

# ADMINISTRATIVE PROCEDURES

## STAFF VACANCIES

### Publication of a vacancy for the post of Administrative Director of Eurojust, in The Hague

Temporary Agent Grade AD 14

Ref. 15/EJ/04

Eurojust is the EU judicial cooperation body that, through its unique expertise, supports, strengthens and improves the coordination of investigations and prosecutions among the competent judicial authorities of EU Member States in the fight against serious, cross-border crime. Eurojust consists of a College of 28 National Members, which is responsible for the organisation and operation of Eurojust. The College appoints the Administrative Director by a two-thirds majority. The College is supported by approximately 250 EU staff members led by the Administrative Director.

Eurojust is facing a time of considerable change, including the adoption of a new EU Regulation governing Eurojust, a move to new premises, a reduction in staffing and an ever-increasing operational caseload.

More information on the mission and mandate of Eurojust is available on its website: [www.eurojust.europa.eu](http://www.eurojust.europa.eu)

#### The job

The job of Administrative Director is a challenging, high-level position requiring well-developed managerial competencies, strong leadership abilities and political savvy in a changing legal and political environment.

Under the monitoring of the President of Eurojust, the Administrative Director will be responsible for the day-to-day management of the Administration. She/he will provide effective and high-quality support to the College to achieve its mandate. She/he will exercise the powers of Appointing Authority and Authorising Officer. She/he will ensure that all Eurojust resources are used in the most effective and efficient manner.

Eurojust is looking to appoint an Administrative Director with a proven track record of leading and managing change, while delivering high-quality administrative support with existing resources.

#### Key accountabilities

##### *Strategic and operational support*

- Provide support to the operational work of the College, particularly the work of the National Desks related to the cases referred to Eurojust by the competent authorities of the Member States;
- Support the College in defining its strategic goals and objectives on multi-annual and annual levels, in line with the mission, vision and values of Eurojust;
- Submit proposals to the College for activities, actions and measures to be taken by the Administration to implement Eurojust's strategic goals and objectives; and

- Prepare and implement the strategies, programmes and decisions adopted by the College.

### *Financial management*

- Draft and implement the budget of Eurojust by exercising the powers of Authorising Officer;
- Draw up the final accounts of Eurojust and ensure that discharge is granted by the European Parliament;
- Ensure compliance with the Financial Rules and Regulations of Eurojust, including a timely implementation of audit recommendations; and
- Report to the College on the implementation of the Annual Work Programme and the budget and present proposals for changes to the Annual Work Programme where appropriate.

### *Human Resources management*

- Draw up and implement an annual Establishment Plan;
- Develop and implement sound Human Resources policies for the Administration;
- Ensure an appropriate level and quality of staffing; and
- Foster staff development, motivation and engagement.

### *Performance management*

- Ensure the proper allocation of administrative resources to support the operational activities of Eurojust;
- Develop quality management and methods of performance measurement to plan, implement, monitor and evaluate the Administration's performance to ensure the timely delivery of high-quality products and services provided by Eurojust's administration; and
- Provide timely reporting on all financial and non-financial information relevant to Eurojust stakeholders.

### *Internal and external stakeholder relations*

- Provide the College and its President with advice on organisational matters and administrative support;
- Regularly report to the College through its President on management issues related to the Administration;
- Represent the Administration in internal and external meetings;
- Liaise with the European Commission and other EU institutions, bodies and agencies on matters related to the Administration;
- Liaise with the European Commission and budgetary authority on budget-related matters; and
- Ensure effective communication within the Administration and between the College and the Administration.

### Eligibility criteria

To be considered for the selection phase, candidates must meet the following formal criteria by the closing date for applications:

Nationality: be a national of a Member State of the European Union;

University degree or diploma: have

- either a level of education that corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or
- a level of education that corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year of professional experience cannot be included in the professional experience required below).

Professional experience: have at least 15 years of experience acquired after the qualifications referred to above were obtained.

Languages: have a thorough knowledge of one of the official languages<sup>1</sup> of the European Union and a satisfactory knowledge of a second.

Age limit: be able to complete the full five-year mandate before reaching retirement age. For temporary staff of the European Union, retirement age is defined as being the last day of the month in which the person reaches the age of 66.

## Selection criteria

The successful candidate should have:

- At least 10 years of relevant professional experience and knowledge in the areas mentioned above under 'key accountabilities';
- At least five years of experience and proven success in a high-level management position;
- University degree in Law, Public Administration, Business Administration, Human Resources Management, Finance or equivalent university degree(s);
- Knowledge of the EU Staff and Financial Regulations or experience with similar legal frameworks within national or international public organisations;
- Strong leadership skills and strategic agility;
- A proven track record of leading and managing change while delivering high-quality administrative support with existing resources;
- Proven capacity to develop, communicate and execute a strategic vision;
- Ability to effectively manage (plan, implement, monitor and evaluate) the day-to-day operations of complex organisations;
- Ability to effectively build, develop and empower multi-disciplinary teams fostering trust-based relationships;
- Ability to work with others and deal with cultural differences;
- Perseverance and drive to achieve results;
- Well-developed political savvy and social intelligence;
- High ethical standards and personal integrity;
- Ability to communicate clearly and precisely at all levels, orally and in writing;
- Excellent negotiation skills;
- Capacity to make well-founded judgements and decisions;
- Ability to maintain composure under stressful circumstances; and
- Fluency in English, as this is the vehicular language of Eurojust.

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<sup>1</sup> 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.

Advantageous:

- Master's degree or post-graduate qualifications in Law, Public Administration, Business Administration, Human Resources Management, Finance or equivalent;
- Knowledge and understanding of judicial cooperation in criminal matters;
- Understanding of the unique nature and mission of Eurojust; and
- Managerial experience in national or international public organisations.

## Selection and appointment

The College will set up a Selection Board composed of three National Members and a representative of the European Commission. A representative of the General Secretariat of the Council and an external recruitment consultant may also sit as advisors. The Selection Board will screen the candidates against the eligibility and selection criteria and will draw up a shortlist of candidates to be invited for interview. Candidates may be requested to undergo a written test and to participate in an assessment centre run by external recruitment consultants.

Following the interview, the written test and the assessment centre, the Selection Board may decide to organise a second round of interviews with selected candidates. The Selection Board will then present a list of suitable candidates to the College. The College will interview these candidates and appoint, by two-thirds majority of its members, the successful candidate. The College may decide on the establishment of a reserve list for the post, which will be valid until 31 December 2017. It may be extended at the discretion of the College. Inclusion in the reserve list does not guarantee recruitment.

Previous employers of shortlisted candidates may be contacted for references.

### Provisional timetable:

The interviews, written test and assessment centre are provisionally planned for weeks 10 and 11 of 2016. The final interview with the College may take place during week 16, 20 or 21 of 2016. Candidates are requested to provisionally block their agendas for the aforementioned periods. Any modification to the provisional timetable will be communicated immediately to the relevant candidates participating in this step in the selection procedure.

Eurojust's objective is to fill the post of Administrative Director by 1 October 2016.

## Independence and declaration of interests

Before taking up duties, the Administrative Director will be required to sign a declaration of commitment to act independently in the public interest and to make a declaration in respect of any interests that might be considered prejudicial to her/his independence.

## Equal opportunity

Eurojust applies a policy of equal opportunity and non-discrimination in accordance with Article 1(d) of the Staff Regulations<sup>2</sup>.

## Conditions of employment

The Administrative Director will be appointed as a member of the staff of Eurojust, as temporary agent at grade AD 14 pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Union<sup>3</sup>. The contract will be for a five-year period and may be renewed once by decision of the College (Article 29(2) of the Council Decision on Eurojust). The Administrative Director is required to serve a probationary period of nine months.

Before taking up duties, the Administrative Director must:

- 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>4</sup>;
- Undergo a pre-recruitment medical examination to establish that he/she are physically fit to perform his/her duties.

The place of employment is The Hague (Netherlands), the seat of Eurojust.

## Application procedure

Candidates are requested to fill in the [Application Form](#) in English and submit it by e-mail to [adapplications@eurojust.europa.eu](mailto:adapplications@eurojust.europa.eu).

The reference number of the vacancy must be indicated on the application form, in the heading of the e-mail and in all future correspondence relating to this application.

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>

## Closing date for applications

The closing date for applications is **31 January 2016 at midnight CET**.

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<sup>2</sup> [http://ec.europa.eu/dgs/human-resources/publications\\_en.htm](http://ec.europa.eu/dgs/human-resources/publications_en.htm).

<sup>3</sup> See footnote (2).

<sup>4</sup> Before appointment, successful candidates will be required to produce an official document showing that they do not have a criminal record.

## Important information for applicants

Applicants are reminded that the work of the Selection Board is confidential. Applicants are forbidden from making direct or indirect contact with the members of the Selection Board, or for anyone to do so on their behalf.

## Protection of personal data

Eurojust will ensure that applicants' personal data are processed as required by all applicable Data Protection Regulations and, particularly, with the Rules on the Protection and Processing of Personal Data at Eurojust (OJ C 68/1, 19.3.2005).

## Essential requirement for the successful candidate: security clearance

The required level of clearance for this post is TOP SECRET.

In the event the National Security Agency of the candidate's state of nationality issues a negative opinion at the above-mentioned level after the signature of the contract of employment, Eurojust has the right to terminate the contract.