



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version473058 in *ENEST.A.1*  
Valid from14/03/2025until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Legal Officer

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

PRE-ACCESSION and ENLARGEMENT

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Legal officer and desk for issues linked to Accession Treaties and legal aspects of EU enlargement, including coordination within DG ENEST, engagement with other Commission services and relations with the Council. Provision of legal drafting and legal analysis on Accession Treaties and other legal aspects of the accession process.

**Legal disclaimer**

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## Functions and duties

### + LEGISLATIVE WORK

- Coordinate and contribute to the preparation and drafting of legal documents in the context of enlargement, including Accession Treaties and related legal documents.

### + LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Provide legal advice and analysis on enlargement and the preparation of Accession Treaties.

### + POLICY COORDINATION

- Contribute to the planning, management and preparation of meetings and documents in the context of accession negotiations.
- Provide horizontal support on issues related to the enlargement process, in particular legal aspects and preparation of Accession Treaties and technical adaptations to the EU acquis, including provision of policy advice, participation in expert meetings, conferences and preparation of reports and analyses.
- Contribute to overall enlargement coordination and strategy on enlargement within DG ENEST, and liaise with other Directorates General of the Commission in relation to the accession process.

### + INTER-INSTITUTIONAL RELATIONS

- Provide support to relations with the Council on the enlargement process, in particular on its legal aspects and the preparation of Accession Treaties.

### + EXTERNAL COMMUNICATION (general)

- Preparation and coordination of briefings and speeches for the Commissioner for Enlargement, as well as for DG ENEST hierarchy with a particular focus on the accession process including Accession Treaties.

### + INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.

## Job requirements

### Experience"

#### + LEGAL ANALYSIS, ADVICE and ASSISTANCE

Job-Related experience: at least 1 year

Qualifier: an advantage

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2

## **Knowledge**

- **LAW**
  - Public law*
  - LEGISLATIVE WORK**
    - Preparation and adoption of legislative proposals and other acts*
    - Rules and procedures concerning legislative process and techniques*
    - Preparation of primary and secondary legislation*
    - Drafting agreements*
  - LEGISLATION - ORDINARY PROCEDURE**
  - LEGAL ANALYSIS, ADVICE and ASSISTANCE**
    - Legal analysis*

## **Competences**

- **Analysing and Problem Solving**
  - Ability to conceptualise problems, identify and implement solutions*
  - Capacity to analyse and structure information*
  - Creativity*
- **Communicating**
  - Ability to communicate in meetings*
  - Ability to understand and be understood*
  - Assertiveness*
  - Capacity to communicate technical or specialised information*
  - Drafting skills*
  - Negotiation skills*
- **Delivering Quality and Results**
  - Ability to work in a proactive and autonomous way*
  - Eye for detail / Accuracy*
- **Learning and Development**
  - Flexibility (openness towards new demands, etc.)*
  - Open mindedness*
- **Prioritising and Organising**
- **Resilience**
- **Working with Others**
  - Ability to work in a team*
  - Confidentiality*
  - Diplomatic skills*

<b>Job Environment</b>
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### **Organisational entity**

*Presentation of the entity:*

### **Job related issues**

- ☐ Atypical working hours
- ☐ Specialised Job

#### **Missions**

- ☐ Frequent, i.e. 2 or more missions / month
- ☐ Long duration, i.e. missions lasting more than a week

*Comments:*

***Workplace, health & safety related issues***

- ☐ Noisy environment
- ☐ Physical effort / materials handling
- ☐ Work with chemicals / biological materials
- ☐ Radioprotection area
- ☐ Use of personal protective equipment
- ☐ Other

*Comments:*

***Other***

*Comments:*