EUROPEAN UNION AGENCY FOR RAILWAYS

Moving Europe towards a sustainable and safe railway system without frontiers.

Call for Applications for a post of Administrator (Legal Officer) in the Executive Director Office (EDO)

Temporary Agent 2(f) (AD5) - with a further view to establish a reserve list - ERA/AD/2026/002

I - JOB CONTENT

The Agency is looking for an Administrator (Legal Officer) for the **Executive Director Office (EDO)**. The jobholder will work in the Legal team at the European Union Agency for Railways ('ERA'), under the responsibility of the Team Leader, with the Executive Director as their reporting officer.

Main tasks and responsibilities:

1. To advise on core legal matters (for instance: ERA rules, legal aspects of procurement matters, finance matters, staff matters, privileges and immunities, data protection and public access to documents);
2. To provide legal advice and assistance to the Executive Director, management and staff on the interpretation and implementation of the EU and ERA legal framework;
3. To handle, should the need arise, legal inquiries from citizens and to provide, if it is required, advice in prelitigation/litigation matters (liaising, on occasions, with external lawyers);
4. To identify risk in an issue and to offer legally sound options to the Executive Director and other senior staff;
5. To provide support/mentoring to other lawyers of the team;
6. To draft legally sound decisions to be adopted by ERA and to draft or verify a range of other legal documents;
7. For the right candidate, to act as the Agency's Data Protection Officer.

Due to the sensitivity of the job, a high sense of confidentiality is required from the successful candidate.

II - ELIGIBILITY CRITERIA

The selection procedure is open to candidates who satisfy <u>all</u> the following eligibility criteria, on the closing date for the submission of applications:

1. General requirements:

› Be a national of a Member State of the European Union[1], or a national of the European Economic Area (Iceland, Liechtenstein and Norway);
› Be entitled to the full rights as a citizen;

1 The Member States of the European Union are : Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

ERA has signed a memorandum of understanding with other EU agencies and joint undertakings, to share reserve lists.

- Have fulfilled any obligations imposed by the applicable laws concerning military service[2];
- Meet the character requirements for the duties involved[3];
- Be physically fit to perform the duties linked to the post[4];
- Have a very good knowledge of an official language[5] of the European Union and a satisfactory knowledge of another official language[6] of the European Union to the extent necessary for the performance of the duties pertaining to the post;
- Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66[7].

2. ***Minimum qualifications:***

Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognised as equivalent by the relevant EU or EEA Member State authorities will be accepted.

III - SELECTION CRITERIA

The candidates meeting the eligibility criteria set out above, will be assessed and scored against **selection criteria**. Candidates not satisfying one or more selection criteria will not be immediately excluded from the selection.

Selection criteria used to assess the candidates' applications:

- University degree in law;
- Professional experience of at least 3 years related to the areas of core legal matters, see n° 1 in "main tasks and responsibilities";
- Proven knowledge of EU law;
- Experience in one or more areas of legal drafting;
- Experience in months/years of working autonomously on complex legal issues;
- Experience of at least 3 years in working as a legal officer in a legal service of a European Union institution, agency or body, or in an international organisation, or in a national body dealing with EU matters;
- Experience in months/years of advising on (i) railway or (ii) transport legislation; and/or giving legal advice on (iii) authorisations or (iv) approvals;
- Very good communication skills with ability to describe complex legal issues to non-experts in a service-oriented manner;
- Very good knowledge of the English language (spoken and written as proficient user-C1 level) in the 3 domains: Speaking, Writing and Understanding;
- Good knowledge of the French language (spoken and written as independent user-B2 level in

2 If applicable
3 Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record
4 Prior to engagement, the successful candidate shall be examined in a medical centre indicated by the Agency in order to confirm that the requirements of Article 13 of CEOS of EU are met.
5 Your mother tongue or another official EU language of which you have a very good knowledge corresponding to level C1 as defined in the Common European Framework of Reference for Languages (CEFR) http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr
6 Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR)
7 See Article 52 (a) of the Staff Regulations of Officials, applicable to Temporary Agents by analogy, Article 47 CEOS

the 3 domains: Speaking, Writing and Understanding);

The educational/academical qualifications and the professional experiences must be described as precisely as possible in the ERA application form.

Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria will be taken into consideration and invited for an interview and a written test.

IV – INTERVIEW AND WRITTEN TEST

Candidates selected for the test phase including a structured interview and a written test will be assessed and scored on the basis of the following criteria:

1. ***For the interview:***

Hard skills:

- Knowledge of EU Law;
- Knowledge of areas of core legal matters, see n°1 in "main tasks and responsibilities";
- Ability to communicate in English (as proficient user-C1 level);
- Ability to communicate in French (as independent user-B2 level).

Soft skills (only assessed during the oral interview):

- Motivation;
- Awareness of personal and sensitive information;
- Very good communication skills;
- Practical legal solutions that match business needs;
- Analytical and problem-solving skills;
- Team-minded, collaborative attitude, service-mindedness and resilient.

2. ***For the written test:***

- Capability to analyse and summarise written information;
- Legal drafting;
- Railway or transport legislation advice and/or legal advice on authorisations or approvals;
- Knowledge of areas of core legal matters, see n° 1 in "main tasks and responsibilities";
- Ability to communicate effectively in written English (as proficient user-C1 level).

For native English speakers, your ability to communicate in your second EU language will be tested during the interview. As this forms part of the general requirements stated above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

The French language for non-native speakers shall be qualitatively tested during the interview.

The scores for the interviews and the written test are established as follows:

- Total score for the interview: **70 points** Minimum score to pass: **42 points (60% of 70);**
- Total score for the written test: **30 points** Minimum score to pass: **18 points (60% of 30).**

Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached.

<table>
<tr><td colspan="2">IV – SUMMARY</td></tr>
<tr><td colspan="2">The Agency:
Click here for the description of the Agency and its activities in the different EU languages</td></tr>
<tr><td>Date of publication: 30/10/2026 (23.59 CET, Valenciennes local time)</td><td>Deadline for applications: 29/11/2026 (23.59 CET, Valenciennes local time)</td></tr>
<tr><td>Type of contract: Temporary Agent 2(f)
Function group and grade: AD5</td><td>Place of employment: Valenciennes, France

ERA operates a hybrid working model that combines onsite presence with remote work opportunities. Remote working is subject to specific limits set out in internal rules and must align with business needs and managerial approval. Please note that full-time remote work is not permitted.</td></tr>
<tr><td>Duration of contract: 4 years and may be renewed for a definite period of no more than 2 years. If renewed for a second time, the contract becomes indefinite</td><td>Monthly basic salary: 6.152,64 EUR at step 1 with a weighting factor of 13,6 % plus specific allowances where applicable</td></tr>
<tr><td>Applications to be sent by email only to mailbox: jobs@era.europa.eu until 29/11/2026 (23.59 CET, Valenciennes local time) at the latest</td><td>Reserve list: The first 5 (indicative number) candidates will be placed on the reserve list which is valid until: 29/11/2028 with the possibility of extension.
This reserve list may be shared with other EU Agencies / Joint Undertakings which signed the Memorandum of Understanding[8] (MoU) and upon the candidates' consent only.</td></tr>
<tr><td>Application procedure: click here</td><td>Selection procedure: click here</td></tr>
<tr><td>Appeal and complaint procedures: click here</td><td>Data protection: click on Data protection | European Union Agency for Railways (europa.eu)

and scroll down to "Selection and engagement of the Agency Staff (TA, CA, SNE and trainees) section"</td></tr>
</table>

[8] *This refers to the List of EU Agencies and Joint Undertakings which signed a Memorandum of Understanding for using reserve lists of suitable candidates resulting from vacancy notices for temporary staff engaged under Article 2(f) of the CEOS and of contract staff engaged under the terms of Article 3a of the CEOS.*