



EUROJUST

Vacancy notice for the constitution of a reserve list for the position of:

**Legal Officer
(Legal Service)
Reference: 13/EJ/CA/02
Contract Agent – FG IV
M/F**

Applicants are invited to apply for the post of **Legal Officer** to be employed by Eurojust.

EUROJUST is a European Union body established in 2002 (Council Decision 2002/187/JHA of 28 February 2002 on the setting up of EUROJUST, amended by Council Decision 2003/659/JHA of 18 June 2003 and by Council Decision 2009/426/JHA of 16 December 2008 on the strengthening of Eurojust) to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime.

The College of EUROJUST is composed of 27 National Members, one nominated by each EU Member State. The College elects one of the National Members to be its President. The Administrative Director is responsible, under the supervision of the President, for the day-to-day administration of Eurojust and staff management.

For further information, please consult our website: www.eurojust.europa.eu

The Legal Officer will directly report to the Head of the Legal Service.

Eurojust is undergoing an organisational structure review. Depending on the outcome of this review, the job's list of responsibilities may be revised.

1. Key accountabilities

The successful applicant will be responsible for acting as legal officer in one of the two main spheres of competence of the Legal Service (in addition to the Management of the Eurojust Library) which consists in providing legal advice and assistance:

- To the College of Eurojust, in the accomplishment of its objectives and tasks as described in the Eurojust Decision, and to the activities of the College, College Teams and National Members (Sector "College Matters"),
- To the Administrative Director and the administrative Units and Services of Eurojust in the performance of their tasks; in this capacity, the Legal Service deals with all legal issues related to budget and finance, staff regulations, civil

matters, contracts, litigation, and monitoring of compliance of the Eurojust procurement procedures with legal requirements. Further, the Legal Service is in charge of handling requests on access to documents ("Sector "Administrative Matters").

The activities of the Legal Service include:

College matters

- Following the developments of EU legislative drafts and policy issues in the field of criminal justice and, in particular, judicial co-operation in criminal matters or related to the mission and future development of Eurojust, delivering summaries and drafting legal opinions related to them;
- Assisting the activities of the College, the College Teams and the National Members by the provision of legal background information and the drafting of legal and policy opinions, draft decisions, position papers, briefing notes and reports on various issues related to the mission of Eurojust;
- Performing legal research and providing legal and policy information sources;
- Providing legal assistance in the preparation and drafting of decisions taken under Articles 6 and 7 of the Eurojust Decision;
- Performing legal analysis of casework issues and assisting National Members in coordination meetings;
- Providing legal assistance in the drafting of guidelines, manuals and recommendations for best practices dedicated to practitioners on various issues related to judicial co-operation in criminal matters;
- Participating on behalf of Eurojust in external meetings, working groups, conferences, seminars, and networks, and reporting to the College;
- Contributing to the planning, organisation and conduct of strategic and tactical meetings, conferences and seminars organised by Eurojust;
- Assisting the Head of Legal Service and the Senior Legal Officers and the Senior Legal Officers in the performance of any other tasks assigned by the Head of Legal Service or the Senior Legal Officers in the framework of the above mentioned scope of competence; and
- Performing any other tasks assigned by the Head of Legal Service.

Administrative matters

- Providing expert legal support in strengthening Eurojust's Administration capacities;
- Performing research and providing legal background information to the Administrative Director, the Working Groups and Units and Services;

- Providing legal advice and drafting legal texts and opinions in the field of EU Administrative law (e.g. access to documents, data protection, staff regulations, contract law, financial regulations);
- Drafting position papers, briefing notes;
- Contributing to the planning, organisation and conduct of meetings and conferences;
- Exceptionally, participating in external meetings, working groups, conferences, seminars and networks and reporting to the Administrative Director/Head of the Legal Service;
- Contributing to the elaboration of guidelines, manuals and recommendations for best practices dedicated to practitioners on various issues related to the implementation of the EU and Eurojust legal frameworks;
- Participating on behalf of Eurojust in external meetings, working groups, conferences, seminars, and networks, and reporting to the Head of the Legal Service;
- Assisting the Head of Legal Service and the Senior Legal Officers in the performance of any other tasks assigned by the Head of Legal Service or the Senior Legal Officers in the framework of the above mentioned scope of competence;
- Performing any other tasks assigned by the Head of Legal Service.

Candidates are kindly invited to indicate in their application (under point 9 – “Motivation to apply for this post”) whether they are interested in working
- in the area of “College matters”; or
- in the area of “Administrative matters”; or
- in both areas.

2. Qualifications and experience required

a- Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications:

- A level of education that corresponds to completed university studies of at least 3 years attested by a diploma and after having obtained the university diploma at least one year of appropriate professional experience.
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.

Furthermore, in order to be eligible, a candidate must:

- Be a national of one of the Member States of the Union;
- Enjoy his/her full rights as a citizen;
- Have fulfilled any obligations imposed on him/her by the laws on military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform his/her duties.

b- Selection criteria

Essential

- University degree of at least 3 years in Law;
- **Proven professional experience in the field of law** of at least **2years** (full time); part-time work shall be taken into account in proportion to the stated percentage in relation to full-time work;
- Working experience and knowledge in one of the areas mentioned above under "Key accountabilities";
- Good knowledge of
 - national and European criminal law

OR

- EU administrative law and civil law;

The following criteria will be assessed (in addition to the above criteria) during the oral and written tests:

- Good knowledge of the English language, as it is the working language of Eurojust;
- Excellent verbal communication skills;
- Excellent written communication skills;
- Ability to present a clear, structured and well founded legal opinion on a topic falling in the area of expertise selected;
- Good office computer skills and ability to use relevant software applications.

Advantageous

The following characteristics will be considered as additional assets:

The following criteria will be assessed at the preliminary screening phase

- Working experience in the legal department of a public national administration or international organisation;

OR

- Working experience as barrister/solicitor, judge or prosecutor;
- Working experience in a multicultural environment, preferably in an EU institution/body or other experience with the EU decision-making procedure; and

The following criteria will be assessed (in addition to the above criteria) during the oral and written tests

- Good knowledge of French as many EU related legal sources are in French.

3. Selection phase

A Selection Board is nominated by the Appointing Authority. The Human Resources Unit shall assist the Selection Board by checking the fulfilment of all formal requirements and eligibility criteria. The responsibility for any decision made during this exercise lies with the Selection Board. Failure to comply with one of the formal requirements or eligibility criteria will result in a disqualification of the applicant concerned.

The Selection Board shall make the decision on who is to be considered an eligible applicant for the selection process, in accordance with the requirements outlined in the vacancy notice, and shall decide from among the eligible applicants those who are to be invited to attend an interview. Candidates invited for an interview shall be asked to undergo a written test. Shortlisted candidates may be required to undergo an assessment through an external centre.

The selection phase shall consist of an interview with the Selection Board, in order to evaluate the capacities of the candidates to perform the key accountabilities mentioned above. During the interview, special attention will be paid to the specific knowledge required for the post and the suitability and capacity of the candidate to adapt to a multicultural environment. The work of the Selection Board shall end with the drawing up of a list of applicants suitable and a list of applicants unsuitable to occupy the position advertised.

Reserve list

The list of suitable applicants shall be submitted to the Appointing Authority, who will decide on the appointment of the successful candidate(s) and the establishment of a reserve list for the post advertised. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

Recruitment will be based on availability of posts and budget.

The reserve list may be used by other units or services in order to fulfil the same or similar positions within Eurojust. In this case, suitable applicants on the reserve list may be offered a contract of employment as Contract Agent (Article 3a of the Conditions of employment of other servants of the European Communities) for a period of three years or less.

The reserve list for this post will be valid at least until **31 December 2013** and may be extended at the discretion of the Appointing Authority of Eurojust.

4. Contractual conditions

The Appointing Authority will appoint, based on availability of posts and budget, the successful candidate(s) as a member of the contract staff pursuant to Article 3(a) of

the Conditions of employment of other servants of the European Communities, to which he/she will be subject, for a period of **3 years or less**. The contract may be renewed.

Remuneration will be based on the Community scale of salaries. Pay is subject to Community tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The grade for this position is: **FG IV**. The basic monthly salary of a contract agent in the first step at FG IV grade 13 (i.e. professional experience of up to 7 years) is approximately EUR 3145, before any deductions or allowances.

The place of employment will be The Hague, where Eurojust has its official seat.

Prior to contract signature, the successful candidate will be requested:

- to provide Eurojust with original or certified copies of all relevant documents proving the candidate's eligibility criteria, including an extract from the candidate's police file; and
- to undergo a compulsory medical examination to establish that the candidate meets the standard of physical fitness necessary to perform the duties involved.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of employment of other servants of the European Communities, which are available on the following web page:

http://ec.europa.eu/dgs/human-resources/publications_en.htm

Confirmation of appointment

Temporary staff is required to serve a probationary period of **nine** months.

Essential requirement for the selected applicants: Security Clearance

Eurojust requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion. The level of the latter depends on the specific classified data that post-holders deal with. For this post, the required level of clearance is SECRET.

Applicants who currently hold a valid and positive national security screening opinion at the above-mentioned level do not need to obtain a new one. They shall then provide a copy of such opinion to Eurojust and specify the issuing authority, level and date of expiry. In case the temporal validity of the opinion expires within a year, the renewal procedure shall be initiated expeditiously.

In case selected applicants do not currently hold a valid and positive national security screening opinion at the above-mentioned level, Eurojust will require them to sign a pre-screening self-declaration. Eurojust will request such opinion from the National Security Agency of the applicants' state of nationality.

In case such agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment, Eurojust has the right to terminate the latter.

Declaration of commitment to serve public interest independently

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

The successful candidate will be required to carry out his/her duties and conduct him/herself solely with the interests of the Communities in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his/her institution. He/she shall carry out the duties assigned with objectivity, impartiality and loyalty to the Communities.

Equal opportunity

EUROJUST applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

5. Submission of applications

Your application must be sent to applications@eurojust.europa.eu by no later than 15 05 2013 at midnight CET.

Please indicate the **reference number on the application form, in the heading of your e-mail and in all future correspondence relating to this application.**

Candidates must use the E-application form available on the website of Eurojust and must mention the reference number and the title of the post for which they are applying. All the questions on the form must be answered in full. The application form must be completed in English. Eurojust publishes multiple posts at the same time and if the candidate wishes to apply for more than one post, he/she must submit a separate application form for each post.

Should applicants be invited for an interview, in order for the application to be considered complete, they **must bring with them on the day of the interview originals or certified photocopies of all the supporting documents for their educational qualifications and employment (diplomas, certificates, statements of employment, professional references, etc.) and photocopies of these documents necessary to prove that they fulfil the eligibility criteria.** All documentary evidence of professional experience must indicate both start and end dates of previous positions and the start date of the position held currently.

Eurojust has the right to disqualify applicants who fail to submit all the required documents on the date of the interview.

Please note that any documents submitted will not be returned to the candidates.

Application forms sent by fax or by post **will not** be accepted, except for candidates who have a **proven** disability that prevents them from applying via e-mail. These candidates may submit by post, no later than the indicated closing date for the submission of applications (the postmark date will serve as proof), a printed version of the application form, and mail it indicating the reference number of the selection procedure and title of the post to: EUROJUST, Recruitment Office, P.O. Box 16183, 2500 BD The Hague, The Netherlands.

Closing Date: Closing dates for the submission of applications are strictly adhered to. Your E-application must be sent to applications@eurojust.europa.eu **by 15 05 2013 at midnight CET**. In the heading of the e-mail, the reference number of the post and the title of the post for which a candidate is applying must be mentioned.

6. Appeal procedures:

If a candidate is found ineligible or is not invited for an interview and possibly a written test, the candidate may request for reconsideration, quoting the vacancy number of the relevant selection procedure, to the Recruitment Office.

It is also possible to bring a complaint to the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties (OJ L 113 of 4 May 1994).

For all details concerning appeal procedures, please consult the Eurojust website (<http://www.eurojust.europa.eu/careers/Pages/application-procedure-form.aspx>).

To summarise:

*The **application form** must be fully completed in English. Applications must be sent to applications@eurojust.europa.eu no later than the indicated closing date, mentioning the reference number and the vacancy and title of the position in the header of the e-mail.*

The Human Resources Unit will acknowledge receipt of applications. Due to the volume of applications, only candidates selected for the interviews will be contacted further. Candidates are invited to follow the recruitment process status on the Eurojust website.

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact, direct or indirect, with its members is strictly forbidden.

All personal data collected for any selection procedure to be handled by Eurojust will only be used for its purposes and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to Eurojust during any selection procedure will be kept in Eurojust's files and will not be returned to applicants. Applicants' documents

will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to Eurojust. The Head of the HR Unit of Eurojust acts as controller of such data, which will be collected and further processed in full compliance with all applicable data protection regulations and, in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005). The rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules.

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