



Vacancy notice for the establishment of a reserve list for:

Procurement Officer
Reference: 14/EJ/07
Temporary agent – AD 5

Deadline for applications:	20/07/2014 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:	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 a **Procurement Officer**. He or she will report directly to the Head of the Procurement Sector.

1. Key accountabilities

The successful applicant will be responsible for:

- Assisting the Units and/or Services in the planning, initiation and management of procurement procedures;
- Monitoring the procurement process and providing support and guidance to the Units and/or Services at all stages of the process, while ensuring compliance with the legal requirements applicable to public procurement;
- Regularly developing and updating Eurojust's annual procurement planning, including, *but not limited to*, receiving input and compiling the procurement plans

- for the Units and/or Services; monitoring the implementation of the planning in close coordination with the Units and/or Services involved;
- Developing and implementing procurement strategies;
 - Coordinating with the respective Unit and/or Service; managing the entire procurement cycle, including, *but not limited to*, drawing up tender specifications on the basis of the requirements provided by the Unit and/or Service involved; preparing and dispatching invitations to tender procedures and dossiers; handling contacts with potential candidates/tenderers, including requests for clarifications; preparing and coordinating opening sessions and evaluation meetings; drawing up evaluation reports and award decisions; notifying candidates/tenderers; preparing contracts and coordinating the signature process; and carrying out the appropriate advertising measures;
 - Drawing up and regularly updating templates, guidelines, fact sheets, checklists and any other documents related to the procurement cycle, also on the basis of best practice, for the use of Eurojust staff and the internal use of the Procurement Sector;
 - Developing and implementing best practice and policies to improve the existing processes;
 - Regularly developing and updating the contract database and supporting the Procurement Sector in relation to contracts, *including, but not limited to*, providing information and advice related to contract administration and contract interpretation to the Units and/or Services; if required, preparing contract extensions, renewals, amendments, termination notices—and other documents or relevant correspondence;
 - Regularly updating and developing the Procurement pages of the Eurojust website, document management system, intranet and internet;
 - Filing tender dossiers and contracts, and managing the relevant archives;
 - If requested, supervising and managing staff;
 - Acting as a back-up for other staff members as appropriate; and
 - Carrying out any other duties required in the interests of the Procurement Sector.

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.

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

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

- Work experience and knowledge in the areas mentioned above under “key accountabilities”;
- At least three years of proven appropriate professional experience related to the post;
- Knowledge of EU procurement rules and policies;
- Excellent planning and organising skills;
- Excellent coordinating skills;
- Good drafting skills;
- Computer literacy;
- Good knowledge of 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.);
- Excellent communication and interpersonal skills;
- Ability to work under pressure and within tight deadlines; and
- Ability to work in a team as well as independently.

Advantageous

The following characteristics are considered as additional assets:

- Knowledge of Dutch;
- Contract drafting skills;
- Knowledge of the EU financial regulations and their rules of application; and
- Professional experience in a multicultural environment.

² The 24 official 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.

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 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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