



Vacancy notice for the establishment of a reserve list for:

**Procurement Assistant**  
**Reference: 15/EJ/CA/09**  
**Contract agent – FGIII**

<b>Deadline for applications:</b>	<b>13/12/2015 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>FGIII</b>
<b>Probationary period</b>	<b>Nine months</b>
<b>Security clearance level:</b>	<b>EU CONFIDENTIAL</b>
<b>Monthly basic salary:</b>	<b>€ 2 476, 74</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 **Procurement Assistant**. The Procurement Assistant will report directly to the **Head of the Procurement Sector**.

**1. Key accountabilities**

- Support the Management and coordination of procurement procedures while ensuring compliance with the relevant rules and regulations and observing planned timelines and milestones;
- Support the Units/Services with contract administration (e.g. contract extensions, renewals, amendments, termination notices, etc.);
- Ensure compliance with the relevant rules and regulations;
- Provide information and advice (e.g. contract interpretation) related to existing contracts to Units/Services;
- Support the coordination of inter-institutional procurement procedures;

- Contribute to the development and improvement of procurement processes, templates and guidelines;
- Contribute to the development of the general procurement strategy at Eurojust;
- Assist in the establishment and implementation of the annual/ multiannual procurement plan; and
- Contribute to the achievement of the Unit objectives.

## **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 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 essential and advantageous criteria:

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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.

## Essential

- Working experience and knowledge in the areas mentioned above under 'key accountabilities';
- At least three years of proven appropriate professional experience related to the post;
- Knowledge of EU procurement rules and regulations and procedures ;
- Good planning and organisational skills;
- Good drafting skills;
- Computer literacy;
- Thorough knowledge of English, as this is the vehicular language of Eurojust;
- Good communication and relationship management skills;
- Ability to work under pressure and within tight deadlines; and
- Good problem-solving skills.

## Advantageous

- Knowledge of Dutch, as many local companies submit their tenders and supporting documents in Dutch;
- Project management training; and
- Working experience in a 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*