

LEGAL OFFICER (m/f)
For Eurosystem Procurement Coordination Office (EPCO), hosted by
Banque Centrale du Luxembourg
(ref. : EPCO/031/11)

EPCO's main tasks – see also Decision (ECB/2008/17) laying down the framework for joint Eurosystem procurement

- Identifying potential cases for joint procurement by the ESCB central banks participating in EPCO activities,
- Preparing (annual) joint procurement plans and coordinating the procurement agendas of the central banks respectively,
- Together with the participating central banks, preparing common requirements for joint tender procedures,
- Facilitating the adoption of best procurement practices for the participating central banks,
- developing the infrastructures required for joint procurements,
- Supporting the central banks in the joint tender procedures, participating in the joint procurement committees (JPC), providing also administrative support for the JPCs, and
- Supporting and providing procurement related advice to ESCB projects.

The successful applicant will be entrusted with the following main tasks:

- Provide procurement related legal advice in the ESCB context, including review of tender documentation, providing advice on the general legal framework for procurement and contracts (e.g. procurement rules and standard contract), and on specific contracts including drafting and negotiations;
- Participation in joint procurement committees;
- Participation in and contribution to external meetings, such as the regular meetings of the ESCB procurement experts, and/or specific expert groups and working groups, as well as EPCO and BCL internal meetings;
- Contribution to the adoption and compilation of best procurement practices;
- As part of the EPCO team, coordinate the pooled/joint procurement activities;
- Discussing legal issues with both legal and non-legal colleagues.

The successful applicant will be expected to:

- Handle complex legal and non-legal procurement related matters both independently and as part of a team and to interact with internal and external counterparts;
- Research, prepare and submit documents to appropriate bodies;
- Take initiative and advice and support team members and management in the issues related to his/her responsibilities;
- Manage tasks and time efficiently.
- While the work is performed in Luxembourg, the successful applicant may also be expected to travel.

Qualifications and experience - the applicants must have the following knowledge and competences:

- Advanced University degree in law obtained in an EU Member State or a proven ability to perform the tasks required by the position;
- Knowledge of procurement and/or contract law;
- Experience in legal and/or administrative tasks;
- Fluent command of English, with proven drafting ability;
- A good command of French or German would be an asset;
- A good command MS Office programs;
- Experience with or knowledge of procurement tools will be valued.

Behavioral competencies:

- Strong analytical skills and Ability to assess complex datasets from variety of sources;
- Ability to organize and prioritize work within tight time frames, ensure timely responses, and deliver results in a timely manner;
- Good negotiation skills;
- Can be relied upon to deliver also in difficult circumstances;
- Uses simple/clear words and images to communicate ideas, and is able to communicate ideas in an effective manner ensuring mutual comprehension;
- Handles sensitive information in a discreet manner, respecting confidentiality;
- Shares information and supports team members in the achievement of common goals;
- Is able to work without close supervision but knows when it is needed to involve others;
- Ability to establish and maintain cooperative relationships with other relevant business areas and with colleagues from other central banks.

Duration of the contract:

Fixed-term contract until 31.12.2012, with a possible extension subject to organizational need and performance.

For further information, please contact:

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Please send your application by 23 December 2011 to:

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