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Mobility between Union Agencies (IAM): Call for Applications for a post of Administrator (Legal Officer) in the Executive Director Office (EDO) Unit

Temporary Agent 2(f) (AD5-AD9) - IAM/ERA/AD/2026/002

<i>The Agency:</i> Click here for the description of the Agency and its entities into the different EU languages	
<i>Date of publication:</i> 30/10/2026 (23.59 CET, Valenciennes local time)	<i>Deadline for applications:</i> 29/11/2026 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> The Agency and the selected staff member shall conclude a contract of employment which ensures continuation of the selected staff member's employment and career in the category of Temporary Agent 2(f)	<i>Applications to be sent by email only to mailbox:</i> jobs@era.europa.eu until 29/11/2026 (23.59 CET, Valenciennes local time) at the latest
<i>Appeal and complaint procedures:</i> click here	<i>Data protection:</i> 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"

I - JOB CONTENT
<p>The Agency is looking for an Administrator (Legal Officer) for the Executive Director Office (EDO) Unit. 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.</p> <p>Main tasks and responsibilities:</p> <ol style="list-style-type: none"> 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

To be considered eligible, candidates must satisfy all the eligibility criteria as specified below on the closing date for the submission of applications:

- › Be a temporary agent 2(f) who, on the closing date for the submission of applications and on the day of filling the vacant post, are employed within their current Agency in the function group and grade corresponding to the published function group and grade bracket;
- › Have at least 2 years' service within his/her agency before moving;
- › Have successfully completed the probationary period provided for in Article 14 of the CEOS, in the relevant function group.

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 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 A WRITTEN TEST (if applicable)

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;
- › Railways or transport law advice and transport or advice on authorisation 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:

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| › 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.

APPLICATION PROCEDURE

For applications **to be valid**, the candidates must submit:

- › The ERA application form duly completed on the closing date for the submission of applications;
- › A copy of their current contract of employment.

Failure to comply with the above instructions will result in the exclusion from the selection procedure.

The vehicular language of the Agency being English, candidates are encouraged to apply in English to facilitate the selection process.

Applications must be sent by email to mailbox jobs@era.europa.eu clearly indicating the call for applications reference number in the subject line.

Please note that applications submitted by fax or postal mail shall not be taken into consideration.

If at any stage in the procedure, it is established that the information provided by a candidate is incorrect, the candidate in question may be disqualified.

It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee, or for anyone to do so on their behalf. The Authority Authorised to Conclude Contracts by delegation (hereinafter AACC) or his delegate reserves the right to disqualify any candidate who disregards this instruction.

SELECTION PROCEDURE

The selection will be organised as below:

1. The AACC set up a Selection Committee which is available on the ERA Website;
2. The Selection Committee will check the submitted applications against the specific conditions described in the 'Eligibility criteria' section in the Call for applications;
3. Applications satisfying these conditions will then be assessed and scored against the selection criteria described in the 'Selection criteria' section in the Call for applications;
4. Only candidates who pass a minimum of 60% of the total points awarded for the selection criteria are taken into consideration. From this list, the Selection Committee shortlists candidates with the highest scores to be invited for the interview and a written test;
5. Before engaging a temporary agent, the AACC examines whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate shall inform the AACC or his delegate, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures;
6. The Agency applies very strict rules on conflict of interest. Given the special and specific nature of the work undertaken by ERA, specific rules on conflict of interests applicable to staff members have been adopted by the Management Board. For more information, please refer to Decision N° 199 of the Management Board Adopting the Framework for Good Administrative Behaviour dated 6 June 2019 and its Annex. Applicants must confirm their willingness to comply with these rules in their application form.
7. Under no circumstances should candidates approach the selection committee, directly or indirectly, concerning this engagement. The AACC reserves the right to disqualify any candidate who disregards this instruction.

CONTRACTUAL CONDITIONS

1. The Agency and the selected Temporary Agent 2(f) shall conclude a contract of employment which ensures continuation of his/her employment and career in the category of temporary agent 2(f). That contract shall be concluded without interruption of the contract concluded with the agency of origin ("the preceding contract") and shall fulfil the following requirements, in particular:
 - › The same grade and the same seniority in the grade as the preceding contract;

- › The same step and the same seniority in the step as the preceding contract.
- 2. The end dates of the contract concluded with the Agency and of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the member of temporary staff 2(f) shall also be engaged by the Agency for an indefinite period;
In the event that the preceding contract comes to its natural end on the day of the move, the duration of the contract concluded shall be the same as that the Agency would have set in case of a renewal of one of its own Temporary Agent 2(f);
A contract of employment concluded following interagency mobility shall not be considered as a renewal unless it ends at a later date than the previous contract, in which case it shall be treated as a renewal;
- 3. The Temporary Agent 2(f) shall not serve a probationary period in the Agency;
- 4. The selected Temporary Agent 2(f) shall take up duty in the Agency in principle three months after the job offer, unless it is otherwise agreed between the two agencies and the staff member concerned;
- 5. The agency of origin shall transfer the personnel file to our Agency no later than 30 days after the date of the move;
- 6. **The rights and entitlements inherent to the country of employment (i.e. France) will be adapted accordingly.**