

## Vacancy Notice

for establishing a reserve list

# Legal Assistant

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**Reference** EPPO-2026-AST-002 | **Location** Luxembourg | **Full-time** | **Contract Type** Temporary Agent type 2(f)  
**Duration of contract** 3 years, with the possibility of renewal for an indefinite period  
**Function group & Grade** AST3 | **Selection** External, Internal & Inter-Agency  
**Minimum basic salary** EUR 4.806,17 (plus benefits and other applicable allowances)  
**Deadline for applications** 20 April 2026, 23:59 CEST (Luxembourg time)

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The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of **Legal Assistant**. The EPPO is a new and rapidly growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

## 1. THE ROLE

As a **Legal Assistant** and a member of the Operational Legal Support Sector within the Operations Unit, you will provide administrative support to the Permanent Chambers.

## 2. TASKS & RESPONSIBILITIES

- Organising the meetings of the Permanent Chambers;
- Contributing to the preparation of agendas in cooperation with the European Prosecutor chairing the Permanent Chamber;
- Drafting meeting minutes;
- Revising, summarising and drafting legal documents;
- Registering and retrieving documents in the Case Management System;
- Preparing case files and supporting documentation;
- Carrying out reporting activities on the work of the Permanent Chambers;
- Monitoring deadlines and following up on incoming requests;
- Assisting in drafting reports and other investigation-related documents.

## 3. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

## GENERAL/COMMON REQUIREMENTS<sup>1</sup>

- Be a national of one of the Member States of the Union and enjoy full rights as its citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of your duties<sup>2</sup>;
- be physically fit to perform your duties<sup>3</sup>;
- produce evidence of a thorough knowledge (C1 level<sup>4</sup>) of one of the official languages of the EU<sup>5</sup> and of a satisfactory knowledge (B2 level) of another official language of the EU, to the extent necessary for the performance of your duties.

## EXTERNAL APPLICANTS

- a level of **post-secondary education** attested by a diploma, and after having obtained the diploma, at least **3 (three)** years of appropriate professional experience<sup>6</sup>; **or**
- a level of **secondary education** attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least **6 (six) years** of appropriate professional experience.

## INTERNAL APPLICANTS

- You are temporary staff 2(f) who, on the closing date for applications and on the day of appointment, is engaged within the EPPO in the function group and grade belonging to the grade indicated above (AST 3);
- be employed in a full-time job<sup>7</sup>;
- have completed the probationary period successfully.

## INTER-AGENCY APPLICANTS

- On the closing date for applications and on the day of filling the vacant post, be employed as temporary staff 2(f) within your agency or institution in a function group and grade corresponding to the published function group and grade (AST 3);
- have at least 2 (two) years' service within your current agency or institution before moving<sup>8</sup>;
- have successfully completed the probationary period provided for in the Article 14 of the CEOS, in the relevant function group.

<sup>1</sup> Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS.

<sup>2</sup> If successful, prior to recruitment, the successful candidate will be asked to provide a formal certificate confirming the absence of any criminal record from pertinent authorities.

<sup>3</sup> Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

<sup>4</sup> Cf. Language levels of the Common European Framework of Reference for language skills:  
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>.

<sup>5</sup> Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

<sup>6</sup> 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.

<sup>7</sup> Note: the requirement is related to the post and not to the time arrangements (a staff member may work part-time but be employed on a full-time post).

<sup>8</sup> Any decision derogating from that principle shall be taken jointly by the two institutions/agencies concerned, having regard to the interest of the service of both agencies/institutions.

## 4. SELECTION CRITERIA

**The following experience and competencies will be assessed throughout the different phases of the selection procedure.**

**Please note:** All essential criteria are mandatory. Applications from candidates who do not fulfil all essential criteria will not be considered further. You must provide **specific examples** demonstrating how you meet both the essential and advantageous criteria in the application form.

### Essential

- (a) Proven professional experience of at least 6 (six) years, with duties relevant to the **Tasks & Responsibilities** listed above.
- (b) Specific experience on case management, workflow management and/or document management systems (*please describe in the application form the main functionalities you are familiar with*).
- (c) Proven ability to adopt a client-oriented approach, demonstrated through experience in understanding stakeholders' needs, providing appropriate solutions and maintaining constructive professional relationships.
- (d) Excellent knowledge of English, both written and spoken, at least at level C1. *English, being the working language of the EPPO, will be used during the selection process.*

### Advantageous

- (a) A level of education which corresponds to completed university studies of at least 3 (three) years attested by a diploma in law.
- (b) Proven academic and/or professional experience in the field of criminal law.
- (c) Proven professional experience in European and/or judicial institutions.
- (d) Knowledge of an additional official language of the EU, both written and spoken, at least at level B2.

## 5. YOUR SALARY AND BENEFITS

### EXTERNAL SELECTION

The selected candidate will be offered a contract as a Temporary agent type 2(f) according to the Conditions of Employment of Other Servants of the European Union (CEOS). This contract will initially be for a period of **3 (three) years**, with the possibility of renewal for an indefinite period.

Upon commencing employment, the selected candidate will be placed at Step 1 or Step 2 of Function Group AST, Grade 3, depending on their professional experience. The current basic monthly salary for Function Group AST, Grade 3 (Step 1) is **EUR 4.806,17**.

### INTERNAL AND INTER-AGENCY SELECTION

The successful candidate will be selected from the reserve list based on operational requirements. For reasons related to the EPPO's operational needs, once the selected candidate receives an employment offer, they may be required to confirm acceptance within a short timeframe and be available to start the contract at short notice, as agreed with their current line manager.

The successful applicant will be assigned to the new post in accordance with the assignment decision, without an impact on their current contract (subject to any applicable amendment to the employment contract).

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

- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the individual's family situation and place of origin;
- Flexible work arrangements – hybrid work regime, such as flexible working hours, teleworking;
- Part-time work regime;
- 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;
- Opportunities for management career development in the EU Public Service.

The salary is subject to a Community tax deducted at source, and staff members are exempt from national taxation. [Full details](#) of the remuneration package are laid down in Articles 62-70 and Annex VII Annex VII to the Staff Regulations of Officials of the European Union.

## 6. HOW TO APPLY

- 1. Download and fill in the EPPO Application form** – it can be found on our website: <https://www.eppo.europa.eu/how-to-apply>
- 2. Save your completed form as follows:**  
SURNAME\_Name\_Reference number
- 3. Send the completed EPPO Application form, in PDF format, to our Talent Acquisition team:** [EPPO-RECRUITMENT@eppo.europa.eu](mailto:EPPO-RECRUITMENT@eppo.europa.eu) by **20 April 2026, 23:59 CEST**.
- 4. In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number\_SURNAME)

Please note that the reserve list will be valid until **31/12/2027**, with the possibility of extension.