

Title	Legal Officer
FTE and Localisation	FTE up to 100% at SESAR Deployment Alliance (SDA) AISBL headquarters in Brussels, Belgium
Accountable for	Support and assist the Senior Legal Officer and Procurement Manager in providing legal and commercial services including research, factual information, advice and guidance on legal questions or issues, and the drafting of contracts and other legal or commercial agreements and supervising their implementation.
Accountable to	Senior Legal Officer & Procurement Manager
Scope	To assist the Senior Legal Officer and Procurement Manager in the development and maintenance of efficient and effective legal and commercial processes and services that enable the SDA to discharge its obligations under the FPA and related Specific Grant Agreements (SGAs). Legal processes include everything required to support the role of the SDA AISBL as the SESAR Deployment Manager and as the FPA Coordinator as defined under the FPA.
Main Accountabilities	<p>Support and assist the Senior Legal Officer and Procurement Manager in:</p> <ul style="list-style-type: none"> - Providing legal and commercial services including research, factual information, advice and guidance on legal questions or issues; - Drafting of contracts and other legal commercial agreements; - Supervising the implementation of contracts and agreements, including Human Resources; - Assisting in the development and maintenance of efficient and effective legal and commercial processes and services that enable to discharge obligations under the “FPA” and related “Specific Grant Agreements” (SGAs) whereby ‘legal processes’ include everything required to support a role of “the coordinator” and “FPA Coordinator” as defined; - Assisting in the analysis of issues to identify legal problems; - Advising management whenever legally unsound decisions or plans are being made or when changes in legislation occur; - Preparing memoranda and drafts of legal documents where a substantial level of bespoke drafting is required for the use of existing and applicable precedents; - Examining documents for legal sufficiency;

	<ul style="list-style-type: none"> - Working with outside “Counsel” to support a particular task, monitoring work and efforts; - Negotiating with third party legal representatives to conclude transactions; - Providing input into the maintenance and development of precedents and providing assistance and pro-active suggestions to manage risks; <p>Additional assignments from the Senior Legal Officer & Procurement Manager may be requested, as needed.</p>
<p>Eligibility Criteria</p>	<ul style="list-style-type: none"> ○ A level of education which corresponds to completed university studies in Law of at least three years attested by a diploma; ○ Excellent command of written and spoken English in the technical fields concerned; ○ Be national of one of the Member States of the EU; ○ Meet the appropriate character reference as to his/her suitability for the performance of his/her duties; ○ Professional experience of at least three years in positions related to the profile of the position, of which at least one year in dealing with Grant Agreements concluded with the European Union; ○ Ability to appreciate and follow priorities; ○ Experience gained in a multicultural and multilingual environment; ○ Openness; ○ Team player; ○ Assertiveness; ○ Personal autonomy; ○ Flexibility, especially given contractual timeframes and related peaks of activity.
<p>Advantageous</p>	<ul style="list-style-type: none"> ○ Good knowledge of the Connecting Europe Facility (CEF) Regulatory framework; ○ Good knowledge of the General Data Protection Regulation (GDPR); ○ Previous experience dealing with procurement and Calls for Tenders; ○ Previous experience in dealing with Grant Agreements in EU Transport Policies;

	<ul style="list-style-type: none">○ Previous experience in dealing with Coordination activities in the context of Grant Agreements.
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