



Vacancy notice for the establishment of a reserve list for:

Application Manager
Reference: 14/EJ/04
Temporary agent – AD 5

Deadline for applications:	29/06/2014 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 5
Probationary period	Nine months
Security clearance level:	EU SECRET
Monthly basic salary:	€ 4384,38

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 an **Application Manager**. He or she will report directly to the Head of the Information Management Unit and will be responsible for ensuring continuity of business through effective and efficient management of application and information systems at Eurojust.

1. Key accountabilities

The successful applicant will be responsible for:

- Managing the parameters required to be able to work with functional applications and information systems;
- Managing the content of reference tables used by functional applications and information systems;
- Monitoring the quality of the information contained in applications and information systems and promoting best practice;

- Assisting ICT staff in resolving incidents and problems concerning functional applications and information systems;
- Establishing, maintaining, reviewing and testing all (new) IM policies and procedures;
- Managing user access to the functional applications and information systems;
- Assisting in the test phase of functional applications and information systems;
- Monitoring the use of ICT resources, including a view on the cost impact; establishing and managing the related reporting to Eurojust management to support sound decision-making processes on new purchases or replacement of resources;
- Joining projects where appropriate for the Sector or Unit;
- Assisting users if they need specific support in using the functional applications and information systems;
- Assisting in the design and documentation of functional applications and information systems;
- Defining and documenting procedures for functional applications and information systems;
- Assisting the ICT trainer in the development of training documentation, guidance and procedures for functional applications and information systems; and
- Performing any other tasks requested by the Head of Information Management.

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

A level of education that corresponds to completed university studies of at least 3 years attested by a diploma.

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.

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

- Knowledge of the areas mentioned above under 'key accountabilities';
- At least five years of professional experience in the areas mentioned under 'key accountabilities';
- Knowledge of MS Office and MS Active Directory;
- Flexibility and ability to work as a part of a multidisciplinary team;
- Excellent communication skills;
- Problem-solving skills;
- Ability to plan and prioritise;
- Ability to deliver quality results in a timely fashion;
- Ability to learn and adapt to change; and
- 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:

- Certification in a Project Management Methodology;
- Certification in ITIL;
- Working experience in Microsoft SharePoint;
- Working experience in an Information Security role;
- Working experience in ISO 27001/27002; and
- Working experience in a multicultural/EU environment.

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.

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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