



Vacancy notice for the establishment of a reserve list for:

Head of Budget, Finance and Procurement Unit

Reference: 16/EJ/01

Temporary agent – AD 10

Deadline for applications:	06/03/2016 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (Five years or fewer years with possibility of renewal)
Function group and grade:	AD 10
Probationary period	Nine months
Security clearance level:	SECRET
Monthly basic salary:	€ 8 324,49

Eurojust is the EU judicial cooperation body that, through its unique expertise, supports, strengthens and improves the coordination of investigations and prosecutions among the competent judicial authorities of EU Member States in the fight against serious cross-border crime. Eurojust consists of a College of 28 National Members, which is responsible for the organisation and operation of Eurojust.

More information on the mission and mandate of Eurojust is available on its website: www.eurojust.europa.eu

Reporting directly to the Administrative Director, the Head of the Budget, Finance and Procurement Unit (BFP) will lead a team of approximately 20 people. He/she will be responsible for the development and correct implementation of all the budgetary, financial, procurement and missions-related processes within a highly regulated environment. In the context of staff reductions and increasing demands, he/she will be required to review and redesign BFP processes and procedures to ensure maximum utilisation of the unit's staff and Eurojust's financial resources.

1. Key accountabilities

The Head of BFP will ensure the delivery of customer-orientated services in his/her areas of responsibility, including budget, finance, procurement and missions.

The successful applicant will be responsible for:

- Reviewing and redesigning the processes and procedures established in BFP to improve efficiency and customer satisfaction;
- Preparing, implementing and monitoring the annual budget of Eurojust;
- Preparing the multi-annual and annual work programmes, together with the other units of the organisation;
- Proposing changes to improve the policies and internal standard operating procedures of BFP in the context of the applicable EU Financial Regulations;
- Preparing the financial statements (profit & loss account, balance sheet and cash flow statements) at the year-end closure;
- Providing senior management with budgetary and financial interim reports;
- Ensuring that the applicable procurement procedures are effectively and efficiently carried out while maintaining a high level of customer satisfaction;
- Ensuring that the missions function provides customer-orientated services while respecting the applicable rules;
- Planning and implementation of the financial resources of the organisation;
- Safeguarding good accounting standards and ensuring the quality, accuracy and integrity of financial data, financial analysis and reporting;
- Contributing to the audit preparations with internal and external auditors;

- Liaising with counterparts at other institutions (Commission, Council, Court of Auditors, etc.) and agencies and/or representing Eurojust on budget-related matters at interinstitutional meetings;
- Planning and managing BFP's human, financial and material resources and checking that these are properly used; and
- Managing and supervising BFP's staff (appraising performance, training, motivation);

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 three years attested by a diploma and, after having obtained the university diploma, at least **13 years** of appropriate professional experience,

OR

- A level of education that corresponds to completed university studies of at least four years attested by a diploma and, after having obtained the university diploma, at least **12 years** of appropriate professional experience.

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 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.

3. Selection criteria

Applicants who meet the eligibility criteria set out in section 2 will be assessed on the basis of the following criteria:

Essential

- Proven experience and knowledge in the areas mentioned above under 'key accountabilities';
- Excellent knowledge of budget, finance and accounting principles and practices;
- Proven experience in team management (indicate the size of the team);
- Proven experience in change management;
- Excellent planning and organisational skills;
- Excellent ability to communicate at all levels;
- Excellent negotiation skills;
- Excellent analytical skills; and
- Fluency in 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:

- Post-graduate degree/diploma in financial management/accounting;
- Knowledge of the EU Financial Regulations and EU budgetary procedures;
- Knowledge of EU procurement procedures and regulations; and
- Professional experience in an EU or other multicultural environment.

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* for a period of **five years**. The contract may be renewed.

Temporary 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

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](#).

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).

Date of publication on Eurojust website: 22.01.2016