



We are seeking to appoint as soon as possible

A Legal Advisor

Occupational category¹: 2.18 Assistant to Head of Unit at the Office of the Secretary-General (OSG)
Permanent full-time post (37h30/week)

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 29,000 pupils on roll. The Office of the Secretary-General is the central office responsible for managing the European Schools system.

Description of the function

Under the direction of the Head of the Central Administration Unit and the Head of the Human Resources Unit, the function of the Legal Advisor will consist of:

1. Assisting the Secretary-General and the Schools' Directions in dealing with cases of a legal nature or with legal implications and in dealing with complaints, appeals (administrative and contentious) and other contentious proceedings brought against the European Schools
2. Assisting and supporting the Head of Unit and the Legal Expert, in particular in matters relating to the application of the Staff Regulations and regulatory texts specific to the European Schools' system. In addition, he/she will also assist them in dealing with questions of international public law and national labour law and the contentious appeals that may result from them.

Main Duties:

In the Central Administration Unit

- For the Secretary-General and the OSG:
 - assisting and collaborating with the Legal Expert
 - following substantive files with legal content and/or implications
 - drafting notes, letters and legal documents
 - dealing with administrative appeals and following up contentious appeals
 - revising regulatory texts
 - participating in working groups where the presence of the Legal Assistant is required
 - preparing documents for the various Committees and the Board of Governors
 - providing direct assistance to staff members at the OSG with regard to the legal aspects of their function
 - communicating with the various stakeholders in the system (European Commission, Directors, Inspectors, Staff Committee, CoSup, etc.) and with the outside world (parents, future parents, parents' association)
 - carrying out legal analyses of specialised files relating, for example, to the various participation/financing agreements concluded by the Schools, the operation of the CEA, the rules for the protection of privacy, copyright or trade mark law, local and/or European labour law, the national legislation of the Member States, etc.
 - providing relevant legal advice to the Secretary-General and the OSG's management
- For the European Schools:
 - providing legal assistance to Directors, Deputy-Directors, Executive Assistants and other stakeholders
 - assisting in the drafting of various documents

¹ <https://www.eursc.eu/BasicTexts/2007-D-153-en-15.pdf> (pages 30 and 35, grades 4-6).

In the HR Unit

- Assisting the Head of Unit and the Legal Expert in the performance of their legal duties
- drafting notes, letters and legal documents
- participating in working groups with regard to legal aspects
- carrying out legal analysis and legal research
- answering questions from staff of the 13 Schools and the OSG on the interpretation of the service regulations of the different categories of staff (AAS, seconded staff, locally recruited teachers, managerial staff) and the management of the Secretary-General's decisions concerning them
- preparing legal notes and implementing regulations within the School system
- dealing with complaints

Profile required:

- A **master' degree in law (minimum 5 years** of higher education)
- **3 years of professional experience in a legal or relevant function** for the post, preferably in an international structure
- ICT skills:
 - o Good command of Microsoft Office tools (Outlook, Word, Excel, PowerPoint, etc.)
- Soft skills:
 - o Excellent drafting skills requiring legal precision and rigour
 - o Excellent analytical and synthesis skills
 - o Ability to work in stressful situations related to workload and timeliness.
 - o Fluency in dealing with a demanding public and in need of information of a legal nature, listening skills, ability to deal quickly with situations with tact and courtesy
 - o Ability to work independently
 - o Flexibility (alternating busy periods and quieter periods)
 - o Respect for confidentiality
 - o Sense of responsibility
 - o Ability to analyse complex cases and identify solutions
 - o Sense of initiative
- **Proficient user of French and English** (level **C1-C2** defined by the [Common European Framework of Reference for Languages](#))
- Knowledge of other languages of the European Union is an advantage

We offer:

- **A permanent contract** under the conditions provided by Belgian labour and social law
- A challenging position in an international team
- Possibilities for professional development
- A gross monthly salary of **minimum € 5.713,07 and maximum € 7.837,45** depending on the number of years of relevant professional experience and upon decision of the Secretary-General
- 30 days of annual leave per calendar year
- Same public holidays as the European Commission (around 16 days per year)
- Flexitime and extra-hours systems to compensate overtime
- Hybrid work (work in situ and structural telework)
- Free schooling in the European Schools for children of OSG employees

Interested? Please follow the instructions below.

Step 1: Fill out the **online form** [here](#)

Step 2: Send your **application** (your motivation letter, CV in [Europass](#) format and a copy of the requested diploma) to OSG-RECRUITMENT@EURSC.EU by **28 February 2025** at the latest.

The 'subject' of the email has to be filled in as follows:

Legal advisor – Last Name and First name (example: Legal advisor – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number 1 for the Motivation letter, number 2 for the CV and number 3 for the copy of the diploma (example: Legal advisor – Dupont Jeanne 1).

The preselected candidates will be invited to the first stage of this selection process (a written test) by the end of March/beginning of April.

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the recruitment of the Administrative and Ancillary Staff (AAS) at the Office of the Secretary General » (2019-05-D-41-en-1), effective from May 25, 2018 and available on <https://www.eursc.eu/Documents/2019-05-D-41-en-1.pdf>.