



EUROJUST

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

Seconded National Expert in Case Analysis Unit

Reference: 13/EJ/SNE/03

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 **Case Analysis Unit** for a period of **two years, with possibility of renewal**.

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

The position is currently vacant in the Case Analysis 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 28 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 SNEs shall directly report to the Head of the Case Analysis Unit.

The Case Analysis Unit (CAU), made up of (senior) analysts and assistants, supports the judicial cooperation and coordination role of Eurojust.

The **mission** of the Unit is to facilitate the judicial cooperation and coordination role of Eurojust by providing **operational and case-related analysis**, and in so doing enhancing, managing and exchanging **strategic knowledge** to support Eurojust in its role as a centre of expertise.

The **SNE** will support the Senior Analyst in coordinating, conducting and ensuring the quality of complex case-related analysis and contribute to the strategic development of case-related infrastructure.

There are two main areas to which the SNE may be assigned:

- **Strategic analysis**, which is carried out in the areas of serious and organised crime within the mandate of Eurojust to obtain an overview of trends or developments; and
- **Casework-related/operational and judicial analysis**, which focuses on specific cases and varies according to the intended operational purpose.

To build a team-oriented approach and broaden the expertise of its staff, the CAU may require work/tasks to be shared between the two areas (strategic and operational) to allow staff to gain more insight into the CAU's objectives.

1. Key accountabilities

The successful applicant will be responsible for:

- Conducting analysis of casework information at strategic and/or operational level;
- Conducting specialised research, preparing notes, statistics and other input on relevant topics in preparation for strategic/tactical meetings and projects;
- Detecting recurrent problems in relation to mutual legal assistance and identifying good practices;
- Monitoring data input for casework in line with the provisions of data processing;
- Supporting the College and National Desks by facilitating and gathering the exchange of case-related information together with other relevant sources and providing statistics and reports containing case-related/strategic and legal analysis;
- Reporting case-related information relevant to Eurojust's management and the College;
- Identifying best practice to improve existing processes and sharing innovation;
- Implementing, updating and integrating case analysis plans, policies, systems, procedures and guidelines;
- Providing strategic input as a senior user in projects to develop data processing tool infrastructure, particularly related to the Case Management System (CMS);
- Designing and delivering CMS training;
- Participating in interdepartmental working groups/projects and inter-institutional/agency meetings; and
- Carrying out any other duties required in the interests of the CAU.

2. Qualifications and experience required

a- Eligibility criteria

- Be a national of one of the Member States of the European Union;
- Be employed by a public administration (either at central, federal or regional level) of a Member State of the European Union;
- Have at least three years' full-time experience of administrative, judicial, legal, scientific, technical, advisory or supervisory functions. The candidate

must have worked for his employer on a permanent or contract basis for at least 12 months before secondment; and

- Have a thorough knowledge of one European Union language and a satisfactory knowledge of a second language to the extent necessary for the performance of his duties.

b- Selection criteria

Essential

- Working experience and knowledge in the areas mentioned above under “key accountabilities”;
- Level of education that corresponds to completed university studies of at least three years (degree in law or equivalent field of knowledge - preferably with a specialisation in criminal law and criminal procedure);
- At least three years’ working experience in the area of (judicial) analysis or an equivalent field of knowledge
 - In a national department dealing with judicial cooperation in criminal matters, or
 - In a national court or prosecution office;
- Good analytical skills to facilitate the identification and assessment of complex (legal) issues in casework, to formulate valid options, and to draft conclusions and recommendations;
- Fluency in English, as this is the vehicular language of Eurojust;
- Highly-developed communication skills;
- Excellent presentation skills (the applicant must indicate the form and audience to whom a presentation was delivered. This information should be provided under point 9 on the application form entitled “Motivation”.);
- Good planning, organisational and coordination skills;
- Ability to build trust and establish effective team relationships within a multicultural environment; and
- Ability to exercise tact and discretion when handling highly sensitive and confidential information.

Advantageous

The following characteristics are considered additional assets:

- Experience in a European/international work environment;
- Certification in a strategic or operational analysis course;
- Experience in the use of analytical software (the applicant must clearly indicate the analytical software used);
- Experience in a project management methodology (applicant must clearly specify the type of project management methodology of which he/she has knowledge and experience. This information should be provided under point 9 on the application form entitled “Motivation”.); and
- Ability to work within tight deadlines and under pressure.

3. General conditions

The duties and rights of the SNE are governed by the provisional Implementing Arrangements on SNEs of Eurojust (College Decision 2013-6 on Implementing Arrangements for the secondment to Eurojust of national experts).

The SNEs will be assigned to the Case Analysis Unit. Their immediate hierarchical superior will be the Head of the Case Analysis Unit, although Eurojust's Administrative Director and/or the Head of Human Resources may be the competent hierarchical superior 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 may 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 may receive an additional monthly subsistence allowance to be determined.

SNEs may 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.

4. Essential requirements for the selected applicants:

4.1. Link with the public administration 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.

Before secondment, the national public administration from which the SNE is to be seconded shall supply Eurojust with a statement of the expert's employment covering the previous 12 months.

Before the period of secondment begins, the national public administration 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 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.

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 by ~~12 January~~ 09 February 2014 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 ~~12 January~~ 09 February 2014 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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