



Vacancy notice for the establishment of a reserve list for:

Human Resources (HR) Assistant
Reference: 14/EJ/CA/03
Contract agent –FGIII

Deadline for application:	20/03/2014 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	CA (3 or fewer years, with possibility of renewal)
Function group and grade:	FGIII
Probationary period:	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 2457,08

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 and relocation (HR Administration), employee relations and HR policies.

The HR Assistant will work within the HR Unit and provide administrative support in one or more of the following sectors: Recruitment, HR Administration and/or HR Development.

He/she will report directly to the respective Head of Sector or the Head of Human Resources.

1. Key accountabilities

Applicants are requested to indicate, under section 8 of the application form (motivation letter), their preference for one of the three activity areas listed below :

Recruitment

- Organising recruitment and selection procedures (i.e. preparing vacancy notices, dealing with publication of said notices, registering incoming applications, checking formal requirements and eligibility criteria, supporting Selection Boards in evaluations, organising logistics of interviews, drafting minutes);
- Acting as a focal point for candidates concerning recruitment and reimbursement of travel expenses related to interviews ;
- Assisting in drafting and following up on the execution of the annual recruitment plan; and
- Supervising administration of interim staff and interns.

HR Administration

- Coordinating the administrative management of rights, entitlements and benefits for staff (determination of individual rights, payroll, contracts, and administration of personal files);
- Providing correct and timely communications to staff members on issues related to personnel administration;
- 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 information and administering working conditions, e.g. leaves of absence, working hours, etc.; and
- Supporting staff members with regard to relocation issues.

HR Development

- Organising and monitoring external and internal training activities;
- Liaising with various staff members in the identification of individual and organisational training needs;
- Assisting in running performance appraisal and promotion (reclassification) exercises; and
- Acting as a focal point for all staff members with regard to any training and career development-related matters.

In all sectors, the successful candidate will be responsible for the following tasks:

- Correctly applying the *Staff Regulations of Officials of the European Union* (EU Staff Regulations) and *Conditions of employment of other servants of the European Union* (CEOS) and implementing rules, internal policies and procedures;
- Assisting in tender procedures in the area of expertise and monitoring contracts;
- Initiating financial commitments and monitoring the budget;
- Filing and archiving; and

- Performing any other tasks requested by the Head of Sector and/or the Head of the Human Resources Unit.

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

OR

- b) A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years.

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 and/or training in Human Resources, administration, social sciences or other relevant discipline enabling the candidate to work effectively in HR;
- At least one year's experience in any of the areas described under "key accountabilities";
- Thorough knowledge of the Microsoft Office package, Outlook and Internet;

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.

- Very good organisational skills and ability to work within tight timelines while maintaining accuracy;
- Ability to focus on results and learn quickly when facing new issues;
- Very good interpersonal skills and service-minded attitude;
- Aptitude for teamwork while accepting full responsibility for own role and objectives;
- Sense of confidentiality and discretion; and
- Ability to communicate effectively in written and spoken English.

Advantageous

The following characteristics are considered advantageous:

- 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 3(a) of the *Conditions of employment of other servants of the European Union*, for a period of **three or fewer years**. The contract may be renewed.

Contract 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: <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 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).

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