



**EUROJUST**

**CALL FOR AN EXPRESSION OF INTEREST IN THE RECRUITMENT OF  
SECONDED NATIONAL EXPERTS ("SNEs") WITHIN EUROJUST**

**Seconded National Expert in Information Management**

**Reference: 13/EJ/SNE/01**

**M/F**

Eurojust wishes to set up a list of candidates interested in a fixed-term agreement on secondment as a Seconded National Expert (*hereinafter referred to as SNE*) in the **Information Management Unit** for a period of **2 years, renewable**.

Seconded National Experts are staff employed by a national, regional or local public administration or a public intergovernmental organisation (IGO) and seconded to Eurojust so that Eurojust can use their expertise in a particular field.

The position is currently vacant in the Information Management Unit.

*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](http://www.eurojust.europa.eu)*

The SNEs shall directly report to the Head of Information Management Unit.

**1. Key accountabilities**

The SNE will work as part of a team managing the technical implementation projects resulting from the revised Council Decision on Eurojust. The SNE will gather and collate the requirements of users in Member States and be responsible for communication to the users regarding the projects. In so doing, the SNE will contribute by:

- Preparing and drafting project proposals;
- Coordinating and monitoring implementation of the full project lifecycle from initiation to final delivery;

- Drawing up the project's team work program (objectives, results, deadlines, budget, quality, risks, etc.) and related documents;
- Managing the day-to-day operational and tactical project execution to ensure adherence to budget, schedule, and scope;
- Supporting the gathering and analysis of business requirements;
- Providing technical expertise and assisting in the design and documentation of computer networks, systems and databases, including security and backup operations;
- Supervising and monitoring progress and achievement of objectives according to Eurojust's demands and needs;
- Ensuring compliance of all project-related activities with Eurojust's rules and standards; and
- Performing any other tasks requested by the Head of the Information Management Unit.

## **2. Qualifications and experience required**

### **a- Eligibility criteria**

- Be a national of one of the Member States of the Communities; and
- Be employed by a public administration (either at central, federal or regional level) of a Member State of the European Union or Intergovernmental Organisation (IGO).

### **b- Selection criteria**

#### **Essential**

- Experience and knowledge in the areas mentioned above under "key accountabilities";
- Experience in contributing to the implementation of ICT-related projects (i.e. one of the following: project management, requirements analysis, design, development, testing);
- Experience in specifying user requirements for operational applications;
- Experience and knowledge in the use of Microsoft Office tools;
- Excellent communication skills and ability to effectively communicate with stakeholders at different levels;
- Fluency in English, as this is the vehicular language of Eurojust; and
- Discretion and ability to maintain confidentiality.

#### **Advantageous**

The following characteristics are considered additional assets:

- Formal project management certification;
- Knowledge of legal instruments for international judicial cooperation and the exchange of information in the European Union;
- Knowledge of additional EU languages;
- Experience in contributing to projects with team members located in several countries;

- Experience in managing the roll-out of an ICT project to users in remote locations (installation, training, etc.);
- Certification in ITIL; and
- Professional experience in an EU or multicultural environment.

### **3. General conditions**

The duties and rights of the SNE are governed by the provisional Implementing Arrangements on SNEs of Eurojust (College Decision 2009-13 on provisional Implementing Arrangements on SNEs).

The SNEs will be assigned to the Information Management Unit. His/her immediate hierarchical superior will be the Head of Information Management Unit, although Eurojust's Administrative Director and/or the Head of Human Resources may be the competent hierarchical superior(s) regarding some administrative aspects.

The SNEs shall carry out their tasks bearing in mind the objectives and mandate of Eurojust, without seeking or accepting instructions from any government, authority, organisation or person extraneous to Eurojust.

The SNEs shall carry out their duties at the seat of Eurojust (Maanweg 174, 2516 AB The Hague, Netherlands), being the place of the secondment.

The SNEs shall serve on a full-time basis throughout the period of secondment.

Unless otherwise provided in the exchange of letters between Eurojust and the competent authorities of the Member State concerned, the SNEs shall be entitled, throughout the period of secondment, to a daily subsistence allowance of 127.65 EUR. Where the distance between the place of origin and the place of secondment is more than 150 km, the SNEs shall receive an additional monthly subsistence allowance to be determined.

SNEs shall be entitled to reimbursement of the cost of their travel between their place of origin and the place of secondment at the beginning and end of their secondment.

The agreement on secondment as a Seconded National Expert to Eurojust does not automatically lead to subsequent employment as a staff member under the Staff Regulations (i.e. Temporary Agent or Contract Agent) at Eurojust.

### **4. Essential requirements for the selected applicants:**

#### **4.1. Sufficient link with the public administration or IGO from which the SNE is to be seconded**

The prior authorisation of the employer of a candidate in the Member State is an **essential pre-condition** for secondment and appointment to Eurojust.

To qualify for secondment to Eurojust, a national expert must have at least three years' experience of administrative, legal, scientific, technical, advisory or supervisory functions which can be regarded as equivalent to those of function groups AD or AST – this former function group being taken into consideration only

for highly specialised job profiles – as defined in the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities.

The candidate must have worked for his/her employer on a permanent or contract basis for at least 12 months prior to his/her secondment. The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The employer shall undertake to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded shall **certify** that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs him/her and is responsible for expenses incurred abroad.

The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his/her secondment by Eurojust, without notice.

#### **4.2. 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.

#### **5. Application procedure**

**Applicants must submit their application via the Permanent Representation of the seconding Member State using the E-application form available on the Eurojust website.**

**E-applications must be forwarded by the Permanent Representation to the following e-mail address:**

**[applications@eurojust.europa.eu](mailto:applications@eurojust.europa.eu) by 01 September 2013 at midnight CET.**

The e-mail and the application form must mention the reference number and the title of the post for which the application is submitted.

All the questions on the form must be completed in full (*whether or not the candidate decides to attach personal curriculum vitae*).

**The E-application must be completed in English.**

At the second stage, 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 photocopies of all the supporting documents (diplomas, certificates, professional references, etc.) necessary to prove that they satisfy all eligibility criteria**. All documentary evidence of professional experience must indicate start and end dates of previous positions and the start date and continuity of the current position held.

**Candidates who fail to submit all the documents specified on the date of the interview will be disqualified.**

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

Application forms sent by fax or by postal mail **will not** be accepted, except for candidates who have a **proven** disability that prevents them from applying via E-application. These candidates may submit by postal mail, no later than the indicated closing date for the submission of applications (the postmark date will serve as proof), a printed version of the E-application form, and mail it with 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 arrive at the following e-mail address **applications@eurojust.europa.eu by 01 September 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.

*To summarise:*

*The **E-application form** must be fully completed, in English no later than the indicated closing date. Applications must be sent via the Permanent Representation of the seconding Member State to applications@eurojust.europa.eu, 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 Eurojust website.

**Please note that the Selection Board's work and deliberations are strictly confidential and that any contact, directly or indirectly, 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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