



3 December 2021

STAFF VACANCIES

Ref. 202126TAAD6

The European Insurance and Occupational Pensions Authority (EIOPA) is an independent European Union Authority established on 1 January 2011 by Regulation (EU) No. 1094/2010 of the European Parliament and of the Council of 24 November 2010.

EIOPA is at the heart of insurance and occupational pensions in the EU. Our mission, among other things, is to contribute to a sound, effective and consistent level of regulation and supervision of insurance and occupational pensions sectors in Europe, and to promote transparency, simplicity and fairness in the market for consumer financial products or services across the internal market for the benefit of EU citizens. Through our activities we help protect insurance policyholders, pension scheme members, customers and consumers and other beneficiaries. We furthermore play a key role in supporting the stability of the financial system, transparency of financial markets and products, and we contribute to strengthening coordination among financial supervisors at the international level.

EIOPA is part of the European System of Financial Supervision (ESFS) which includes the European Banking Authority (EBA), the European Securities and Markets Authority (ESMA) and the European Systemic Risk Board (ESRB).

Further information on EIOPA is available on EIOPA's website: <https://www.eiopa.europa.eu/>

As an European Union Authority, EIOPA is committed to fostering an inclusive and dynamic working environment, providing equal opportunities to all its employees and applicants. EIOPA is committed to ensuring gender equality and to preventing discrimination on any grounds. EIOPA actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground 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, marital status or family situation or sexual orientation.

For its offices in Frankfurt am Main, Germany, EIOPA is inviting applications for a position as

Legal Expert

Note: In view of ensuring gender equality at all levels, female applications are strongly encouraged.

Job description

Major purpose

The Legal Expert works in the Legal Team. S/he will provide legal analysis on EU administrative law and corporate issues arising in the context of EIOPA.

Main responsibilities

- Providing high quality legal advice on the application and interpretation of the rules and procedures in the fields assigned, including on highly complex legal matters on administrative and corporate issues;
- Advising EIOPA on personal data protection rules and regulations, monitoring the register of records and organising awareness sessions;
- Providing legal risks assessments on request or own initiative;
- Ensuring the legal soundness and consistency of EIOPA's decisions and ensuring proper follow-up, where relevant;
- Drafting or verifying legally relevant policies, procedures and templates;
- Preparing the defence and other written pleadings in appeal and court procedures on corporate and staff matters. Where appropriate, act as agent for EIOPA in court proceedings and legal claims (Court of Justice of the EU, , European Ombudsman, the Agency's Board of Appeal) or in legal disputes before the national civil courts;
- Establishing and maintaining good cooperation with the external partners of EIOPA (institutions, agencies, national competent authorities etc.) within the scope of the responsibilities assigned;
- Participate in meetings, working groups and task forces with EU or national institutions and other bodies so that the Agency's interests and legal positions are protected and explained at an appropriate technical level;
- Developing and providing training to staff members on legal issues;
- Contributing to other related legal tasks as required;
- Any other tasks as required.

REQUIREMENTS

Eligibility Criteria

- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities;
- Be a national of a Member State of the European Union, Norway, Iceland or Liechtenstein;
- Be entitled to their rights as a citizen;¹
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Be physically fit to perform the duties linked to the post.²

Essential Skills and Knowledge

- Qualification:
 - a) a level of education which corresponds to completed university studies in Law when the normal period of university education is four years or more; or
 - b) a level of education which corresponds to completed university studies in Law attested by a diploma and appropriate professional experience of at least one year, when the normal period of university education is at least three years.
- Have at least 3 years of proven full-time professional experience in a field relevant for this position acquired after the qualification required under a) or b) above, of which at least 2 years in a legal function of an EU Institution (or body or agency), international organisation or in a law firm handling litigation in a field relevant for this position;

Note: Your professional experience will be counted from the time you obtained the certificate or diploma required for admission to the selection procedure.

In case of a doctorate/PhD 50% of the actual duration of the studies will be taken into account as professional experience, subject to an upper limit of three years, on the condition that the candidate was paid during the period of his/her PhD studies, the PhD studies have been completed and a diploma was awarded.

¹ Prior to the appointment, the successful candidate will be asked to provide a Police certificate confirming the absence of any criminal record.

² Before being engaged, a candidate shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d) of the Conditions of Employment of Other Servants of the European Communities.

Part-time work will be taken into account in proportion to the stated percentage in relation to full-time work. In case of internship, only paid internship is considered.

- Strong practical proven experience in EU Administrative law relevant to an EU Agency, including EU Staff Regulations, EU data protection rules and contract law;
- Proven experience in providing legal advice to management;
- Proven experience with legal disputes under administrative appeals before the national courts and/or European courts;
- Excellent command of oral and written English;
- Good knowledge of MS Office, in particular Word, Excel and PowerPoint.

Desirable Skills and Knowledge

- Proven work experience in a multicultural environment;
- Master degree or equivalent degree in EU law or international public law;
- Proven experience in EU financial regulation and their implementing rules, EU procurement law, transparency and confidentiality rules;
- Proven experience in intellectual property rights law;
- Knowledge of a third EU language, preferably French or German.

In addition to the above listed requirements, the following behavioural competencies have to be fulfilled:

- Flexibility in terms of openness to taking over other tasks within EIOPA in view of the dynamic and evolving institutional environment;
- Excellent team player sharing relevant information and supporting team members without taking over responsibility for their work, able to work in different teams with different levels of stakeholders in a multicultural environment;
- Being able to have and express a critical view towards own performance and open to learn from experience;
- Being able to work independently and take initiatives, while able to recognise critical moment to involve Legal team leader;
- Defining issues/problems clearly and coming to concise and consistent solutions;
- Providing service minded, solution driven support towards a customer oriented and efficient administration;
- Having very good organisational skills and ability to deliver results within tight time frames.

Place of employment

Frankfurt am Main, Germany

Function group and grade

AD6

Monthly basic salary

Step 1: 5563.58 EUR

Step 2: 5797.38 EUR

plus specific allowances where applicable*.

Envisaged start date

1 March 2022

Contract type and duration

Successful candidates may be offered an employment contract for three years as a Temporary Agent. The contract may be renewed for a second fixed-term period, and upon its second renewal converted into a contract of indefinite duration.

Reserve list

Possibility of reserve list with validity until 31 December 2022, with possibility of extension.

*Summary of Conditions of Employment

1. Successful external candidates will be classified either in step 1 or 2.

Grade / step ³	Monthly basic salary ⁴	Monthly net salary, excluding allowances	Monthly net salary, including specific allowances ⁵
AD6 Step 1	5563.58	4424.01	5967.53
AD6 Step 2	5797.38	4586.26	6175.61

2. Salaries are subject to a Union tax deducted at source and are exempt from national taxation.

3. Depending on the individual family situation and the place of origin, the successful jobholder may be entitled to: expatriation allowance (16% of the basic salary), household allowance, dependent child allowance, education allowance, pre-school allowance, installation allowance, reimbursement of removal costs, initial temporary daily subsistence allowance, and other benefits.

³ [Implementing rules concerning classification in step on appointment or engagement of temporary agents](#)

⁴ The basic salary is weighted by the current correction coefficient for Germany (109.7%)

⁵ An estimation of net salary, including the deduction for tax and social security and adding the allowances (this estimation has been calculated with expatriation allowance, household allowance and with one dependent child allowance). Allowances depend in any case on the personal situation of the candidate.

4. Annual leave entitlement of two days per calendar month plus additional days for grade, distance from the place of origin and in addition on average 15 EIOPA holidays per year;

5. EU Pension Scheme (after 10 years of service);

6. EU Joint Sickness and Insurance Scheme (JSIS), accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;

7. General and relevant technical training plus professional development opportunities;

Information reserved for applicants employed under Article 2(f) of the CEOS, in EU Agencies other than EIOPA:

According to EIOPA Management Board decision EIOPA-MB-15-072 adopting the implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS, and in particular Article 12 (2), if a successful applicant from this external procedure, on the closing day for applications, as well as on the day of taking up duty at EIOPA:

- is a member of temporary staff under Article 2(f) of the CEOS, and
- is employed within his/her agency in function group and grade included in the range "AD5-AD7",

EIOPA shall offer the applicant, in writing, the opportunity either:

a) to be assigned to the post by means of internal mobility, as per Article 10 of EIOPA-MB-15-072. In this case the contract at EIOPA will be in continuity with the contract of the previous agency (namely with regard to grade, step, seniority in step, and duration).

OR

b) in case the eligibility, qualification and professional experience requirements for the grade indicated in this external vacancy notice, ("AD6") are met, to be assigned to the post on the basis of a new contract (first fixed-term) of three years duration, subject to the probationary period of 9 months, at the grade indicated in the external vacancy notice ("AD6").

Application process

The recruitment process will include a panel interview and a written test. In addition, there may be a pre-screening exercise, a presentation to be delivered by the candidate and a bilateral interview.

Applications should be submitted in **English language** including:

(1) **Curriculum Vitae** clearly indicating (among all):

-**Qualifications** (please list exact dates of your academic qualifications gained)

-**Responsibilities, experience and skills** gained in previous positions (please list exact dates of your work experience gained)

-**Nationality/Citizenship**

-**Language skills**

and

(2) **Motivation Letter** of no more than one page, explaining why you are interested in the post and what would be your added value you would bring to EIOPA if selected.

Applications submitted without Curriculum Vitae or Motivation Letter are not considered.

Applicants will be assessed on the basis of the eligibility and selection criteria specified in the vacancy notice and these must be met by the closing date of the vacancy notice.

Only information included in the Curriculum Vitae or in the Motivation Letter are assessed.

Applications should be submitted to recruitment@eiopa.europa.eu, specifying in the subject the reference number above. Deadline for application is **23:59 CET on 17 January 2022**

The successful candidate will be required to make an annual declaration in respect of any interests which might be considered prejudicial to his/her independence. Before recruiting a member of staff, EIOPA's Executive Director will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the successful candidate, using a specific form, shall inform the Executive Director via the Ethics Officer of any actual or potential conflict of interest.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- [Candidates Manual](#)
- [Implementing rules concerning the use and engagement of temporary agents](#)
- [Staff Regulations and Conditions of Employment of Other Servants of the European Communities](#)