



We are looking for a

Legal intern at the HR Unit Full-time (37h30/week)

The European Schools are an intergovernmental organization providing a multilingual and multicultural education. There are currently 13 schools in 6 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

The function of the intern will consist of assisting and supporting the main Legal Assistant, in particular in matters relating to the application of the regulations and regulatory texts specific to the European Schools' system. In addition, he/she will assist her in dealing with cases of a legal nature or with legal implications and will also deal with questions of international public law and national labour law and the contentious appeals that may result from them.

Main Duties and Responsibilities:

- Assisting the main Legal Assistant in the performance of her legal duties
- Drafting notes, letters and legal documents
- Participating in working groups where the presence of the Legal Assistant is required
- Carrying out legal analysis and legal research

Profile required:

- **Bachelor's degree in law** required (**minimum 3 years** of higher education)
- A Master's degree in law would be considered as an asset
- No previous professional experience is required
- Good command of office tools (Outlook, Word, Excel, PowerPoint, Office 365)
- Soft skills:
 - o Excellent drafting skills requiring legal precision and rigor
 - 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 diplomacy 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
- **Proficient user of French and English** according to the Common European Framework of Reference for Languages (CEFR)¹
- Knowledge of other languages of the European Union is an advantage

We offer:

- An internship for a duration of six months (starting preferably in September 2024)
- A professional experience within an international team
- A monthly gross grant of **1.306,00 €**
- 2,5 days of leave per month
- Possibility of hybrid work (subject to decision of the direct superior)
- Reimbursement the travel expenses incurred² at the beginning and at the end of the internship
- Reimbursement of transport costs between home and the workplace³

¹ Levels: A1 and A2: basic user; B1 and B2: independent user; C1 and C2: proficient user

² In accordance with the internal Regulations (2023-12-D-44-en-1)

³ In accordance with the OSGES' Travel reimbursement policy

Interested?

Please follow the instructions below.

Step 1: Fill out this [online form](#)

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 **1 September 2024** at the latest.

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

Legal Intern – Last name and First name (example: Legal Intern – 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 Intern – Dupont Jeanne 1).

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>.