



Vacancy notice for the establishment of a reserve list for:

Facility Management Officer
Reference: 15/EJ/CA/01
Contract agent – FGIII

Deadline for applications:	08/02/2015 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	CA (3 years)
Function group and grade:	FGIII
Probationary period	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 2476, 74

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 **Facility Management Officer**. The Facility Management Officer will provide support to Eurojust, in particular to the Corporate Services Unit (CSU), and will report directly to the Head of Sector Facility Management and General Services (FM&GS) of the CSU.

1. Key accountabilities

The successful applicant will be responsible for overall support to the Transition Project current premises and in particular:

- Building maintenance of the Eurojust premises (buildings, installations and infrastructure) related to the transition and decommissioning phase;
- Decommissioning activities of the current Eurojust premises (re-delivery to the Host State) after the move to the New Premises (the Eurojust new office as of 2017);
- Monitoring and managing existing service and supply contracts related to and still valid during the transition and decommissioning phase;

- Supporting the New Premises Programme Organisation (the new premises programme run by the Project Bureau for New Premises, within the Corporate Service Unit of Eurojust) in projects/areas such as: transition; move; archive (clean-up); FMIS (Facility Management Information System); BMS (Building Management System); installations & systems; landscape; asset disposal activities (for assets such as furniture);
- Updating of (AutoCad) drawings and documentation related to the transition and decommissioning phase;
- First line follow-up of malfunctions;
- Operational and technical support in setting up of meeting rooms, including AV support installations;
- Liaising and working together with co-tenant (ICC) FM organisation and the Host State parties (RVB - Rijks Vastgoed Bedrijf), safeguarding business continuity of the Eurojust business after ICC has vacated the premises;
- Liaising and working together with Eurojust Fire Safety & Security; and
- Supporting FM&GS Front and Back Office activities.

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

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.

- 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

- Professional experience and knowledge related to the tasks mentioned under 'key accountabilities';
- Proven experience and knowledge of building maintenance tools and processes;
- Experience and knowledge of basic IT tools, e.g. PCs, asset scanning tools, printers, and multi-functional units;
- Computer literacy (MS Office package: Word, Excel, PowerPoint, etc.);
- Experience in working with the Host State;
- Ability to be tactful, discreet and diplomatic, with a service-minded attitude;
- People- and quality-oriented interpersonal skills;
- Ability to efficiently and effectively plan and follow up activities and to establish and maintain effective working relationships at all levels, also with external contractors;
- Ability to work independently or as part of a team; being proactive and capable of handling multiple tasks under time pressure;
- Thorough knowledge of 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); and
- A satisfactory knowledge of Dutch, as the successful applicant will be required to communicate with external local service providers and to ensure that orders for the delivery of goods and/or services are properly executed.

Advantageous

The following characteristics are considered as additional assets:

- Training in the use of Building Management Systems;
- Training in the use of Emergency Power Systems;
- Training in the field of Health and Safety/First Aid;
- Driver's license for B-class vehicles; and
- Experience working 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 **3 years or less**. 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

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 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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