



Authority for European Political Parties
and European Political Foundations

- VACANCY NOTICE -
for establishing a reserve list for

LEGAL ASSISTANT
N° APPF/AST/2020/02
(Post N° 7147)

Any reference in this document to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice-versa.

1. We are

The Authority for European Political Parties and European Political Foundations (“APPF”) was established as an independent EU body by Regulation (EU, Euratom) No 1141/2014 and began fully operating on 1 January 2017.

The APPF assesses applications for registration and makes decisions as to the registration and deregistration of EU parties and foundations. The APPF is also tasked with monitoring financial transfers originating from members and donors, enforcing restrictions regarding the use of funding and imposing sanctions where an EU party or foundation fails to respect its obligations.

A small, dynamic and very motivated team currently staffs the APPF. The offices of the APPF are situated in the premises of the European Parliament in Brussels.

2. We propose

Job	Legal Assistant
Type and duration of contract	Temporary Agent, 3 years with possibility of extension
Function group and grade	AST 3
Monthly basic salary	€ 3 814,47 (step 1) plus where applicable, various allowances¹
Place of employment	Belgium - Brussels
Deadline for applications	20/03/2020 at 23:59 hours (Brussels time)

3. Main responsibilities

The APPF is seeking suitable candidates for the position of: Legal Assistant. The intention is to constitute a reserve list of candidates whose sum of competences could cover a variety of needs. More specifically, the Legal Assistant will provide legal, administrative and organisational support to the Legal Administrator(s) of the APPF.

¹ See further information under point 8. *Conditions of Employment* of this Vacancy Notice



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Depending on the business needs, his/her tasks will include:

- Assisting Legal Administrator(s) in their activities
- Structuring and updating legal files as a preparatory basis for the work of Legal Administrator(s)
- Handling practical matters relating to investigations/disputes
- Carrying out searches in legal databases, as well as other public sources
- Assisting with drafting and proofreading legal documents
- Assisting with monitoring compliance of the applicable Data Protection rules throughout the organisation
- Assisting with monitoring the EU parties' and foundation's activities
- Formatting documents, producing tables, keeping diaries, arranging meetings
- Managing, maintaining and updating the APPF's website and ensuring publication of documents
- Liaising with services of other EU Institutions and external stakeholders
- Any other legal and administrative duties assigned by the hierarchy

4. Requirements

4.1. Eligibility criteria

To be considered eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications:

- i. Have a level of post-secondary education attested by a diploma, and after having obtained the diploma, at least two (2) years of appropriate professional experience² or
- ii. Have a level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least five (5) years of appropriate professional experience.

In addition, candidates must:

- Be nationals of one of the Member States of the Union and enjoy their full rights as citizens
- Have fulfilled any obligations imposed by the laws concerning military service
- Produce the appropriate character references as to their suitability for the performance of the duties³
- Be physically fit to perform the duties linked to the post⁴

² Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States will be taken into consideration.

³ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by a competent Member State Authority attesting the absence of any criminal record.

⁴ Prior to recruitment, the successful candidate shall be medically examined in line with requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants of the EU.



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- Have a thorough knowledge (C1) of one of the languages of the European Union and of a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of their duties⁵

4.2. Selection criteria

Applications will be assessed based on the information provided by the candidates in the Application Form (annexed to this Vacancy Notice) against the following criteria:

Essential:

- a. At least two (2) years of professional experience in the legal field
- b. Working experience in dealing with public authorities and administrative procedures
- c. Experience in preparing legal documents
- d. Experience in working with MS Office applications (or equivalent)
- e. Good drafting skills (notes, letters, etc.)
- f. Very good knowledge of English (at least B2 level)

Advantageous:

- a. University degree in law
- b. Good knowledge of Union law
- c. Good knowledge of the national legal system of at least one Member State
- d. Experience in assisting with litigation before national or European courts
- e. Knowledge about the legal framework relating to the Authority for European political parties and European political foundations
- f. Knowledge about the applicable rules in the field of Data Protection
- g. Good knowledge (at least B1 level in understanding, speaking and writing) of additional EU language(s)

Inter personal competencies:

- a. Excellent organisational skills
- b. A meticulous approach
- c. A proactive attitude
- d. Very good communication skills
- e. Ability to prioritise
- f. Ability to work under pressure and adjust to changes in a rapidly evolving work environment
- g. High sense of discretion and confidentiality
- h. Motivated, dynamic personality with strong aptitude for teamwork

5. Application procedure

Candidates are required to check carefully before submitting an application whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience as well as their linguistic capacity. In order to facilitate the process, candidates are invited to apply in English, which is the working language of the APPF.

⁵ In accordance with the Common European Framework of Reference for languages:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



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For applications to be valid, candidates shall:

- Use and duly complete the APPF Application Form, which is annexed to this Vacancy Notice
- Send their application only by email to APPF-VACANCIES@appf.europa.eu by the deadline
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname
- The Application Form must be saved as follows: SURNAME_Name_Reference number

Incomplete applications will be disqualified and treated as non-eligible. Candidates who use the same application to apply for more than one position will also be disqualified.

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

Supporting documents (*e.g.*, certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this stage but must be submitted at a later stage of the procedure if requested.

Under no circumstances should candidates contact the selection board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

6. Closing date for applications

The closing date for application is **20 March 2020, 23:59, Brussels time** (please check the time zones). The APPF will disregard any application received after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submissions. The APPF cannot be held responsible for any delay due to such difficulties.

7. Selection procedure

The candidates' applications will first be assessed against the eligibility and selection criteria. The most suitable candidates may be invited for a written test, an oral presentation and an interview by a Selection Board. It is envisaged that the interviews, written tests and oral presentations will take place in March and/or April 2020.



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Based on these interviews and the results of the written tests and the oral presentations, the Selection Board will propose a list of successful candidates to the APPF Director (Appointing Authority), who will make the final decision. Such a list would be valid for a period of one year, its validity may be extended. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), the successful candidate will be required to make a declaration of non-conflict of interest before recruitment. The Appointing Authority will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the candidate - using a specific form - will inform the Appointing Authority of any actual or potential conflict of interest.

In this regard, please also note that Regulation (EU, Euratom) No 1141/2014 specifies that: *“The selection of the staff shall not be liable to result in a conflict of interests [...] and they shall refrain from any act which is incompatible with the nature of their duties.”*

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

All enquiries or requests for information in relation to this selection procedure⁶, should be addressed to the following email address:

APPF-VACANCIES@appf.europa.eu

8. Conditions of Employment

Successful candidates may be offered a contract as a Temporary Agent of the type 2(f) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of three (3) years, renewable for another period of three (3) years. After the second period, the contract may be renewed for an indefinite period.

For reasons related to the APPF's operational requirements, the successful candidate will be required to be available at the shortest possible notice.

⁶ This request for further information does not influence the timeline for lodging an appeal under Article 90(2) of Staff Regulations of Officials and Conditions of Employments of Other Servants of the European Union.



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Successful candidates who will be offered a contract of employment will undergo an initial probation period of nine (9) months and on their entry into service, be placed in step 1 or step 2 of the AST 3 grade, according to the length of their professional experience. The basic monthly salary for grade AST 3 currently is:

- Step 1: € 3 814,47
- Step 2: € 3 974,78

The salary is subject to a Community tax deducted at source and staff members are exempt from national tax on salary.

In addition to the basic salary, the following benefits may apply:

- Additional specific allowances (e.g., expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin
- Training and development opportunities
- Annual leave entitlement of at least 24 days
- Maternity/paternity leave and parental leave under certain conditions
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide
- EU Civil Service Pension rights after 10 years of service

Further information on working conditions of staff members can be found in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union⁷.

9. Equal opportunities

The APPF applies a policy of equal opportunities and accepts applications without discrimination on any grounds 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 or sexual orientation.

10. Data Protection

The APPF ensures that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (Official Journal of the European Union L 295, 21 November 2018, p. 39–98).

Candidates are invited to consult the privacy statement annexed to this Vacancy Notice, which explains how the APPF processes personal data in relation to selection procedures.

⁷ <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1549272035601&uri=CELEX:01962R0031-20190101>



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11. Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

Authority for European Political Parties and European Political Foundations (APPF)
For the attention of the Director, Mr Michael ADAM (office BRU - Trèves 1 - 05 V 009)
Ref.: APPF/AST/2020/02
Rue Wiertz 60
1047 Brussels
Belgium

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.

Bruxelles, 6 March 2020

Enclosures:

- I. Application Form
- II. Data Protection Statement