



Vacancy notice for the establishment of a reserve list for:

**Advisor to the Office of the President**

**Reference: 14/EJ/05**

<b>Deadline for applications:</b>	<b>13/07/2014 at 00:00 CET</b>
<b>Place of employment:</b>	<b>The Hague, Netherlands</b>
<b>Type and duration of contract:</b>	<b>TA (5 years with possibility of renewal)</b>
<b>Function group and grade:</b>	<b>AD 6</b>
<b>Probationary period</b>	<b>Nine months</b>
<b>Security clearance level:</b>	<b>EU SECRET</b>
<b>Monthly basic salary:</b>	<b>€ 4 960,64</b>

*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](http://www.eurojust.europa.eu)*

Eurojust is currently looking to recruit an Advisor to the Office of the President.

The Office of the President supports the President in the discharge of all the responsibilities and obligations of the post conferred upon the President by the Eurojust Decision and the Rules of Procedure. The President is assisted by two Vice-Presidents (the Presidency), who perform functions entrusted to them by the President and substitute for the President or for one another in the event of vacancy, absence or sickness. In the exercise of their functions, the Office of the President supports the Vice-Presidents.

The Advisor will give advice to the President and Vice-Presidents and carry out and coordinate activities in a confidential and autonomous manner. He/she will report to the Coordinator of the Office of the President.

## **1. Key accountabilities**

The successful applicant will be responsible for:

- Supporting the Office of the President in the discharge of all responsibilities and obligations of the President and the Vice-Presidents;
- Supporting the strategic initiatives and activities of the Presidency by planning and monitoring activities, ensuring their follow-up and facilitating related communication and information flow under the direction of the Presidency;
- Supporting the Coordinator of the Office of President in organising and following up on meetings of the Presidency and assisting with office management tasks as requested;
- Drafting notes, articles, presentations, speeches and reports as requested;
- Collecting, updating, analysing and distributing information of interest to the Presidency and facilitating the circulation of information throughout Eurojust;
- Attending both internal and external meetings as directed;
- Actively participating in interdepartmental working groups/projects related to the areas of responsibility;
- Maintaining contacts and working relationships with counterparts at other institutions/agencies;
- Deputising for the Coordinator of the Office of the President; and
- Performing other duties required in the interests of the Office of the President and/or tasks assigned.

## **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 duties<sup>1</sup>;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge of one of the languages of the European Union<sup>2</sup> and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

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

<sup>2</sup> 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.

## 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 3 years of professional experience;

## 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”;
- Excellent verbal and written communication skills;
- Fluency in English, which is the vehicular language of Eurojust;
- Research, analytical, summarising and reporting skills;
- Thorough knowledge of the Microsoft Office package;
- Ability to work under time pressure;
- Ability to work independently and as part of a team; and
- Capacity to think strategically and suggest solutions to complex issues within an international law enforcement environment.

### Advantageous

The following characteristics are considered as additional assets:

- Knowledge of additional EU languages;
- Working experience in a multicultural/EU environment; and
- Knowledge of judicial cooperation in criminal matters.

## 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 **five years**. The contract may be renewed.

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](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\*\*](mailto: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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