



Vacancy notice for the establishment of a reserve list for:

**Project Support Assistant**  
**Reference: 15/EJ/CA/03**  
**Contract agent – FG II**

<b>Deadline for applications:</b>	<b>10/04/2015 at 00:00 CET</b>
<b>Place of employment:</b>	<b>The Hague, Netherlands</b>
<b>Type and duration of contract:</b>	<b>CA three years</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/SECRET/TOP SECRET</b>
<b>Monthly basic salary:</b>	<b>€ 1 934.50</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 a Project Support Assistant. The **Project Support Assistant** will provide administrative support to the Project Bureau for the final new premises project. He/she will report to the Head of the Corporate Services Unit.

**1. Key accountabilities**

The successful applicant will be responsible for:

- Providing administrative support to the Project Bureau;
- Screening incoming calls;
- Receiving and assisting visitors;
- Arranging internal and external meetings with Eurojust stakeholders, the Host State, and consultants;
- Acting as the daily central point of contact (internal/external) for the project;
- Processing project documentation;

- Servicing meetings, including documentation preparation and regular taking of minutes;
- Establishing document control procedures;
- Setting up and maintaining project files;
- Managing the digital document management system and physical archive;
- Compiling project reports;
- Creating and maintaining document templates;
- Assisting the project team in the collation of project management documentation, e.g. tracking of project team tasks, project progress reports, risk logs and quality criteria;
- Assisting external project managers as required and acting as a day-to-day liaison;
- Preparing for meetings, i.e. booking rooms, arranging transportation for meetings, handling visitor requests and providing other support as required; and
- Performing any other duties assigned by the Programme Manager.

## **2. Qualifications and experience required**

### **2.1 Eligibility criteria**

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the closing date for applications:

- A level of post-secondary education attested by a diploma,

**OR**

- A level of secondary education attested by a diploma giving access to post-secondary education, and professional experience of at least three years;
- Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.

Furthermore, in order to be eligible, a candidate must:

- Be a national of one of the Member States of the Communities;
- Enjoy his/her full rights as a citizen;
- Have fulfilled any obligations imposed on him/her by the laws on military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform his/her duties.

### 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”;
- Experience in working in a project-based environment;
- Knowledge of Microsoft Office package and document management systems;
- Proficiency in English, as this is the vehicular language of Eurojust;
- Excellent oral and written skills, and the ability to communicate effectively at all levels within Eurojust and with its external partners;
- Strong interpersonal skills; ability to build and maintain effective working relationships with co-workers, supervisors and staff;
- Ability to work independently as well as within a team;
- Ability to work in an international and multicultural environment with sensitivity and respect for diversity;
- Excellent organisational skills, with ability to multi-task and plan;
- Ability to work under time pressure and within tight deadlines;
- Ability to deal with work-related pressures and stay calm and in control during stressful or crisis situations;
- Ability to be tactful, diplomatic and with a service-minded attitude; and
- Discretion and ability to maintain confidentiality.

#### Advantageous

The following characteristics are considered as additional assets:

- Knowledge of written and spoken Dutch, in view of the necessary contact with outside contractors and local authorities; and
- Previous experience 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*, for a period of **up to three 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 *Staff Regulations and the CEOS*.

## **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.*

## **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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