



Vacancy notice for the establishment of a reserve list for:

**Administrative Assistant to Eurojust  
(Spanish Speaker)  
Reference: 14/EJ/CA/01  
Contract Agent – FG II**

<b>Deadline for applications:</b>	<b>16/03/2014 at 00:00 CET</b>
<b>Place of employment:</b>	<b>The Hague, The Netherlands</b>
<b>Type and duration of contract:</b>	<b>CA (3 or fewer years with possibility of renewal)</b>
<b>Function group and grade:</b>	<b>FG II</b>
<b>Probationary period</b>	<b>Nine months</b>
<b>Security clearance level:</b>	<b>EU CONFIDENTIAL</b>
<b>Monthly basic salary:</b>	<b>€ 1919,18</b>

*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](http://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 Spain** of the College of Eurojust, and will be dealing with confidential administrative work related to the **Spanish Desk**. **He or she will report directly to the National Member of Spain.**

**1. Key accountabilities**

The successful applicant will be responsible for:

- Providing general administrative support to the Spanish National Desk including, but not limited to:
  - organising meetings;
  - preparing missions and expense claims;
  - making travel and accommodation arrangements;

- creating and maintaining databases/filing systems;
- taking notes and minutes, and processing letters;
- keeping diaries up to date;
- Deputising and/or supporting other administrative staff members at various National Desks/Units/Services;
- Keeping track of work in progress and ensuring follow-up on cases dealt with by the Spanish National Desk;
- Providing support in preparation of reports;
- Facilitating internal administrative processes; and
- Performing other administrative duties as requested.

## **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 duties<sup>1</sup>;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge of one of the languages of the European Union<sup>2</sup> 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, after having obtained the diploma at least **3 years** of appropriate professional experience;

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

<sup>2</sup> The 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.

### 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

- Experience and knowledge in the areas mentioned above under “key accountabilities”;
- Fluency in written and spoken Spanish and English;
- Working experience as a personal assistant;
- Experience in the use of the Microsoft Office package;
- Excellent written and oral communication skills;
- Ability to work both independently and as part of a team;
- Ability to work under time pressure;
- Excellent planning and organisational skills;
- Reliability and attention to detail;
- Confidentiality, discretion and integrity; and
- Customer service orientation.

#### Advantageous

The following characteristics are considered additional assets:

- Advanced administrative/secretarial training or supplementary courses;
- Legal/judicial administrative experience;
- Knowledge of the Spanish judicial system and judicial cooperation;
- Knowledge of additional EU languages; and
- Experience working within a multicultural/EU 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* (CEOS) for a period of **3 or fewer years**. The contract may be renewed.

Contract 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](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 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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