



## EUROJUST

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

**Seconded National Experts in  
the Legal Service  
or  
the Secretariat to the European Judicial Network  
or  
the Secretariat to the Genocide Network  
or  
the Secretariat to the Joint Investigation Teams Network**

**Reference: 13/EJ/SNE/02  
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 Legal Service, the Secretariat to the European Judicial Network ('EJN'), the Secretariat to the Joint investigation teams (JITs) or the Secretariat to the Genocide Network for a period of **2 years, renewable once**.

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.

**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)

### **European Judicial Network**

The European Judicial Network (EJN) is a network of national contact points for the facilitation of judicial co-operation in criminal matters. The network was created by the Joint Action 98/428 JHA of 29 June 1998 in order to fulfil the recommendation

n°21 of the Action Plan to Combat Organised Crime adopted by the Council on 28 April 1997. From the 24th of December 2008, a new legal basis entered into force, respectively the Council Decision 2008/976/JHA of 16 December 2008 on the European Judicial Network (hereinafter "the EJM Decision"), which reinforced the legal status of the EJM, while keeping its 1998 spirit.

The EJM is composed of Contact Points of the Member States, as well as of the European Commission and of a Secretariat based in The Hague.

#### *The EJM Secretariat's Mission*

In accordance to the provisions of Article 2 (8) of the EJM Decision, the EJM Secretariat is responsible for the administration of the European Judicial Network.

According to Article 25 a (b) of the Council Decision 2002/187/JHA of 28 February 2002 setting up of Eurojust with a view of reinforcing the fight against serious crime, as amended by Council Decision 2003/659/JHA and by Council Decision 2008/426/JHA of 16 December 2008 on the strengthening of Eurojust (hereinafter "the Eurojust Decision"), the EJM Secretariat forms part of the Eurojust staff, but functioning as a separate unit. It enjoys autonomy, as stated in paragraph 20 of the Council Decision 2008/426/JHA of 16 December 2008 on the strengthening of Eurojust.

For further information, please consult the EJM website:

**<http://www.ejm-crimjust.europa.eu>**

#### **Genocide Network Secretariat:**

The Genocide Network Secretariat of contact points was set up by Council Decision 2002/494/JHA and reaffirmed by Council Decision 2003/335/JHA to ensure a close cooperation between the national authorities in investigating and prosecuting the crime of genocide, crimes against humanity and war crimes.

The aim of the Network is to facilitate cooperation and assistance between the Member States' investigation and prosecution authorities and to exchange information on criminal investigation and prosecution of persons suspected of having committed or participated in the commission of the relevant crimes. For this purpose, each Member State has designated a Contact Point to facilitate cooperation and exchange of information between the national authorities of the Member States. At the same time, the Contact Points also form the Network and provide it with its active and flexible structure. The coordinated and continued work of the Network is supported by a Secretariat hosted by Eurojust. For more information, please consult:

**<http://www.genocidenetwork.eurojust.europa.eu>**

## **JITs Network Secretariat**

The possibility of setting up Joint Investigation Teams is provided for in Article 13 of the 2000 MLA Convention. The Network of National Experts on Joint Investigation Teams (hereinafter JITs Network) was established in July 2005 and consists of at least one expert per Member State.

The goal of the JITs Network is to facilitate the work of practitioners in the Member States. The JITs Network primarily encourages the use of JITs – a specific form of cross-border legal assistance that enables direct exchange of information in the Team, without the need to utilise the traditional channel of mutual legal assistance. Moreover, the JITs Network facilitates the setting up of teams, helps in the sharing of experiences and best practices and assists practitioners in the various Member States with legislative, administrative and operational aspects relating to the establishment of JITs. For more information, please consult:

**<http://www.eurojust.europa.eu/Practitioners/networks-and-fora/jitsnetwork/Pages/JITs-network.aspx>**

The 3 Secretariats form part of the staff of Eurojust.

The SNEs shall directly report to the Head of the Legal Service or to the Secretary to the EJC, or Genocide or JITs.

### **1. Key accountabilities**

#### **1.1 Legal Service**

The successful applicant will act 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 of 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”); and
- The Administrative Director and the administrative Units and Services of Eurojust, in the performance of their tasks; in this capacity, the Legal Service manages all legal issues related to budget and finance, staff regulations, civil matters, contracts, litigation and the monitoring of compliance of the Eurojust procurement procedures with legal requirements. Furthermore, the Legal Service manages requests regarding 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 cooperation in criminal matters or related to the mission and future development of Eurojust, delivering summaries and drafting related legal opinions;

- Assisting the activities of the College, the College Teams and the National Members through 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 practice dedicated to practitioners on various issues related to judicial cooperation 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 in the performance of any other tasks assigned by the Head of Legal Service or the Senior Legal Officers within 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 administrative 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 and 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 practice dedicated to practitioners on various issues related to the implementation of 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 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 within the framework of the above-mentioned scope of competence; and
- 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; or
- In one of the Secretariats (and precise which one).

## **1.2 Secretariat to the EJNI**

- The EJNI Contact Points as active intermediaries in the field of international judicial cooperation in criminal matters, as described in the EJNI Decision; and
- The Secretary to the EJNI and the Secretariat in the performance of their tasks; in this capacity, the EJNI Secretariat’s main responsibilities include setting up, maintaining and improving the EJNI website and its operational e-tools; disseminating information to the Contact Points and stakeholders on the EJNI’s activities and on judicial cooperation; ensuring representation and establishing relations with other Judicial Networks and structures and dealing with the internal administration of Eurojust for the administration of the Network.

The activities at the EJNI Secretariat include:

- Providing expert legal support to strengthen the functioning of the EJNI as an operational network that facilitates international judicial cooperation in criminal matters;
- Providing support on the organisation of the periodic meetings of the EJNI, according to articles 5 and 6 of the EJNI Decision, and all other meetings necessary for the functioning of the EJNI;
- Contributing to the organisation of EJNI Regional and National Meetings to enhance the functioning of the EJNI;
- Providing support on any issues relating to EJNI contracts (drafting, interpretation, contract extensions or amendments), grant agreements and/or procurement procedures;
- Contributing to the drafting of guidelines, manuals and recommendations for best practice addressed to practitioners in the administrative area or for issues pertaining to cooperation and mutual legal assistance in criminal matters;
- Contributing to strengthening cooperation between EJNI and Eurojust as well as other judicial networks and organisations at national, European and international level;
- Contributing to the development and updating of the EJNI website and E-tools and liaising with the Tool Correspondents and the Contractor when necessary;

- Reporting on the activities of the EJM and the EJM Secretariat for internal and external stakeholders as well as the distribution of relevant information to the EJM Contact Points; and
- Providing support on activities falling within the work programme of the EJM Secretariat.

### **1.3 JIMs Network or the Genocide Network**

- Assisting the Secretary to the Network by the provision of legal background information and the drafting of policy opinions, position papers, briefing notes and reports on various issues related to the mandate of the Secretariat;
- Performing legal research and providing legal and policy information sources;
- Providing legal assistance in the drafting of guidelines, manuals and recommendations for best practices dedicated to practitioners on various issues related to the mandate of the Secretariat;
- Participating in external meetings, working groups, conferences, seminars, and networks, and reporting;
- Contributing to the planning, organisation and conduct of the meetings of the Network;
- Assisting the Secretary to the Network in the performance of any other tasks assigned by the Secretary to the Network in the framework of the above mentioned scope of competence, in particular in relation to support provided to National experts and JIMs leaders; and

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

### **a- Eligibility criteria**

- Be a national of one of the Member States of the Communities;
- Be employed by a public administration (either at central, federal or regional level) of a Member State of the European Union or a public intergovernmental organization (IGO);
- A level of education that corresponds to completed university studies in law of at least 3 years; and
- At least three years' working experience
  - in a national department dealing with judicial co-operation in criminal matters, or
  - in the legal department of a public national administration (preferably in the field of the Administration of Justice), or
  - in the legal department of an international organisation, or
  - in a national court or prosecution office.

### **b- Selection criteria**

#### **Essential**

Candidates selected on the basis of the above eligibility criteria will be evaluated according to the following selection criteria:

- Experience of working and knowledge in one of the areas mentioned above under "Key accountabilities";

- Good knowledge of national and European criminal law (LS-College matters or EJN/JITs/Genocide) OR EU administrative law and civil law (LS-Administrative matters);
- Working knowledge of EU law;
- Experience in legal research and analysis;
- Experience in drafting legal texts (opinions, legislation, etc.);
- Good knowledge of English;
- Good organisational skills;
- Excellent verbal and written communication skills;
- Good office computer skills and ability to use relevant software applications and, for EJN/JITs or Genocide
- Have been EJN/JITs or Genocide Contact Point (EJN Secretariat)

### **Advantageous**

The following characteristics will be considered as additional assets:

- Good knowledge of French as many EU-related legal sources are in French;
- Good knowledge of Dutch (for candidates applying for a position linked to LS-Administrative matters – see above under “key accountabilities”);
- Experience in negotiating;
- Experience in organising and actively participating in international meetings and conferences;
- Experience of working in an EU institution or other experience with EU decision-making procedures;
- Experience of working in comparative law or with different legal systems; and
- Experience of working in a multicultural environment.
- Operational experience in the concerned scope of competence.

### **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 Legal Service or to the one of Secretariats.

His/her hierarchical superior will be the Head of Legal Service or the Head of respective Secretariat.

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 1 December 2013 by 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 1 December 2013 by 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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