



Vacancy notice for the establishment of a reserve list for:

Facility Management Coordinator
Reference: 14/EJ/06
Temporary agent – AST 4

Deadline for applications:	13/07/2014 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:	AST 4
Probationary period	Nine months
Security clearance level:	EU SECRET
Monthly basic salary:	€ 3875,06

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 **Facility Management Coordinator**. The **Facility Management Coordinator** will be responsible for the day-to-day supervision of all operational aspects of facilities management and general services of Eurojust. The Facility Management Coordinator will report directly to the Head of Sector Facility Management and General Services (FM&GS) of the Corporate Services Unit (CSU).

1. Key accountabilities

The successful applicant will be responsible for:

- Managing the day-to-day FM&GS operational activities;
- Supervising the FM&GS team by assigning operational tasks within FM&GS and, in this capacity, deputising the Head of Sector (HoS) for FM&GS during his absence;
- Drawing up the operational team's work programme (objectives, results, deadlines, budget, quality, risks, etc.) and related documents;

- Maintaining the Eurojust premises, managing FM&GS projects (ensuring compliance with existing rules and regulations) and monitoring the performance of local contractors;
- Executing the operational aspects of the sector's work programme and acting as principal advisor/support to the HoS for FM&GS-related operational and tactical issues;
- Managing all FM&GS contracts on a tactical level;
- Identifying all operational FM&GS-related service and supply contracts and negotiating various services, including the initiation and execution of the full tender process;
- Drafting FM&GS-related workflows, policies, procedures, reports, statistics, SLAs, KPIs, PSC, etc.;
- Liaising and consulting with counterparts at other institutions, agencies, international organisations network and co-tenants of the building on all operational and tactical FM&GS-related matters;
- Dealing with authorities of the Host State on all building- and infrastructure-related issues;
- Taking ad-hoc FM&GS-related measures to prevent harm or damage to post-holders, the building or the institution;
- Providing advice on all operational FM&GS-related tasks or issues to post-holders;
- Coordinating with the Security & Fire Safety Officer and the Human Resource Unit regarding all aspects of Health & Safety and Fire Safety;
- Providing the HoS for FM&GS with support and input relating to the objectives of the sector and preparing and presenting reports containing findings and recommendations; and
- Performing any other tasks requested by the HoS for FM&GS or the Head of CSU.

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.

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

2.2. Minimum qualifications and professional experience

- a) a level of post-secondary education attested by a diploma and after having obtained the diploma at least **6 years** of professional experience;

OR

- b) a level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma at least **9 years** of 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

- Professional experience and knowledge in the areas mentioned above under 'key accountabilities';
- Proven project management skills (please indicate the size and content of projects you have led);
- Proven business writing skills (business cases/project briefs/procedures);
- Prince2 (or equivalent) Practitioner Certificate;
- Proven knowledge of the sustainability aspects in the field of Facility Management;
- Knowledge and experience in using AutoCAD software and Planon (or equivalent Facility Management Information System (FMIS));
- Diploma in Facility Management, Dutch System HBO level or equivalent;
- Proven knowledge of EU procurement rules and guidelines;
- Proven experience in drafting procurement specifications and evaluation of tenders (please indicate the size and content of FM-related tender procedures for which you have drafted specifications and which you have evaluated);
- Proven working knowledge of the Microsoft Office package;
- Excellent oral and written communication skills;
- Proven ability to lead and motivate a team (please indicate the size and type of teams you have led);
- Proven ability to be a team player;
- Ability to be flexible and adaptable to changing needs;
- Ability to be result-oriented;
- Ability to be tactful, diplomatic and able to maintain confidentiality;
- Proven ability to operate effectively within an international and multicultural environment;
- Demonstrated negotiation skills, budget preparation, analytical skills, problem-solving, decision-making and reporting skills;

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.

- Thorough knowledge of English, as this is the vehicular language of Eurojust (**Note:** Native English speakers will be required to demonstrate knowledge of a second EU language at interview stage.); and
- Thorough knowledge of Dutch.

Advantageous

The following characteristics are considered as additional assets:

- Knowledge of EU financial rules and regulations;
- Experience in setting FM&GS requirements for maintenance and services (PoR/SLA/TTAs/TTRs, etc.) for new premises; and
- Knowledge of Dutch laws and regulations relating to Facility Management.

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).

Date of publication on Eurojust website: 11.06.2014