



Vacancy notice for the establishment of a reserve list for:

Legal Officer (Legal Service)
Reference: 15/EJ/02
Temporary Agent AD 6

Deadline for applications:	12/04/2015 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (5 years with possibility of renewal)
Function group and grade:	AD 6
Probationary period	Nine months
Security clearance level:	EU SECRET
Monthly basic salary:	€ 4 960,64

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 create a reserve list and recruit for Legal Officers.

The Legal Service of Eurojust has two main spheres of competence:

- It provides legal advice and assistance to the College of Eurojust in the accomplishment of its objectives and tasks as described in the Eurojust Decision ("College Matters").
- It provides legal advice and assistance to the Administrative Director and the administrative Units and Services of Eurojust in the performance of their tasks; in this capacity, the Legal Service deals with all legal issues related to budget and finance, staff regulations, civil matters and litigation ("Administrative matters").

The successful applicant will be act as a legal officer in one or more areas of competence of the Legal Service and will report to the Head of Legal Service.

1. Key accountabilities

The successful applicant will be responsible for acting as legal officer in one of the two main spheres of competence of the Legal Service (in addition to the Management of the Eurojust Library) which consists in providing legal advice and assistance:

- To the College of Eurojust, in the accomplishment of its objectives and tasks as described in the Eurojust Decision, and to the activities of the College, College Teams and National Members (Sector “College Matters”),
- To the Administrative Director and the administrative Units and Services of Eurojust in the performance of their tasks; in this capacity, the Legal Service deals with all legal issues related to budget and finance, staff regulations, civil matters, contracts, litigation, security and monitoring of compliance of the Eurojust procurement procedures with legal requirements. Further, the Legal Service is in charge of handling requests on access to documents (“Sector “Administrative Matters”).

Important remark:

Candidates are kindly invited to indicate in their application (under point 8 – “Motivation to apply for this post”) whether they are interested in working
- **in the area of “College matters” of the Legal Service; or**
- **in the area of “Administrative matters” of the Legal Service; or**
- **in both areas.**

The activities of the Legal Service include, in addition to the provision of Library Services to the organisation:

College matters

- Following the developments of EU relevant legislative drafts and policy issues in the field of criminal justice and, in particular, judicial co-operation in criminal matters or related to the mission and future development of Eurojust, delivering summaries and drafting legal opinions related to them;
- Supporting the activities of the College, the College Teams and the National Members by drafting of legal and policy opinions, position papers, discussion papers, briefing notes and reports on various issues related to Eurojust’s mission and tasks;
- Performing legal research and providing information, analysis and advice on legal and policy matters related to the mandate of Eurojust;

- Preparing draft recommendations/opinions, inter alia, in cases in relation to Articles 6 and 7 of the Eurojust Decision.
- Providing legal information, opinions and advice on casework matters, including in the framework of coordination meetings, coordination centres and other operational meetings at the request of the involved National Members;
- Assisting and advising College Member and College Teams in the drafting of guidelines, manuals and recommendations for best practices dedicated to practitioners on various issues related to judicial co-operation in criminal matters;
- Participating on behalf of Eurojust in external meetings, working groups, conferences, seminars, and networks, and reporting to the College;
- Contributing to the planning, organisation and conduct of strategic and tactical meetings, conferences and seminars organised by Eurojust;
- Performing any other tasks assigned by the Head of Legal Service/Senior Legal Officer.

Administrative matters

- Providing expert legal support by contributing to the completion and revision of the Eurojust legal framework;
- Providing legal advice and drafting legal texts and opinions in the field of EU Administrative law (e.g. access to documents, data protection, staff regulations, contract law, financial regulations, host state matters, security);
- Preparing decisions, guidelines, etc. for adoption of the College and the Administrative Director;
- Participating on behalf of Eurojust in external meetings, working groups, conferences, seminars, and networks, and reporting;
- Performing any other tasks assigned by the Senior Legal Officer/Head of Legal Service.

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 level of education that corresponds to completed university studies of at least 3 years attested by a diploma and after having obtained the university diploma at least 3 years of appropriate professional experience.
- 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.

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.

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

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

- University degree in law of at least 3 years;
- **Proven professional experience in the field of law** of at least **3 years (full time)**; part-time work shall be taken into account in proportion to the stated percentage in relation to full-time work;
- Working experience in one of the areas mentioned above under “Key accountabilities”;
- Experience in international and European criminal law/criminal proceedings
OR
EU administrative and civil law;
- Good knowledge of the English language, as it is the working language of Eurojust
- Excellent verbal communication skills
- Excellent written communication skills
- Ability to present a clear, structured and well-founded legal opinion on a topic falling in the area of expertise selected
- Good office computer skills and ability to use relevant software applications.

Advantageous

The following characteristics will be considered as additional assets:

- Working experience in a multicultural environment, preferably in an EU institution/body and international organisations, or other experience with the EU decision-making procedure;
- Good knowledge of French as many EU related legal sources required for legal researches are in French.

4. Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the temporary staff pursuant to Article 2(f) of the *Conditions of employment of other servants of the European Union (CEOS)*, for a period of **five years**. The contract may be renewed.

Temporary 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*:

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 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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