



Vacancy notice for the establishment of a reserve list for:

Head of Human Resources
Reference: 14/EJ/03
Temporary agent – AD 10

Deadline for applications:	15/06/2014 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (5 years with possibility of renewal)
Function group and grade:	AD 10
Probationary period	Nine months
Security clearance level:	EU SECRET
Monthly basic salary:	€ 8129,38

EUROJUST's mission is to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime.

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

Eurojust is currently looking to recruit a **Head of Human Resources**. The **Head of Human Resources** will lead and manage a team currently consisting of 16 post-holders. He or she will be requested to optimise the Human Resources (HR) Unit into a professional all-round HR service to all Eurojust post-holders and to provide strategic support to the Administrative Director to whom the Head of Human Resources will report directly.

1. Key accountabilities

The successful applicant will be responsible for:

- Managing the HR Unit;
- Developing the structure and strategic focus of the HR Unit;
- Managing the workforce at organisational level, including responsibility for strategic documents;

- Monitoring and supervising the HR budget;
- Supporting and advising Eurojust management on organisational and staff issues;
- Ensuring the efficient management and implementation of HR services, such as:
 - Staff administration, including contract management, preparation of payroll, compensation & benefits, as well as management of staff working arrangements;
 - Recruitment and mobility, including the organisation and management support for all recruitment, staff relocation and induction activities, as well as all tasks pertaining to internal mobility and reorganisation;
 - HR Development, including appraisals, planning and execution of the Eurojust training programmes;
 - Development of HR policies and regulations and participation in the negotiation with staff representatives at an organisational level;
 - Promotion of staff welfare and employee relations; and
 - Carrying out any other duties requested by the Administrative Director in the interest of the service.

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.
- 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

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

² The languages of the EU 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.

- 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;

AND/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.

3. Selection criteria

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

Essential

Understanding the working context - functional experience and knowledge:

- Professional experience in the areas mentioned above under “key accountabilities”;
- At least ten years of Human Resources Management experience, five of which must have been in a management position;
- Knowledge of underlying theory of Human Resources Management, including a broad range of HR best practice in the public sector to strengthen the understanding and implementation of HR policies;
- Knowledge of EU Human Resources policies and legislation (Staff Regulations and CEOS).

Keeping focus:

- Ability to make timely decisions and set priorities;
- Effective management of work progress.

Managerial skills:

- Ability to effectively resolve conflicts;
- Ability to develop and lead the Unit.

Energy and drive:

- Results-driven;
- Motivated and resilient.

Organisational awareness:

- Possesses organisational agility and flexibility.

Personal and interpersonal skills:

- Ability to effectively build and manage cross-organisational relationships;
- Approachability and empathy;
- Excellent team-building skills;
- Ability to communicate clearly and convincingly;

- Fluency in English as this is the working language of Eurojust. (**Note:** Native English speakers will be required to demonstrate knowledge of a second EU language at interview stage.)

Advantageous

The following characteristics are considered as additional assets:

- Professional experience in an EU or another international public sector organisation;
- Professional qualification in HR Management;
- Experience in managing transitions and change.

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 **5 years**. The contract may be renewed.

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

For any 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.

Note to applicants: The planned interview date is 17 July 2014. All applicants are requested to take note of the above date and to provisionally block their agendas accordingly. Applicants will be informed if a date change occurs.

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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