



Directorate-General of
Administration
Directorate for Human Resources
and Personnel Administration
Recruitment and Careers Unit
AC

CALL FOR
APPLICATIONS
N° CJ AP REF-TRIB_PERM

The General Court of the European Union ('the General Court') is launching a permanent call for applications in order to establish a database containing a number of applications, which may be consulted when a need arises for the recruitment of legal secretaries as temporary staff or auxiliary contract staff¹ for the Members of the General Court.²

Working closely with and under the supervision of the above-mentioned judges, legal secretaries will be responsible for preparing documents relating to the judicial handling of cases in which those judges act as rapporteur or assessor.

The duties to be performed shall require in particular:

- full legal education as evidenced by a university degree in law;
- thorough knowledge of European Union law, in particular in one or more of the areas covered by the General Court's jurisdiction, as well as a good knowledge of procedural rules and adversarial techniques;
- good analytical and summarising skills when faced with complex legal questions;
- ability to draft legal texts in French (a minimum level of B2.1 in French is required);³
- satisfactory command of IT tools and legal databases;
- good ability to communicate with interlocutors from diverse legal backgrounds, as well as a cultural and linguistic openness.

Without being necessary, the following will be an advantage for the employment in question:

- professional experience in a similar role in a court or in a law firm, a governmental entity, or an institution or body of the European Union;
- good knowledge of other official languages of the European Union.

The role of legal secretary requires a high degree of availability, a genuine ability to work in a team as well as a high degree of responsibility, rigour, organisation and discretion.

If you are interested in possible recruitment within the General Court and if you consider that,

¹ Auxiliary contract staff replace legal secretaries prevented from performing their duties due to illness or by reason of maternity leave.

² Officials may be seconded in the interest of the service. In the event of replacement of a legal secretary on sick leave or maternity leave, officials would be placed at the disposal of the Cabinet concerned.

³ A language training and development scheme is offered depending on the level of French of the successful candidates.

you meet the necessary conditions, you may submit your application via:

EU CV online : <https://curia.europa.eu/apply>.

By submitting an application in response to this permanent call for applications, candidates have no guarantee of being called for an interview or of being offered a job with the General Court.

In the event of a vacancy, Members of the General Court will be able to consult the database and select the candidate whose profile matches the requirements of the post to be filled. In this case, the person concerned will be contacted, by email or telephone, directly by the Member's Cabinet.

The data will remain active for six months, or for a shorter period if you delete your online CV before this period expires. Once this period has elapsed, you may decide to reactivate your data if you wish your profile to remain in the database. Once your data has become inactive, your profile can no longer be consulted or taken into account in anonymous searches, and only you can access it to reactivate it. After twelve months of inactivity, the data are completely deleted from the database.

The purpose of the collection, the way in which personal data of applicants is processed and the period of time for which it is kept through this application are detailed in the attached notice.



INFORMATION NOTICE ON THE PROTECTION OF PERSONAL DATA

Everyone has the right to the protection of his or her personal data.

The processing of personal data by the institutions, bodies, offices and agencies of the European Union is governed by Regulation (EU) 2018/1725 (OJ 2018 L 295, p. 39).

This notice explains why and how your data are used in the context of such processing.

CALLS FOR APPLICATIONS – CHAMBERS OF THE MEMBERS OF THE GENERAL COURT

Who is the data controller?

The controller responsible for processing the data is the Directorate for Human Resources and Personnel Administration, as well as the European Commission as regards managing the EU CV online application. An information notice on the processing of data in EU CV online is also available in that application.

Why do we need your data?

The processing in question covers the selection of staff for the chambers of the Members of the General Court. Your data must be processed in order to assess candidates' potential to take up a vacant post with the judges of the General Court, pursuant to Article 37 of the Staff Regulations of Officials of the European Union and Articles 12 and 82 of the Conditions of Employment of Other Servants of the European Union.

We collect the data on the CV, as well as additional information specific to each call for applications. The additional information covers your identity, current and previous employment, qualifications, experience, knowledge, skills, talents and language skills.

How have we received your data?

Your personal data have been collected by means of the application EU CV online, managed by the European Commission.





Who has access to your data?

Access rights for the management of applications are granted to managers of the Directorate for Human Resources and Personnel Administration, as well as to the Members and the staff of their chambers who have been specifically appointed to assist them in the selection procedure.

How long are your data stored for?

The data relating to the specific procedures are retained for 12 months from the appointment of the selected candidate(s).

Personal data submitted by applicants in the context of a permanent call for applications are kept for a period of 18 months from the last action carried out by the candidate (first registration or update of his/her data (6 months as active data, 12 months as inactive data, if the data subject does not delete them beforehand).

What are your rights?

In accordance with the applicable rules, you have the right to request from the controller access to and, if necessary, rectification or erasure of your data or restriction of processing.

Moreover, you are entitled to object to the processing on grounds relating to your particular situation.

How do you exercise your rights? Whom to contact?

You can contact the data controller as follows:

Postal address: Court of Justice of the European Union
Directorate for Human Resources and Personnel
Administration – Human Resources Unit
Rue du Fort Niedergrünwald
L-2925 Luxembourg

We will respond to your request as soon as possible and, in any event, within one month. This period may be extended where necessary.





You can also contact the Data Protection Officer of the Court of Justice of the European Union: Contact: DataProtectionOfficer@curia.europa.eu

European Data Protection Supervisor

You have the right to lodge a complaint with the European Data Protection Supervisor if you consider that the processing of personal data concerning you does not comply with Regulation 2018/1725.