



Vacancy notice for the establishment of a reserve list for:

**Administrative Assistant to Eurojust
(French and Dutch Speaker)
Reference: 14/EJ/10
Temporary agent – AST 2**

Deadline for applications:	11/01/2015 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 2
Probationary period	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3027,04

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 Administrative Assistant. The Administrative Assistant will provide administrative support to Eurojust, in particular to the **National Desk of Belgium** of the College of Eurojust, and will be dealing with confidential administrative work related to the **Belgian Desk**. **He or she will report directly to the National Member of Belgium.**

1. Key accountabilities

The successful applicant will be responsible for:

- Providing general administrative support to the National Desk of Belgium, such as, but not limited to:
 - organising meetings;

- preparing missions and expense claims;
- making travel and accommodation arrangements;
- welcoming visitors;
- creating and maintaining databases/filing systems;
- managing office supplies;
- taking notes and minutes and processing letters; and
- keeping diaries up to date;
- Maintaining the necessary contacts, especially with the home authorities of the National Member;
- Managing paper and electronic documents;
- Supporting in projects and in the preparation of reports, etc.;
- Deputising for other administrative assistants during absences;
- Assisting in legal research on European and national legislation;
- Translating and proofreading of documents; and
- Performing any other tasks assigned relating to the National Desk.

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; and
- 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) A level of post-secondary education attested by a diploma and after having obtained the diploma at least **1 year** of appropriate professional experience

OR

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

² 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.

- b) A level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma at least **4 years** of appropriate 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

- Experience and knowledge in the areas mentioned above under “key accountabilities”;
- Working experience as a personal assistant;
- Fluency in written and spoken French, Dutch and English;
- Good written and oral communication skills;
- Thorough knowledge of the Microsoft Office package;
- Ability to work independently and as part of a team;
- Excellent planning and organizational skills;
- Ability to work under time pressure;
- Confidentiality, discretion and integrity; and
- Service-oriented attitude.

Advantageous

The following characteristics are considered as additional assets:

- Advanced administrative/secretarial training or supplementary courses;
- Legal/judicial administrative experience;
- Criminology background;
- Knowledge of the police and judicial system of Belgium;
- Dynamic and creative personality; and
- Experience working within a multicultural/international 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 **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

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 ([hyperlink to important information to applicants and application guidelines](#))

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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