



European Economic  
and Social Committee

VACANCY NOTICE No. **34/C/25/FGIII/EESC**  
concerning a contract agent job  
in the function group III (FGIII)  
Direction E Human Resources and Finance

Closing date for applications: **15/07/2025 at 12 noon (Brussels time)**.

**1. Vacancy: FGIII – Contract agent (duration of contract: 6 months)**

**2. Duties:**

Contract agent who, reporting to the Legal Advisor to the Directorate of Human Resources and Finance, will contribute to:

- assisting in the drafting of internal administrative provisions (drafting decisions and performing legal research);
- helping to analyse and summarise HR legal files (requests and complaints under Article 90 of the Staff Regulations, Ombudsman cases, Article 24 requests, etc) in order to prepare the position to be taken by the EESC;
- coordinating the transfer of information with the EESC's Legal Service;
- assisting in drafting documents (notes, letters, reports, etc.) with legal content;
- preparing periodical HR-related case law reviews;
- carrying out documentary research and preparing HR legal-related statistics (cases dealt with and follow-up, etc.);
- contributing to internal and interinstitutional committees and/or working groups;
- providing support to other sectors and teams within the Directorate when required.

**Who we are:**

The EESC is a small institution and puts particular emphasis on providing proximity services to its staff.

The Legal Sector consists of a Legal Advisor and a Legal Assistant. As part of the management team, it works directly with the Director and the various units which comprise the Directorate of Human and Financial Resources. It deals with horizontal legal issues of all kinds within the context of HR, including disciplinary issues. The sector is also responsible to deal with pre-litigation issues, such as the preparation of decisions in reply to requests and complaints made further to Articles 24, 90(1) and 90(2) of the Staff Regulations.

In keeping with our core values of professionalism, competence, integrity and a fair approach, we seek to achieve the best way of balancing working and private life for our colleagues and ourselves and to promote good relations in the workplace.

We encourage staff to develop their skills through training and by taking on responsibilities.



### **What we offer:**

- *a friendly, dynamic working environment in which self-starters with initiative and team spirit can fulfil their potential;*
- *a post where you will meet many different people and encounter a wide variety of situations, in a sector attached to the management team of DHRF;*
- *a varied job that allows you to develop both human and organisational skills;*
- *a wide range of inter-institutional training courses in addition to on-the-job training;*
- *flexible working hours and teleworking opportunities based on established arrangements.*

### **3. Qualifications required:**

*On the closing date for applications, candidates must meet the conditions set out below:*

#### **a) Eligibility requirements:**

- *be a national of one of the European Union (EU) Member States and enjoy full rights as a citizen<sup>1</sup>;*
- *have fulfilled any obligations imposed by national laws concerning military service;*
- *fulfil the physical fitness conditions required for the performance of the duties involved<sup>2</sup>;*
- *be below retirement age, which is, for officials and agents of the EU, set at the end of the month in which the age of 66 is reached;*
- *have a level of post-secondary education of at least 3 years attested by a diploma<sup>3</sup> or a diploma of secondary education giving access to higher education and at least 3 years of equivalent professional experience;*
- *thorough knowledge of one of the languages of the European Union (EU) and a satisfactory knowledge of another official language of the EU. For operational reasons, sound knowledge of both English and French is required;*
- *be registered in EPSO's CAST P database in a FGIII<sup>4</sup> profile relevant for the job before the end of the application period and – in case of being chosen for the post – having succeeded the tests<sup>5</sup>.*

*If the eligibility criteria set out in point 3 a) have been met, candidates' applications, including CV and covering letter, will be assessed on the basis of the selection criteria below:*

#### **b) Selection criteria:**

- *have a legal qualification or experience, for example as a legal assistant or paralegal;*
- *knowledge of or experience in human resources would be appreciated;*
- *initiative and sense of responsibility;*
- *attention to detail;*
- *good oral and written communication skills;*
- *flexibility and ability to work under pressure;*
- *capacity to work independently as well as in a team;*
- *sound grasp of current IT applications (Microsoft Office) and willingness and ability to learn more specific IT applications (Sysper2, Sharepoint, etc.);*
- *good judgment, integrity and discretion.*

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<sup>1</sup> Prior to the engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record.

<sup>2</sup> Prior to engagement, the successful candidate will be examined at one of the EU medical centres in order to confirm that the candidate meets the requirements of Article 12(d) of the CEOS.

<sup>3</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

<sup>4</sup> Please note that you are required to register for a CAST P selection of the FGIII even if you are registered for a CAST P selection of another FG.

<sup>5</sup> Candidates shortlisted for an interview will be invited to the CAST P tests of a FGIII relevant profile if they haven't been tested yet.

#### **4. How to apply:**

- Applications should be sent using the on-line form to be found at the following link: <https://candform.eesc.europa.eu/en/dashboard>
- On-line applications must be submitted no later than midday, Brussels GMT + 1 of the deadline date stated above.
- All candidates should attach a Curriculum Vitae ([Europass](#)) and motivation letter in English or French;
- In case of technical problems, please either send a mail to the following address: [recrutement-carriere@eesc.europa.eu](mailto:recrutement-carriere@eesc.europa.eu).