



## EUROJUST

Vacancy notice to establish a reserve list for:

**Case Analysis Assistant**  
**Reference: 15/EJ/CA/14**  
**Contract agent – FG II**

<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 with the possibility of renewal)</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</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)*

Applicants are invited to apply for the post of **Case Analysis Assistant**.

Eurojust is currently looking to recruit a **Case Analysis Assistant** to support the (senior) Analyst and the Head of the Case Analysis Unit (CAU). He or she will support the Analysts both in their tasks of gathering and collating data on specific and relevant operational activities as well as analysis related to casework. In the handling of operational information, he or she will work under the authority and supervision of National Members and the College.

## **1. Key accountabilities**

The successful applicant will be responsible for:

### **In the field of operational casework:**

- Assisting in operational data processing within the Case Management System (CMS) under the supervision and authority of the National Members and/or the College;
- Assisting in the analytical work of the Analysts for the National Members and/or the College;
- Assisting the Analysts in drafting case-related documents;
- Assisting the Analysts in preparing casework statistics;
- Facilitating access to information in electronic databases; and
- Assisting in case-related open source research.

### **In the field of strategic work:**

- Assisting in strategic and/or tactical meetings and projects;
- Assisting in College team activities to develop areas of expertise and lessons learned;
- Assisting the Analysts in the development of IT infrastructures related to data collection;
- Assisting in organising and delivering CMS training;
- Assisting in the analytical work of the Analysts in tactical and strategic initiatives;
- Assisting the Analysts in drafting tactical and strategic related documents;
- Providing administrative support to CAU;
- Cooperating with other units/services within Eurojust's administration; and
- Carrying out any other duties required in the interests of the CAU.

## **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

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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.

- 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 **three years** of appropriate professional experience.

## **3. Selection criteria**

Applicants who meet the eligibility criteria set out in Section 2 will be assessed on the basis of the following essential and advantageous criteria:

### **Essential**

- Experience and knowledge in the areas mentioned above under 'key accountabilities';
- At least two additional years of proven appropriate professional experience related to the vacant position as mentioned in subsection 2.2;
- Experience and knowledge of the judicial/law enforcement environment;
- Computer literacy (MS Office package: Word, Excel, PowerPoint; etc.);
- Fluency in English, as this is the vehicular language of Eurojust;
- Very good written and oral communication skills;
- Ability to work independently and as part of a team;
- Ability to deliver accurate work under time pressure;
- Discretion in handling sensitive and confidential issues;
- Customer-focused approach to work, responsiveness and flexibility; and
- Excellent planning and organisational skills.

### **Advantageous**

- Professional experience in working with computerised data collection and analysis systems;
- Fluency in one or more of the following languages: Croatian, Danish, Estonian, Greek, Polish, Slovenian;
- Knowledge of additional official language(s) of the European Union; and
- Working experience in a European/international work environment.

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<sup>2</sup> The 24 official languages of the EU 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.

#### **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* (CEOS) for a period of **three of 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*.

#### **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.**

#### **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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