



Vacancy notice for the establishment of a reserve list for:

Human Resources (HR) Assistant
Reference: 14/EJ/11

Deadline for applications:	18/01/2015 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 3
Probationary period	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3424,90

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 **Human Resources (HR) Assistant**.

The Human Resources Unit supports Eurojust in achieving its mission by delivering high-quality HR services in the following fields of expertise: HR planning, recruitment and selection, training and career development (HR Development), administration/payroll (HR Administration), employee relations and HR policies.

The HR Assistant will work within the HR Unit and provide administrative support.

He or she will report directly to a Head of Sector within HR and/or to the Head of Human Resources.

1. Key accountabilities

The successful applicant will be performing a number of generalist HR activities, including:

- Supporting in the organisation and management of recruitment and selection procedures;
- Providing administrative support in HR Services and administration, such as entitlements and benefits for staff (determination of individual rights, payroll, contracts and administration of personal files);
- Supporting in the management of leaves, working time arrangements and absences;
- Coordinating requests for training and learning actions;
- Organising and monitoring external and internal training activities;
- Assisting in running performance appraisal and promotion (re-classification) exercises;
- Assisting in the development, review and implementation of policies and procedures, identifying best practices to improve existing processes;
- Participating in the implementation and maintenance of the HR database, ensuring the correct and timely update of HR information in the system, and contributing to the preparation of HR-related statistics and reports;
- Providing coordination and support in development and implementation of IT tools for HR;
- Contributing to the drafting of process workflows and user manuals;
- Acting as a focal point for all staff members with regard to administration services, training and career development-related and recruitment matters;
- Assisting in tender procedures and monitoring of contracts in the HR area;
- Initiating financial commitments and monitoring the budget;
- Filing and archiving; and
- Performing any other tasks requested by line 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; 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.

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.

2.2. Minimum qualifications and professional experience

- A level of post-secondary education attested by a diploma and after having obtained the diploma, at least 3 **years** of appropriate professional experience,

OR

- A level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least **6 years** of appropriate professional experience;
- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

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

- Education in Human Resources, administration, social sciences or other relevant discipline enabling the candidate to work effectively in HR;
- Sound knowledge of and proven professional experience (at least 2 years) in the areas described under “key accountabilities”;
- Thorough knowledge of the Microsoft Office package;
- Excellent organisational and analytical skills;
- Excellent oral and written communication skills, service-minded attitude;
- Ability to work under pressure and manage priorities and tight deadlines;
- Flexibility and adaptability;
- Aptitude for teamwork and proactive attitude;
- Sense of confidentiality and discretion; and
- Fluency in 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).

Advantageous

The following characteristics are considered additional assets:

- Professional training in HR;
- Knowledge of HR applications/software;
- Knowledge of EU Staff Regulations and CEOS; and
- Professional experience in an EU or multicultural environment.

4. Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the contract 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 EU Staff Regulations of *Officials of the European Union* and CEOs:

http://ec.europa.eu/dgs/human-resources/publications_en.htm

5. Submission of applications

Please fill out 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 a 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: 19.12.2014