



Vacancy notice for the establishment of a reserve list for:

**Facility Management Support Officer**

**Reference: 15 EJ CA 08**

**Contract agent – FGII**

<b>Deadline for applications:</b>	<b>07/12/2015 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 or fewer years)</b>
<b>Function group and grade:</b>	<b>FGII</b>
<b>Probationary period</b>	<b>Nine months</b>
<b>Security clearance level:</b>	<b>EU CONFIDENTIAL</b>
<b>Monthly basic salary:</b>	<b>€ 1 934,53</b>

*EUROJUST's mission is to enhance the effectiveness of the competent judicial 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 **Facility Management Support Officer**. The Facility Management Support 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 of the Eurojust premises, and, in particular:

- First-line follow-up – 24/7 duty officer tasks;
- Contractor guidance;
- Decommissioning activities;
- Fitting out activities of the new premises, including asset registration;
- Move activities current premises to the new premises, including preparation and support to the National Desks and administrative Units;

- Logistical activities current premises to the new premises;
- Operate organising systems, such as building management system, etc.;
- Supporting the CSU in projects/areas such as: transition; move; archive (clean-up);
- Operational and technical support in setting up of meeting rooms, including AV support installations;
- Liaising and working together with Eurojust Fire Safety & Security;
- Supporting FM&GS front and back office activities; and
- Performing tasks related to the above that include physical work and scheduled 24/7 duty.

## **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 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.

### 3. Selection criteria

Applicants who meet the eligibility criteria set out in Section 2 above will be assessed on the basis of the following essential and advantageous 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 Host State parties;
- Proven service-minded attitude;
- People- and quality-oriented interpersonal skills;
- Ability to efficiently and effectively plan activities and follow-up;
- Ability to establish and maintain effective working relationships at all levels, including with external contractors;
- Ability to work independently or as part of a team;
- Proactive and capable of handling multiple tasks;
- Ability to work under time pressure;
- Thorough knowledge of English, as this is the vehicular language of Eurojust; 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

- Training or education in Facility Management or General Services;
- Experience and/or training in the area of removal activities;
- Experience in the use of logistical (transport) equipment;
- 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 **three 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 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).

*Date of publication on Eurojust website: 09.11.2015*