests and the interviews might be conducted by video-conference.

Based on the results of the written test and the interview, the Selection Board will draw up a draft reserve list of up to three suitable candidates. The Director, in his capacity as Appointing Authority, will make the final decision. The reserve list will have a validity of initially one year which may be extended. The success in the selection procedure is not a guarantee of 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), a declaration of non-conflict of interest will be required in advance of potential 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 procedure³, should be addressed to the following email address:

APPF-VACANCIES@appf.europa.eu

8. Conditions of Employment

This vacancy notice concerns a Temporary Agent AST5 post to be filled pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union.

The salary of staff members 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;
-) 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 Union⁴.

³ 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.

⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1549272035601&uri=CELEX:01962R0031-20190101>

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.

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/2022/03
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.

Brussels, 8 April 2022

Annexes:

- 1) Application Form
- 2) Personal Data Protection Statement