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EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.D - Coordination and Corporate Services
D.2 - People and Workplace

CALL FOR EXPRESSION OF INTEREST
CONTRACT AGENTS 3(a) – FGIV
"LEGAL ADVISER"
REA/IV/2026/9

I. INTRODUCTION

The purpose of this call for expression of interest is to draw up a reserve list of **20 Contract Agents in Function Group IV** to fill in vacant positions in the European Research Executive Agency (REA) mainly in Unit D4 - Central Validation Service, with place of employment Brussels, Belgium.

The European Research Executive Agency (REA), established by the European Commission in 2007, is the largest of the EU's six Executive Agencies. It employs over 1000 staff from 26 nationalities.

REA manages key components of Horizon Europe, the EU's flagship research and innovation (R&I) programme, including:

- "Marie Skłodowska-Curie Actions" and "Research Infrastructures" under Pillar I – Excellent Science;
- Cluster 2 "Culture, Creativity and Inclusive Society", Cluster 3 "Civil Security for Society" and Cluster 6 "Food, Bioeconomy, Natural Resources, Agriculture and Environment" under Pillar II – Global Challenges and European Industrial Competitiveness;
- The specific objectives "Widening Participation and Spreading Excellence" (and "Reforming and Enhancing the European R&I System");
- The research programme of the Research Fund for Coal and Steel, and the Promotion of Agricultural Products programme.

Moreover, REA provides administrative services to other Commission services and agencies (participant validation and expert management).

With a budget of over €22.7 billion (2021–2027), REA funds groundbreaking R&I projects that drive new industries, markets, and social innovations. Researchers supported by our Agency have repeatedly won acclaimed awards, including 21 Nobel Prizes.

The Agency works very closely with the services of the European Commission, in particular with DG RTD as REA's lead parent DG. The agency is supervised by a Steering Committee composed of representatives of the parent DGs (RTD, EAC, AGRI, HOME, CNECT, ENV, EMPL).

The reserve list will be used to fill in vacant positions mainly in the REA Unit D4 - Central Validation Service, implementing part of the Single Electronic Data Interchange Area (SEDIA). The unit is responsible for the validation of the legal and financial data submitted by participants in EU award procedures managed by the European Commission and other European Union Institutions, bodies and agencies (EUIBAs).

The unit is composed of four sectors.

The **Legal Validation Sector** is responsible for the validation of the legal existence and the legal statuses of the participants involved in EU award procedures together with the appointment of their Legal Entity Appointed Representative. It is also responsible for the validation of the participants and their bank accounts in the accounting system of the European Commission.

The **Financial Validation sector** is responsible for the preparation of the Financial Capacity Assessment of the participants in EU award procedures, the validation of the participants' SME and mid-capitalisation status, the ownership and control assessment of participants in restricted calls and the assessment of personnel unit costs. The sector hosts the Centre of Excellence on financial analysis, responsible for the 'on-demand' assessments of participants with higher risk exposure.

The **Legal and Financial Verification Sector** is responsible for the verification of the assessments performed by the Legal Validation Sector and the Financial Validation Sector.

The **Validation planning, Enquiry Service and Process Support Sector** includes four teams: the validation planning team which is in charge of the relations with all European Union Institutions, bodies and agencies that are clients of the Central Validation Service; the legal support team that provides legal advice to the other sectors on complex cases; the Research Enquiry Service that replies to all enquiries related to EU funding for research and participant validation; and the process support team that helps to establish harmonised business processes for the Participant Register.

II. PROFILE AND DUTIES

The successful candidates will work in Function Group IV as Legal Adviser. The level of responsibilities is set in accordance with the Function Group.

As part of a team and under the supervision of a Head of Sector, the successful candidates will perform tasks and duties related to operational and administrative support and resources which include:

- Analysis of legal documents (e.g. registration extracts, statutes, treaties, etc.) to validate the legal existence and status of the entities applying to EU award procedures;
- Analysis of legal documents to validate the appointment of the Legal Entity Appointed Representative of the entities applying to EU award procedures;
- Assessment of the ownership and the corporate governance of legal entities applying to EU restricted award procedures, to identify possible control/decisive influence from third countries;
- Assessment of universal takeovers, through mergers and acquisitions, of entities participating in EU award procedures;
- Creation of legal entity and bank account files in the accounting tool of the European Commission;
- Participation in working groups for the harmonisation and simplification of the rules and

procedures for legal validation, appointment of the Legal Entity Appointed Representatives, assessment of universal takeovers and ownership and control assessments;
- Elaboration, simplification and update of guidelines, procedures and reference documentation;
- Drafting replies to public enquiries related to legal validation, appointment of the Legal Entity Appointed Representatives, assessment of universal takeovers and ownership and control assessments;
- Representing the Central Validation Service in working groups and in coordination activities with other services, concerning validation and administrative procedures, and inform staff and management of the outcome;
- Ensuring the conformity of operations with official regulations and procedures, including the Internal Control Standards, and ensuring that all obligations are met;
- Providing high-quality services for all European Union Institutions, bodies and agencies that are clients of the Central Validation Service;
- Effective communication through the IT systems with the participants in EU award procedures and the European Union Institutions, bodies and agencies during the validation process;
- Improvement of the IT tools supporting the activities of the unit;
- Contribution to the general administrative tasks of the Unit.

III. ELIGIBILITY CRITERIA

To be eligible, candidates must comply with general and specific conditions described under the points A and B below.

Only complete and correctly filled in applications registered before the deadline will be considered.

A. General Conditions

The closing date for applications for this call for expression of interest is **24 November 2026 (midday, CET).** At this date and at the date of signature of a possible resulting employment contract, candidates must[1]:

- Be nationals of one of the Member States of the European Union;
- Enjoy full rights as citizens;
- Have fulfilled any obligations imposed on them by the laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of their duties;
- Be physically fit to perform their duties;
- Produce evidence of a thorough knowledge of one of the languages of the European Union (at minimum C1 level) and a satisfactory knowledge of another language of the European Union (at minimum B2 level) [2] to the extent necessary for the performance of their duties.

[1] Article 82(2) and (3) of 'Conditions of engagement' of the Staff Regulations of officials and the Conditions of Employment of other servants of the European Union.
[2] Please note that the minimum levels required above must apply to each linguistic ability.
These abilities reflect those of the Common European Framework of Reference for Languages: Europass LP.

B. Specific Conditions

On the closing date of this call for expression of interest, candidates must comply with the following:

1. Education and professional experience

- Have a level of education which corresponds to completed university studies of at least (3) three years attested by a diploma [3].

2. European Personnel Selection Office (EPSO) Contract Agents Selection Tests (CAST)[4]

- Have successfully passed EPSO reasoning tests for Contract Agents in a valid[5] EPSO CAST Function Group IV (FGIV);

or

- Have completed and validated the EPSO CAST online application form in Function Group IV (FGIV) [(6)], in view of subsequent EPSO Contract Agents Selection Tests (CAST) (see section VII Selection Procedure below). The application must be updated at least once every 6 months by renewing interest on the EPSO portal.

IV. SELECTION CRITERIA

Eligible applications will be assessed by a Selection Committee against the following selection criteria that apply on the closing date for applications:

A. Essential qualifications and experience relevant to the profile and duties

- Candidates must have a minimum of two (2) years of cumulative professional experience in one or more of the following fields:

- Assessment of the legal existence and statuses of legal entities (public / private, profit / non-profit, international organisation, etc.);
- Analysis of legal documents related to the empowerment of the legal representatives of the entities;
- Analysis of national legislation related to the establishment, governance and dissolution of entities inside and outside the European Union;
- Assessment of universal takeovers through mergers and acquisitions;
- Assessment of ultimate beneficial owners / controlling parties of different types of entities;
- Analysis of documents related to entities' governance rules and decision-taking modalities;
- Corporate Law.

[3] Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, candidates will be requested to provide the documents that corroborate their eligibility and the information in their application form (diplomas, certificates and other supporting documents). Examples of possible qualifications per Member State and the United Kingdom and per grade are available on the EPSO website.

[4] The registration to the EPSO CAST is a compulsory step in the selection and recruitment procedure of contract agents. For additional information, please consult the EPSO CAST Permanent page.

[5] "Valid" means that the EPSO CAST in the list https://epso.europa.eu/en/successful-candidates/contract-agents-selections-lists is not closed and that your EPSO CAST application is not outdated.

[6] Candidates whose EPSO CAST profile is blocked due to failed tests during the pre-selection process of this call for expression of interest and therefore cannot be invited by REA to EPSO to undergo the EPSO CAST testing, will be considered as not eligible regardless of the relevance of their CV.

- Thorough knowledge of English (C1 level)[7]

Please note that all essential criteria are mandatory. Applications that do not meet one or more of the essential criteria will not be assessed further.

B. Advantageous qualifications and experience relevant for the profile and duties

- A Master's degree in Law or related fields;
- Cumulative professional experience of at least 6 months in one or more of the following fields:

    - EU Competition Law and/or practical implementation of Council Regulation (EC) 139/2004 on the control of concentration between undertakings;
    - Due diligence, foreign direct investments screening, anti-money laundering, trade defense instruments or other similar fields;
    - Application of the SME Recommendation[8] or experience with SME and midcaps statuses assessment.

A. Job-related competencies

- Accuracy;
- Analysis and problem-solving skills;
- Planning, prioritising and organisation skills.
- Service-oriented approach.

The job-related competencies may be assessed during the interview.

V. APPLICATION PROCEDURE

For applications to be valid, candidates must correctly fill in the eligibility declaration on the **e-Recruitment portal** and must submit all the following documents before the closing date of submission of the applications:

- A detailed curriculum vitae, in EU CV format[9], clearly indicating the type of work experience that is related to the profile and duties section (Section II)[10];
- The online application form correctly filled in.

The file name must start with the surname of the candidate (e.g.SURNAME_CV).

Candidates who fail to provide all requested documents filled in as specified above by the closing date for applications may be excluded from the selection procedure.

Applications must be submitted only through the e-Recruitment portal via the link published on the

[7] Please note that the minimum levels required above must apply to each linguistic ability. These abilities reflect those of the Common European Framework of Reference for Languages: Europass LP.
[8] Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (C(2003) 1422) (OJ L 124, 20.5.2003, pp. 36–41)
[9] EU CV format is available on: Create your Europass CV|Europass
[10] Preferably in .pdf.

website Jobs at REA (europa.eu). Candidates are kindly requested to apply in English[11].

The information on the selection procedure and its progress can be found on the REA website.

For any communication related to this selection procedure, candidates should contact only REA-TALENT-SELECTIONS@ec.europa.eu indicating in the subject of the email the reference of the call for expression of interest REA/IV/2026/9 – Legal Adviser.

The closing date for the submission of the applications is 24 November 2026 (midday, CET).

VI. SELECTION PROCEDURE

1. **Eligibility check**
   The REA Talent Selection team will, under the supervision of the Selection Committee, check the eligibility of the candidates based on the information provided in the eligibility declaration (part of the online application).

2. **Screening of applications by the Selection Committee**

   The Selection Committee will evaluate applications against the "Profile and Duties" and "Selection criteria" (Section II and Section IV, A and B), based on the information provided in the candidates' application file (part of the online application).

   A maximum number of **60 candidates** that best match the criteria and that obtained the highest scores at the screening of applications will be invited to the next phase.

   The screening phase is eliminatory. The scores obtained during the screening phase will not count towards the final score at the interview stage.

3. **Invitation to EPSO computer-based tests (CAST tests)**

   In the framework of the Executive Agencies' selection procedures for Contract Agents, all candidates must comply with the EPSO CAST registration modalities:

   - Successful candidates at the screening phase, having applied to a function group IV profile of the EPSO CAST Permanent, will be invited by EPSO to sit a series of computer-based multiple-choice question (MCQ) tests during the testing window corresponding to the timing of the present call for expression of interest. Only successful candidates to the FGIV EPSO CAST tests will be admitted to the interview stage.
   - Successful candidates at the screening phase that already have a valid FGIV EPSO CAST profile will be directly invited to the interview stage.

4. **Interview**

   A maximum number of **60** candidates having obtained the highest score at the screening phase and having successfully passed the FGIV EPSO CAST tests will be invited to the interview[12].

[11] See section VI.

The interview will assess the suitability of candidates to perform the duties described under Section II "Profile and Duties" and Section IV (A, B and C) "Selection Criteria" of this call for expression of interest, their specific knowledge related to the post, as well as their potential to progress in the function to be filled, for increased responsibility and future performances in mid-term, their motivation to evolve through development opportunities and their language skills.

In view of the nature of the duties and the particular field of this selection procedure, the language that will be used for the interview will be English as vehicular language for the performance of the duties of Legal Adviser in REA. In addition, English is generally considered lingua franca of the scientific community, which is the REA's primary stakeholder. A satisfactory command of English is therefore essential.

5. Reserve list

The Selection Committee will propose to the Authority Empowered to Conclude Contracts of REA (Director of REA) a reserve list of maximum **20** candidates who obtained the highest scores at the interview[13].

The reserve list approved by the Director of REA will be valid for one year and will be made available to Departments and Units of the Agency, according to business needs. The Director of REA may decide to extend the validity of the list. Successful candidates will be listed alphabetically.

Inclusion of candidates on the reserve list does not guarantee recruitment. Recruitment will be based on the availability of posts and budget and on the suitability of candidates for such posts. A second interview may be organised before an offer of employment is issued.

Disqualification from the selection procedure:

Candidates may be disqualified at any stage of the selection procedure if it is established that they:

- Fail to provide a valid application file within the deadline for applications;
- Do not meet all the eligibility criteria;
- Make false declarations or declarations unsupported by the appropriate documents;
- Fail to sit their EPSO CAST tests;
- Fail to sit their interview;
- Cheat during the interview;
- Attempt to contact a member of the Selection Committee in an unauthorised manner;
- Fail to inform the REA HR of a possible conflict of interest with a Selection Committee member.

VII. EQUAL OPPORTUNITIES

REA applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

[12] Where a number of candidates tie for the last available place, they will all be invited to the interview.
[13] Where a number of candidates tie for the last available place, they will all be admitted to the reserve list.

Furthermore, REA offers an inclusive working environment founded on diversity and equal opportunities in which everyone feels valued and can live up to their full potential.

The implementation of these principles is fostered through internal integration actions that value colleagues' diverse backgrounds.

VIII. CONDITIONS OF EMPLOYMENT

The successful candidates may be offered a Contract Agent contract grade FGIV, pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS) and according to the general provisions implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b which have been adopted by analogy by REA.

The initial duration of the contract will be for one year and may be renewed for one additional year. If the contract is further renewed, it shall be concluded for an indefinite period, subject to any limitations on the Executive Agency's lifetime. Contract Agents 3(a) must serve a probationary period of nine months.

The monthly salary for a Contract Agents 3(a) grade FGIV consists of a **basic salary of 3.145,45 EUR (if classified in step 1)**.

The basic salary is supplemented, as applicable, with possible various allowances, in particular expatriation allowance, household allowance, dependent child allowance and education allowance. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants of the European Communities (CEOS). The salaries of contract staff 3(a) are subject to a European Union tax deducted at source.

Contract Agents 3(a) are exempted from national tax on salary and are members of the European Union social security and pension schemes.

The place of employment will be Brussels where the Agency has its activities.

For further information on working conditions of contract staff, see the Agencies' websites or the website of the European Personnel Selection Office (EPSO).

IX. REQUEST FOR REVIEW

Where a candidate is excluded from the next stage of the selection procedure, they can request a review of the decision taken by the Selection Committee if they consider that there has been a material error or a breach of the rules of the selection. This request for review must be submitted within 10 calendar days of the date on which the contested decision was communicated.

In the request, the candidate must provide the information necessary to identify the nature of the alleged error and the reasons why s/he believes that a review is necessary. Requests received after the deadline, or which are not clear enough to identify the alleged error will not be taken into account.

Requests for review must be sent to REA-TALENT-SELECTIONS@ec.europa.eu

X. APPEAL PROCEDURES

Complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union (SR).

Candidates may submit a complaint on the basis of Article 90(2) of the Staff Regulations of Officials of the European Union, which is to be sent as a single copy using one of the following methods:

By email to: REA-TALENT-SELECTIONS@ec.europa.eu

Or

By post to:

REA Director

Reference of the selection procedure: **REA/IV/2026/9 – LEGAL ADVISER**

SB34 – 08/P198
Boulevard Simon Bolivar 34
1049 Brussels
Belgium

The time limit set out for this type of procedure is 3 months starting from the date of notification of the act adversely affecting the complainant.

- **Judicial Appeal**

Candidates may submit a judicial appeal on the basis of Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations. For details on how to submit a judicial appeal and how to determine the deadlines, candidates may consult the website of the General Court.

- **Complaint to the European Ombudsman**

Candidates, like any citizen of the Union, may lodge a complaint to the European Ombudsman.

Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned (see above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeal.
For arrangements for complaints to the Ombudsman, candidates may consult the website of the European Ombudsman.

XI. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage the applications in view of a possible selection and recruitment at REA. The personal information requested from candidates

will be processed in line with Regulation (EC) 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. In this regard, candidates should refer to the Data Protection Notices of the REA which are available on the public central register of records and explain how the REA processes personal data in relation to selections and recruitment.

REA draws to the candidates' attention that upon the decision of REA Director and depending on the business needs, the resulting reserve list of successful candidates may, at a later stage, be made available to other executive agencies that could be interested in their profile and may therefore contact them. This would involve the processing of the candidates' data (name, last name and CV).

Please note that candidates can object to this processing by sending an email to:
REA-TALENT-SELECTIONS@ec.europa.eu

Electronically signed on 09/11/2026 14:08 (UTC+01) in accordance with Article 11 of Commission Decision (EU) 2021/2121