



Vacancy notice for the establishment of a reserve list for:

Secretary to the European Judicial Network (EJN)

Reference: 14/EJ/02

Deadline for applications:	30/03/2014 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (4 years with only one possibility of renewal for four years)
Function group and grade:	AD 9
Probationary period	Nine months
Security clearance level:	EU SECRET
Monthly basic salary:	€ 7 127,99

The European Judicial Network (EJN) is a network of national contact points that facilitates judicial cooperation in criminal matters. It operates in accordance with a Decision of the Council of the EU (2008/976/JHA of 16 December 2008).

The EJN Secretariat is responsible for the administration of the European Judicial Network. Its main responsibilities include enabling the contact points to fulfil their tasks, maintaining the EJN website and associated e-tools, and disseminating information on judicial cooperation and EJN activities. The EJN Secretariat acts as intermediary in the facilitation of judicial cooperation, provides legal and practical information, and provides support in connection to requests for judicial cooperation. It organises, together with the Presidency of the Council of the EU, biannual meetings of the EJN in the country holding the Presidency of the Council of the EU and meetings of national correspondents and tool correspondents.

The EJN Secretariat forms part of the Eurojust staff and functions as a separate unit.

For more information, please consult our website: www.eurojust.europa.eu or www.ejn-crimjust.europa.eu/ejn

Eurojust is currently looking to recruit the **Secretary to the EJM**. The Secretary to the EJM will be responsible for the administration of the EJM and will report directly to the Head of Operational Support.

1. Key accountabilities

The successful applicant will be responsible for:

- Determining strategies and policies for the EJM Secretariat on the basis of the EJM work programme;
- Coordinating the activities falling within the EJM work programme to ensure their coherence with policies developed by Eurojust and the Council of the EU;
- Managing the EJM information and communication systems;
- Organising and coordinating the meetings of the EJM;
- Managing and actively promoting the cooperation of the EJM with Eurojust through regular participation in meetings, fostering a steady exchange of information, contributing to facilitating all activities related to an efficient routing of cases between Eurojust and the EJM and sharing technical tools;
- Managing relations with other organisations and bodies at national, European and international level;
- Managing the distribution and updating of relevant information to the EJM Contact Points;
- Ensuring proper use of resources;
- Managing tenders related to the EJM Secretariat, ensuring consultation with relevant units and/or services;
- Drafting reports on the activities of the EJM and the EJM Secretariat; and
- Ensuring ongoing internal communication and interaction with his/her line manager, reporting on administrative and organisational issues.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

2.1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties¹;
- Be physically fit to perform his/her duties; and

¹ Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

- Have a thorough knowledge of one of the languages of the European Union² and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

2.2. Minimum qualifications and professional experience

- a) 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 **13 years** of appropriate professional experience,

OR

- b) A level of education that corresponds to completed university studies of at least 4 years attested by a diploma and, after having obtained the university diploma, at least **12 years** of appropriate professional experience;

Applicants must have at the closing date for submission of applications minimum twelve (12) years of professional experience relevant to the job, preferably in a prosecution office or a court or a Ministry of Justice, attained after the fulfilment of the requirements listed above in this section.

3. Selection criteria

Applicants who meet the eligibility criteria set out in section 2 above will be assessed on the basis of the following criteria:

Essential

- Professional experience and knowledge in the areas mentioned above under “key accountabilities”;
- Work experience in a Prosecution Office, a Court or a Ministry of Justice;
- Work experience in a multicultural, international or EU environment;
- Proven knowledge of and practical experience in the field of judicial cooperation in criminal matters (please describe your past practical experience);
- Management experience on an operational and/or strategic level (please describe the management roles you held in the past);
- Proven knowledge and understanding of crime and criminality, in particular related to its transnational dimension;
- Experience in preparing and chairing meetings with complex agendas;
- Proven knowledge of the law enforcement/judicial environment;
- Good written and oral presentation skills;
- Fluency in English, which is the vehicular language at Eurojust; and
- Proven negotiation skills.

² The 24 official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

Advantageous

The following characteristics are considered as additional assets:

- Experience in working in an environment that requires a high level of discretion;
- Strong commitment to promoting a service-minded culture, while maintaining a high degree of diplomacy, integrity and confidentiality;
- Ability to lead, manage and develop teams, including supervision and appraisal of staff (please indicate the number of staff supervised in the past);
- Effective organisational skills and an ability to handle work in a pragmatic, efficient and timely manner;
- Motivated, dynamic demeanour with a proven strong aptitude for teamwork, collaboration and cooperation;
- High degree of flexibility;
- Proven networking skills (please describe your networking activities in the past);
- Good knowledge of the relevant European institutions; and
- Experience in EU law.

4. Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the temporary staff pursuant to Article 2(f) of the *Conditions of employment of other servants of the European Union*, for a period of **four years. The contract may be renewed only once for an additional four years with no possibility of becoming indefinite.**

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

For further information on contractual and working conditions, please refer to the *Staff Regulations* and the *CEOS*:

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

5. Submission of applications

Please fill out in English the Eurojust Application Form in English and submit it to the following e-mail address by the indicated deadline: **applications@eurojust.europa.eu**

The reference number of the vacancy must be indicated on the application form, in the heading of your e-mail and in all future correspondence relating to this application. If you wish to apply for more than one post, you must submit separate application forms.

On the day of the interview, applicants must bring originals or certified copies and photocopies of all the supporting documents concerning their educational qualifications and employment record.

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

Information about selection procedures at Eurojust and application guidelines can be found here: <http://www.eurojust.europa.eu/careers/Pages/application-procedure-form.aspx>

6. Request for review

If a candidate is found ineligible, or is not invited for an interview, he/she may submit request for reconsideration, quoting the reference number of the vacancy. More details on the request for review procedure can be found [here](#).

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

7. Protection of personal data

Eurojust will ensure that applicants' personal data are processed as required by 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).

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