



CORRIGENDUM
(changes are indicated in red in the text below)

Vacancy notice for the establishment of a reserve list for:

Security Officer/Driver
Reference: 16/EJ/CA/04
Contract agent – FGIII

Deadline for applications:	10/04/2016 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	CA (three years)
Function group and grade:	FGIII
Probationary period	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 2 536.18

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 recruit a **Security Officer/Driver**. The **Security Officer/Driver** will provide support to Eurojust, particularly to the Corporate Services Unit (CSU), and will report directly to the Head of Security and Safety Services of the CSU.

1. Key accountabilities

The successful applicant will be responsible for overall support to the Transition Project current premises, and, particularly:

Security services at Eurojust premises

- Execute security services as member of a pool of security officers taking turns in scheduled shifts, including ad hoc security and safety measures;
- Respond to incidents and calamities when occurring and when on-site;
- Liaise with internal and external stakeholders regarding the security and safety of premises and personnel; and
- Monitor the security and safety situation in close proximity, in The Hague and globally, identify trends and events to remain aware of potential (new) threats to Eurojust.

External events

- Conduct risk assessments of physical locations (abroad) based on the collection of (external) data on levels of threat;
- Advise organiser of external events on the potential security- and safety-related risks and provide on-site assistance and support; and
- Liaise with local law enforcement authorities and transportation companies – when relevant and required for the event – as part of the risk assessment.

VIP visits

- Provide related assistance during VIP visits on-site or abroad; close protection assignments.

Fire, safety and first aid

- Respond to calls for firefighting, safety issues and/or first aid.

Administration

- Keep up-to-date registration of incidents;
- Contribute to the drafting of policy and procedural documents.

Projects

- Join projects where appropriate for the Sector or Unit; and
- Member of Emergency and Crisis Management Team.

Team membership

- Share lessons learned actively to contribute to quality improvement in general from security and safety perspective; and
- Cooperate with pool of drivers at Eurojust and assist them in providing driving services.

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) 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 three 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 criteria:

Essential

- Professional experience and knowledge related to the tasks mentioned under 'key accountabilities';
- Computer literacy (MS Office package: Word, Excel, PowerPoint, etc.);
- Ability to be tactful, discreet and diplomatic, with a service-minded attitude;
- People- and quality-oriented interpersonal skills;
- Ability to work independently or as part of a team; being proactive and capable of handling multiple tasks under time pressure;
- **Driver's license for B-class vehicles**; and
- Thorough knowledge of English, as this is the vehicular language of Eurojust (**note:** Native English speakers will be required to demonstrate knowledge of a second EU language at interview stage).

Advantageous

The following characteristics are considered as additional assets:

- Training in the field of Health and Safety/First Aid;
- **Driver's license for B-class vehicles**; and

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.

- 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*.

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 at <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).

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