

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) is seeking to recruit a LEGAL ADVISOR

Come join the EU-OSHA - a dynamic Agency of the European Union based in the highly liveable city of Bilbao, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention.

We are seeking a constructive and enthusiastic teammate with a solid legal background and sound experience able to **work comfortably with a wide range of legal frameworks in an advisory role** for a long-term renewable three-year contract¹.

In our vibrant and respectful multicultural environment, we foster work-life balance and offer flexible working arrangements such as part-time work, flexible hours, and teleworking.

By joining EU-OSHA, on top of receiving an attractive salary, you would be covered by [EU Joint Sickness Insurance](#) and would contribute to [EU pension scheme](#). For more information on our activities, go to <http://osha.europa.eu> and for more details on contractual and working conditions, go to [section 6](#) of this vacancy notice.

If you have the profile we are looking for and want to join the EU-OSHA team, do **send us your application!**

EUOSHA/TA/24/01 – LEGAL ADVISOR (AD8)²

1 JOB FRAMEWORK

The Legal Advisor provides advice to the Executive Director, Management Board and EU-OSHA Units in compliance with Union law with a view to ensuring a sound legal environment for the operations of the Agency including identifying and mitigating legal risks, as well as providing legally sound proposals, analyses and opinions in case of pre-litigations and litigations.

2 JOB PROFILE

Reporting directly to the Executive Director of the Agency, the Legal Advisor will be responsible for the following main duties:

- Providing legal advice to the Executive Director, Management Board and EU-OSHA Units in all areas of the implementation and interpretation of the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS), as well as on all interinstitutional matters, as required.
- Dealing with relevant claims and (pre) litigations by providing replies to requests and complaints under Article 90 of the Staff Regulations, in cases brought by members of EU-OSHA staff;
- Representing EU-OSHA in legal proceedings before National and European Courts, including attending oral hearings;

¹ It may be renewed for a five-year period. Any further renewal would be for an indefinite period

² This document – originally prepared in English language - may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

- Providing legal advice in all areas of the implementation and interpretation of EU-OSHA's Financial Regulation and dealing with relevant claims and litigation as necessary, including in contractual matters and matters related to the procurement procedures.
- Providing legal advice on the implementation of the EU Financial Regulation, contractual and procurement matters.
- Contributing to the drafting of legally sound Decisions and other related acts for the Management Board or the Executive Director.
- Liaising and maintaining effective working relationships with counterparts in EU institutions and other EU-OSHA stakeholders, as well as with national authorities.
- Representing EU-OSHA in the Inter-Agency Legal Network (IALN) and in its interactions with other EU institutions.

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement);
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties³;
- be physically fit to perform the duties.

Education and professional experience

Candidates must have a level of education that corresponds to completed university studies of at least:

- four years attested by a diploma, followed by a total full-time professional experience of at least 9 years.

OR

- three years attested by a diploma, followed by a total full-time professional experience of at least 10 years.

Only diplomas that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said member states will be taken into consideration.

Knowledge of languages

Candidates must possess a thorough knowledge⁴ of one of the official languages of the EU and a satisfactory knowledge⁵ of another EU language to the extent necessary for performance of his/her duties.

³ Prior to appointment, evidence of no criminal record is needed.

⁴ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁵ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

4 SELECTION CRITERIA

The following criteria will be used to assess eligible candidates through their application, interview and written test(s).

4.1. Essential selection criteria

For their application to be considered further, candidates must meet ALL the below essential criteria:

Education

- A completed University degree of at least 3 years in Law.

Professional experience and skills

- English: at least level C1 in all dimensions⁶
- At least 9 years of professional experience in line with the duties under the job profile;
- At least 5 years of professional experience (within the above-mentioned 9 years) related to the provision of legal advice on the implementation of:
 - the Staff Regulations of Officials and Conditions of Employment of Other Servants (CEOS) and applicable case law **or**
 - EU National Labour law **or**
 - staff rules applicable in international or public organisations.

Only applications that meet all above essential selection criteria will be scored against the other selection criteria listed below, under 4.2.

4.2. Other selection criteria

The non-fulfilment of one or more of these other selection criteria will not result in the candidate's exclusion from the selection process, but it may affect their chances of being invited for interview and written test(s).

Professional experience, knowledge and skills

- Experience in drafting complex legal documents (legal opinions, pre-litigation/litigation files, decisions, and policies);
- Experience in providing legal advice on the implementation of the EU Directives on Public Procurement and contractual matters;
- Professional qualifications in the legal field (bar exam);
- Knowledge of Spanish Labour Law;
- Experience with EU litigation procedures;
- Spanish: at least level B2 in all dimensions⁷;

Behavioural competencies

- Excellent communication: ability to communicate clearly and precisely both orally and in writing;
- Excellent analytical and problem-solving: ability to identify the critical facts in complex issues and develop creative and practical solutions;
- Accountability: ability to take ownership and initiative for delivering work to a high-quality standard.

⁶ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁷ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Donianzu Murgiondo, Elena Ortega, Lorenzo Munar, as well as a member from another EU Agency.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the procedure (EUOSHA/TA/24/01).

The selection procedure will be carried out in three phases.

Phase 1 – Screening of applications

1.1. Eligibility

The Selection Committee will assess whether candidates meet the eligibility criteria with the help of HR Section who will carry out a preliminary review of all applications. Only applications meeting all eligibility criteria (see section 3 above) as per the candidate 'self-declaration' will move to the next phase. Candidates who do not fulfil one or more of the eligibility criteria at the closing date for applications, will be disqualified. Applicants can see the status of their application within the EU-OSHA Recruitment tool. This step usually takes place within one month after the closing date for applications.

1.2. Selection for interview and written test(s)

The Selection Committee will assess the information⁸ provided in the applications against criteria listed under section 4. Candidates presenting the most appropriate applications will be invited for an interview and written test(s). It is expected that around 6 candidates will be invited. Indicatively, this is expected to take place around 17 June 2024.

Phase 2 – Interviews and written test(s)

The Selection Committee will assess the candidates' professional experience, knowledge, skills and behavioural competencies as per section 4, as well as motivation.

The interview and test(s), a part of which will be in anonymised form, will be carried out in English and remotely.

For candidates who have English as their mother tongue or first language, the level⁹ of their 2nd EU language as declared in their application should be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to behavioural competencies and motivation and at least 70% of the points allocated to professional experience, knowledge and skills.

Phase 3 – Possible Job Offer or inclusion in reserve

Considering the list submitted by the Selection Committee, the Executive Director may discuss further with one or more candidates regarding their background and motivation before deciding on the most suitable candidate for a possible job offer and/or the inclusion of suitable candidates in a reserve list, if any. This step is planned to take place within one month after the date of interview. The reserve list will,

⁸ The motivation candidates write in their application is not considered nor assessed during the screening of applications (phase 1)

⁹ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

if any, be valid until 31/12/2025 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer references check may be arranged.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union¹⁰ (CEOS) for a long-term contract of three years as Temporary Agent Function Group AD, grade 8, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all requested documents proving for instance, their eligibility,
- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved,
- informed EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is based in Bilbao and staff members are required to reside in Bilbao or its surroundings. The jobholder will work in a multicultural environment where on-going dialogue between EU-OSHA management and staff, including representatives of the staff, is regarded as vital.

At EU-OSHA we foster flexible working arrangements and strive for our staff's work-life balance. For instance, in accordance with current applicable rules, working time is based on an average of 40-hour working week and we offer part-time work, flexible working hours and teleworking. **Teleworking from Bilbao and its surroundings** is possible for **up to 60% per week**. In addition, it is also possible to telework for **up to 10 days per year from outside Bilbao and its surroundings**.

Pay and welfare benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 94.7%).

Staff **may be** entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Temporary Agent AD8 step 2 (i.e. with 12 years of professional experience after required level of education) is of around 7,100 Euro for an expat, single, and around 9,100 Euro for an expat with 2 children at pre-school.

¹⁰ The full text is available [here](#).

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

From day 1, staff are covered against sickness and accident through the EU Joint Sickness Insurance Scheme (JSIS). JSIS reimburses 80-85% of most healthcare costs and in case of accident, it reimburses up to 100%.

Staff have also the possibility to earn an EU pension after just 10 years of working for an EU institution. Normal retirement age is 66, but one can also retire as early as 58 with a deduction of the pension amount.

To read more on the advantages of working for EU-OSHA, please follow this [link](#).

Continuity of employment within EU Agencies

Should the successful candidate(s) hold a Temporary Agent 2(f) contract and qualify for a transfer under the terms of the Implementing Rules on the “Engagement and use of Temporary Staff”, the grade bracket that can be accommodated for this position is AD8 – AD11.

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

Application

Candidates must submit their [application through the Agency eRecruitment tool \[here\]](#).

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by no later than Friday **19/04/2024 at 13h00, Bilbao Time**.

Candidates are strongly advised not to wait until the date of the deadline to submit their applications. EU-OSHA is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise at the last minute.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information, please follow this [link](#).

9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#).