



**CALL FOR AN EXPRESSION OF INTEREST IN THE RECRUITMENT OF
A SECONDED NATIONAL EXPERT ("SNE") WITHIN EUROJUST**

**Seconded National Expert to represent Eurojust in the Cybercrime Centre established
at Europol (EC3)**

Reference: 14/EJ/SNE/01

M/F

Eurojust wishes to set up a list of candidates interested in a fixed-term agreement on secondment as a Seconded National Expert (hereinafter referred to as the SNE) to represent Eurojust in the Cybercrime Centre established at Europol (EC3) for a period of **one year, with possibility of renewal**.

Seconded National Experts are staff employed by a national, regional or local public administration and seconded to Eurojust so that Eurojust can use their expertise in a particular field.

EUROJUST is a European Union body established in 2002 (Council Decision 2002/187/JHA of 28 February 2002 on the setting up of EUROJUST, amended by Council Decision 2003/659/JHA of 18 June 2003 and by Council Decision 2009/426/JHA of 16 December 2008 on the strengthening of Eurojust) to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime.

The College of EUROJUST is composed of 28 National Members, one nominated by each EU Member State. The College elects one of the National Members to be its President. The Administrative Director is responsible, under the supervision of the President, for the day-to-day administration of Eurojust and staff management.

For further information, please consult our website: www.eurojust.europa.eu

The SNE will be functionally reporting to the Chair of the Eurojust Task Force on Cybercrime and administratively exercise his/her activities under the authority of the President of Eurojust.

The SNE is expected to work full-time on matters related to cybercrime. He/she will report to the Chair of the Eurojust Task Force on Cybercrime, who will – in consultation with the President of Eurojust – also appraise the performance of the SNE and, where necessary, decide on priorities to be observed by the SNE. One of the main duties of the SNE will be to act as a representative of Eurojust in EC3 in operational matters, i.e. to facilitate the exchange of information; to help ensure the admissibility of evidence in judicial proceedings; to facilitate the early involvement of Eurojust and the optimisation of the coverage of the judicial dimension within the EC3, aimed at an increased effectiveness of prosecutions and, where appropriate, confiscation of assets in cybercrime cases; and to assist in identifying and preventing, in so far as possible, any duplication of work. In

particular, the temporary posting of a Eurojust representative aims at providing assistance and support:

- in investigations and prosecutions of cybercrime initiated and supported, where appropriate, in line with Eurojust's mandate;
- in the coordination between the competent judicial authorities of the Member States of investigations and prosecutions of cybercrime, where necessary;
- in the execution of requests for judicial cooperation, of EAWs and of other instruments giving effect to the principle of mutual recognition, where appropriate;
- in asset recovery procedures in cybercrime cases;
- in the identification of the main obstacles to judicial cooperation on cybercrime investigations and to judicial coordination between Member States (and with third States);
- in the identification and collection of any best practices regarding the investigation and prosecution of cybercrime, as well as their dissemination to the competent authorities of the Member States;

The tasks of the Eurojust representative may be amended with the common agreement of the Head of the EC3 and the Chair of Eurojust's Europol team by an exchange of letters. A review to assess the need for such an amendment shall be conducted one year following the entry into force of this Agreement.

The SNE will also, upon request, represent Eurojust on the Programme Board of EC3 in situations in which Eurojust normally is represented by the Chair of the Task Force on Cybercrime or a National Member or Deputy replacing him/her in the event of his/her unavailability.

Administrative placement of the SNE:

For administrative purposes, the SNE will be placed in the Office of the President of Eurojust and will receive the necessary basic administrative support from the Office of the President of Eurojust (e.g. for missions). The Coordination of the Office of the President of Eurojust will also be in charge of administrative matters.

1. Key accountabilities

The successful applicant will be responsible for:

- Representing Eurojust in the area of cybercrime and, upon request, representing Eurojust on the Programme Board of EC3;
- Taking up the role of Eurojust contact point to the EC3 Focal Points (Twins, Terminal and Cyborg);
- Supporting the activities of the Eurojust Task Force on Cybercrime by:
 - monitoring the 7th round of Mutual Evaluations, including the visits;
 - representing Eurojust at cybercrime-related events/conferences/seminars;
 - representing Eurojust at relevant *fora* and networks;
 - attending the J-CAT Programme Board Meetings at EC3; and
 - maintaining working relations with EC3 representatives and J-CAT liaison officers; and
- Performing any duties required in the interest of Eurojust and/or tasks assigned.

2. Qualifications and experience required

a- Eligibility criteria

- Be a national of one of the Member States of the European Union;
- Be employed by a public administration (either at central, federal or regional level) of a Member State of the European Union;
- Have at least three years' full-time experience of administrative, judicial, legal, scientific, technical, advisory or supervisory functions. The candidate must have worked for his employer on a permanent or contract basis for at least 12 months prior to secondment; and
- Have a thorough knowledge of one European Union language and a satisfactory knowledge of a second language to the extent necessary for the performance of his duties.

b- Selection criteria

Essential

- Professional experience as a prosecutor or a judge with specialised knowledge in the area of cybercrime;
- A minimum of five years of professional experience in this function;
- Experience in international relations in a judicial context;
- Fluency in English as this is the working language of Eurojust;
- Security clearance at the level of EU Confidential; and
- Availability for a secondment of a minimum period of 12 months, renewable (the maximum period of secondment is four years).

Advantageous

The following characteristics are considered additional assets:

- Relevant experience in working with cybercrime cases; and
- Knowledge of how Eurojust operates so as to promote its added value to Europol.

3. General conditions

The duties and rights of the SNE are governed by the provisional Implementing Arrangements on SNEs of Eurojust (College Decision 2013-6 on Implementing Arrangements for the secondment to Eurojust of national experts).

The SNE will administratively be assigned to the Office of the President of Eurojust. His/her immediate hierarchical superior will be the Chair of the Task Force on Cybercrime, although Eurojust's Administrative Director and/or the Head of Human Resources may be the competent hierarchical superior regarding some administrative aspects.

The SNE shall carry out his/her tasks bearing in mind the objectives and mandate of Eurojust, without seeking or accepting instructions from any government, authority, organisation or person outside of Eurojust.

The SNE shall carry out his/her duties at the seat of Eurojust (Maanweg 174, 2516 AB The Hague, Netherlands), being the place of the secondment.

The SNE shall serve on a full-time basis throughout the period of secondment.

Unless otherwise provided in the exchange of letters between Eurojust and the competent authorities of the Member State concerned, the SNE may be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 128.67. Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined.

The SNE may be entitled to reimbursement of the cost of his/her travel between his/her place of origin and the place of secondment at the beginning and end of his/her secondment.

4. Essential requirements for the selected applicants:

4.1. Link with the public administration from which the SNE is to be seconded

The prior authorisation of a candidate by the employer in the Member State is an **essential pre-condition** for secondment and appointment to Eurojust.

Before secondment, the national public administration from which the SNE is to be seconded shall supply Eurojust with a statement of the expert's employment covering the previous 12 months.

Before the period of secondment begins, the national public administration from which the SNE is to be seconded shall **certify** that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs him/her and is responsible for expenses incurred abroad.

The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The employer shall undertake to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment.

The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his/her secondment by Eurojust, without notice.

4.2. Security clearance

Eurojust requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion. The level of the latter depends on the specific classified data dealt with by post-holders. For this post, the required level of clearance is CONFIDENTIAL.

Applicants who currently hold a valid and positive national security screening opinion at the above-mentioned level do not need to obtain a new opinion. They shall then provide a

copy of such opinion to Eurojust and specify the issuing authority, level and date of expiry. In case the temporal validity of the opinion expires within one year, the renewal procedure shall be initiated expeditiously.

If the selected applicant does not currently hold a valid and positive national security screening opinion at the above-mentioned level, Eurojust will require him/her to sign a pre-screening self-declaration. Eurojust will request such opinion from the National Security Agency of the applicants' state of nationality.

If such agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment, Eurojust has the right to terminate the latter.

5. Application procedure

Applicants must submit their application via the Permanent Representation of the seconding Member State using the E-application form available on the Eurojust website.

E-applications must be forwarded by the Permanent Representation to the following e-mail address:

applications@eurojust.europa.eu by 31 01 2015 at midnight CET.

The e-mail and the application form must mention the reference number and the title of the post for which the application is submitted.

All the questions on the form must be completed in full (*whether or not the candidate decides to attach personal curriculum vitae*).

The E-application must be completed in English.

At the second stage, should applicants be invited for an interview, an application will only be considered complete if, **on the day of the interview, photocopies of all the supporting documents (diplomas, certificates, professional references, etc.) necessary to prove that the applicants satisfy all eligibility criteria are brought to the interview.** All documentary evidence of professional experience must indicate start and end dates of previous positions and the start date and continuity of the current position held.

Candidates who fail to submit all the documents specified on the date of the interview will be disqualified.

Please note that any documents submitted will not be returned to the candidates.

Application forms sent by fax or by postal mail **will not** be accepted, except for candidates who have a **proven** disability that prevents them from applying via E-application. These candidates may submit by postal mail, no later than the indicated closing date for the submission of applications (the postmark date will serve as proof), a printed version of the E-application form, and mail it, with the reference number of the selection procedure and title of the post, to EUROJUST Recruitment Office, P.O. Box 16183, 2500 BD The Hague, Netherlands.

Closing date: The closing date for the submission of applications is strictly adhered to. Your E-application must arrive at the following e-mail address, applications@eurojust.europa.eu, **by 31.01. 2015 at midnight CET**. In the subject line of the e-mail, the reference number of the post and the title of the post for which a candidate is applying must be mentioned.

To summarise:

*The **E-application form** must be fully completed, in English, no later than the indicated closing date. Applications must be sent via the Permanent Representation of the seconding Member State to applications@eurojust.europa.eu, mentioning the reference number and the vacancy and title of the position in the subject line of the e-mail.*

The Human Resources Unit will acknowledge receipt of applications. Due to the volume of applications, only candidates selected for an interview will be contacted further. Candidates are invited to follow the recruitment process status on Eurojust's website.

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact, directly or indirectly, with its members is strictly forbidden.

All personal data collected for any selection procedure to be handled by Eurojust will only be used for the purposes of the selection procedure and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with a high security standard. All documents provided to Eurojust during any selection procedure will be kept in Eurojust's files and will not be returned to applicants. Applicants' documents will only be kept for as long as mandatory to fulfil the requirements of existing applicable Eurojust auditing/control procedures. The Head of the HR Unit of Eurojust acts as controller of such data, which will be collected and further processed in full compliance with 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). The rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules.

Date of publication on Eurojust website: 12/12/2014