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Call for Expression of Interest 2026-EoI-HQ (AD)
for future recruitments of Temporary Agents under Article 2(b)
of the Conditions of Employment of Other Servants (CEOS)

Legal Adviser in the Division "Administrative Law and EU Civil Service Law"
(SG.LD.2)

Type of post "Administrator"
Grade of recruitment: AD7

Job no. 391931

WE ARE

The European External Action Service (hereafter, the "EEAS") supports the High Representative of the Union for Foreign Affairs and Security Policy (hereafter, the "High Representative) in the exercise of her mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy, to represent the EU and to chair the Foreign Affairs Council.

It also supports the High Representative in her capacity as Vice-President of the Commission with regard to her responsibilities within the Commission in the external relations field, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the EU Member States as well as the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The Division "Administrative Law and EU Civil Service Law" (SG.LD.2) is one of the two legal divisions which together constitute the EEAS Legal Department, under the responsibility of the Director for the Legal Department.

The Legal Department provides independent legal advice to the High Representative and the EEAS services, upon request or on its own initiative, on all aspects relating to their mandates and tasks under the Treaties and the Council Decision establishing the EEAS. The Legal Department also represents the High Representative and the EEAS in judicial proceedings before the Court of Justice of the European Union and coordinates the representation of the Union and of the EEAS before other jurisdictions as required.

The Division SG.LD.2 covers all legal questions relating, *inter alia*, to the EEAS administrative activities and the implementation of the EU Staff Regulations (hereafter, the "SR") and Conditions of Employment of Other Servants (hereafter, the "CEOS"), the EU Financial Regulation (hereinafter, the "FR") and other administrative areas including diplomatic privileges and immunities, security, public access to documents and protection of personal data in Headquarters and EU Delegations.

In particular, this division:

- provides legal advice on EEAS staff matters (including rights and obligations, career, administrative inquiries and disciplinary matters, diplomatic privileges and immunities);
- provides legal advice on administrative law (contractual, financial and procurement issues);

- reviews draft internal administrative rules (in particular those implementing the SR/CEOS and the FR);
- reviews draft replies to administrative requests and complaints, as well as other individual decisions where necessary;
- reviews draft confirmatory replies to access to documents requests and draft replies to Ombudsman requests;
- drafts court submissions and represents the EEAS in judicial proceedings in administrative and staff matters;
- coordinates the legal representation of the Union in disputes before local courts in the EU and in third countries.

WE PROPOSE

The post of Legal Adviser in the Division for Administrative Law and EU Civil Service Law (SG.LD.2).

The tasks of the Legal Adviser will focus, in particular, on the implementation of the EU Staff Regulations and the Conditions of Employment of Other Servants, for officials and other servants, including local staff employed in Union Delegations.

Given the urgent nature of the work of the Legal Department, the selected candidate would be expected to promptly integrate the service and assume the following main responsibilities of the post, under the authority of the Head of Division:

- provide legal analysis, advice and assistance in the areas falling under the responsibility of the Division, in particular on officials and other servants of the Union, including local staff;
- provide legal review of internal administrative rules;
- provide legal support and advice for handling conflicts (pre-contentious stage and litigation stage);
- draft briefing notes and legal analyses;
- act as an agent representing the EEAS in litigation before the EU Courts (written and oral pleadings).

This position is classified as an "Administrator" type of post[1] in the grade AD7.

As temporary agents under Article 2(b) of the Conditions of Employment of Other Servants (hereafter, the "CEOS"), the duration of the assignment to the post shall, in principle, be four years, renewable for a maximum period of two years, dependent on the maximum duration of engagement in the EEAS allowed by their type of contract[2].

In the interest of the service, after identifying the candidate that best fits the requirements of the post as set out in the vacancy notice, the Appointing Authority/Authority Authorised to Conclude Contracts of Employments may also establish a reserve list of candidates. These candidates shall be informed that the reserve list shall remain valid for a period of one year from when it is established and that it may be used to fill the same post or an equivalent post in the EEAS with a similar job profile.

PLACE and DATE OF EMPLOYMENT

EEAS Headquarters, Brussels, Belgium

Post available: 01/09/2026 (indicative)

[1] According to Annex I to the Staff Regulations and the relevant EEAS internal rules.
[2] Decision ADMIN(2023) 24 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS.

LEGAL BASIS FOR RECRUITMENT TO THIS POSITION

The successful candidate for this position will be appointed in accordance with Article 29(1)(a) and Article 98(1), second subparagraph, of the Staff Regulations (SR) and Article 2(b) of the CEOS.

WE LOOK FOR

Eligibility criteria[3]:

In addition to the conditions set out in Article 12 of the CEOS, candidates must:

- have the capacity to work in the languages of the CFSP and external relations (English and French);
- possess a level of education:
    a. which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, OR
    b. which corresponds to completed university studies attested by a diploma and relevant professional experience of at least one year when the normal period of university education is at least three years.
- have a university degree in law;
- have at least 6 years of full time professional experience. This experience must have been gained after obtaining the four-year diploma or after obtaining the three-year diploma and the one-year relevant professional experience.
- have at least 2 years of proven, pertinent working experience as a lawyer or legal adviser or officer in particular in labour law / EU civil service law.
- have 2 years of relevant, proven experience in litigation as a lawyer or agent representing parties, Member States or institutions before EU Courts or national courts.

Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents and are ineligible.

Selection criteria:

Candidates should have:

- an excellent ability to maintain diplomatic relations and to ensure representation, communication in a complex, multicultural environment;
- an excellent capacity to create constructive working relations with national authorities, civil society, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement, in both English and French;
- excellent knowledge of the EU's internal and external policies and instruments, and of the functioning of the Union and its inter-institutional framework;
- very good knowledge of EU legal and institutional matters;
- very good knowledge of the SR and CEOS;
- knowledge of law on diplomatic privileges and immunities;
- knowledge of EU law on access to documents and personal data protection;
- have a proven ability to work on an autonomous basis and be able to find practical but legally sound solutions to administrative issues;
- have a proven ability to work under pressure and manage tight deadlines;
- be a flexible team player.

Furthermore:

- ability to work also in Spanish, given the high incidence of litigation in Spanish-speaking third countries;
- working experience with or within other EU institutions

[3] All the eligibility criteria must be met on the closing date for applications to this post.

would be considered assets.

TYPE AND DURATION OF CONTRACT FOR NEW TEMPORARY AGENTS

The successful candidate will be offered a contract of temporary agent under Article 2(b) of the CEOS. Such contracts may not exceed 4 years in duration and can be renewed only once for a 2-year period, in accordance with Article 8, second indent, of the CEOS.

All newly engaged temporary staff will be required to complete a probationary period of 9 months, in accordance with Article 14 of the CEOS.

CONDITIONS OF RECRUITMENT AND EMPLOYMENT

CONFLICT OF INTEREST AND SECURITY RISKS

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS also examines if there could be a conflict of interest or security risks.

In this context, all candidates shall fill with their application a declaration of potential conflict of interest (Annex I).

MEDICAL CLEARANCE

If the successful candidate is not a temporary agent currently employed in the EEAS, he/she will be required to undergo a medical examination to ensure that he/she is physically fit to perform the duties.

PERSONNEL SECURITY CLEARANCE

This post is currently not identified as a post which requires Personnel Security Clearance (hereafter, the "PSC") to access EU classified information (EUCI) in accordance with point 7 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS[4] and as implemented by Decision ADMIN(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025 and its implementing decisions.

Nonetheless, candidates are informed that the list of posts requiring a PSC in the EEAS Headquarters is subject to regular review and that the current post might be identified in the future as a post which requires PSC.

If required after the taking of duty, the selected candidate will need to be in a position to obtain a valid PSC issued by the competent authority of their Member State in accordance with national laws and regulations.

In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 7 of the Decision ADMIN(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025

Description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS.

EQUAL OPPORTUNITIES

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission

[4] OJ C 263, 26 July 2023, p.16.

Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

EXPRESSION OF INTEREST AND SELECTION PROCEDURE[5]

The selection procedure will take place in three different and successive steps:

1. Expression of Interest

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria applicable to their situation in order to avoid automatic exclusion from the selection procedure.

Expressions of interest should be sent by **e-mail** to the following functional mailbox:

SG-LD-2@eeas.europa.eu

For the purposes of the e-mail application, the e-mail must have in the subject the following title:

"EoI: Legal Adviser – EEAS SG.LD.2 / 2026-EoI-HQ (AD)-TA2b-AD7 Job no. 391931 – NAME APPLICANT"

Such an expression of interest must be accompanied by:

- An updated Curriculum vitae. Candidates are invited to use the "Europass" CV format (https://europass.cedefop.europa.eu/documents/curriculum-vitae) for their applications.
- A letter of motivation (maximum 2 pages) in either English or in French.
- The ´Declaration of potential conflict of interest´ form annexed to the present call for expression of interest adequately filled in (Annex I).

The closing date for submission of expressions is **10/07/2026 at 12:00 midday (CET - Brussels' time)**.

2. Pre-selection

The pre-selection will be done by a panel on the basis of the qualifications and the professional experience described in the CV and motivation letter.

3. Selection

The pre-selected candidates who best meet the selection criteria will be invited for an interview so that the selection panel can evaluate them objectively and impartially on the basis of their qualifications, professional experience and linguistic skills, as listed in the

[5] Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment-0_en

present call for expression of interest. Additional specific written or oral tests might be organised by the panel. The selection panel will recommend to the Authority Authorised to Conclude Contracts of Employment (AACC) a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post and that shall be placed on a reserve list valid for 12 months and which may extended in the interest of the service. If appropriate, the relevant Director, Managing Director or other senior manager of the recruiting division may conduct confirmatory interviews, prior to the final selection by the AACC.

In case of another unsuccessful publication under Article 29 of the SR for a similar job profile, the EEAS may contact shortlisted candidates for a potential recruitment as temporary agent under Article 2(b) of the CEOS.

It is recalled, that if the interest of the service so requires, the selection procedure can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR and Article 10 of the CEOS.

For correspondence concerning the selection procedure, please use the following email address (the e-mail must have in the subject the following title: **"**EoI: Legal Adviser – EEAS SG.LD.2 / 2026-EoI-HQ (AD)-TA2b-AD7 Job no. 391931 – NAME APPLICANT**"**: **EEAS-HQ-APPLICATIONS-AD@eeas.europa.eu**

CONTACT:

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ANNEX I

DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATES

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):
"*Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)".*

Article 11a(2) of the SR:
"*Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter*".

These provisions apply to temporary agents in accordance with Articles 11 of the Conditions of Employment of Other Servants of the European Union (CEOS).

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the recruitment and, if not, whether they should call for adequate mitigating measures to protect both the interests of the institution and of the selected candidate.

Title/First Name/Last Name:……

Candidate status: ☐ Official of the Institutions of the EU ☐ Current EEAS/EC Temporary Agent ☐ Current EEAS/EC Contract Agent	☐ Candidate from a Member State ☐ EPSO laureate ☐ External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	
Spouse/partner's non-EU nationality/nationalities:	
Spouse/partner's professional activities:	
Dependents' nationality/nationalities:	

Position applied for: ……..…….

Job number: ……..……

Directorate/Division: …….

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐

If yes, please detail:

I hereby certify that the information provided in this form is correct and complete, and that my *curriculum vitae* is correct and duly updated.

I understand that any infringement of the above requirements under the SR and the CEOS may lead, *inter alia*, to the withdrawal of an offer of employment or/and, if I am a staff member of an EU institution, to the opening of an administrative investigation based on Article 86 of the SR and to a potential disciplinary procedure under Annex IX to the SR.

Date and signature:

PLEASE FILL IN, PRINT, SIGN AND SCAN
TO BE UPLOADED IN E-APPLICATION ("ATTACHED DOCUMENTS" TAB, Conflicts of Interest).

Electronically signed on 29/06/2026 15:42 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121