



Vacancy notice for the establishment of a reserve list for:

**Administrative Assistant to Eurojust  
(Polish National Desk)  
Reference: 16/EJ/04  
Temporary Agent – AST 2**

<b>Deadline for applications:</b>	<b>26/06/2016 at 00:00 CET</b>
<b>Place of employment:</b>	<b>The Hague, The Netherlands</b>
<b>Type and duration of contract:</b>	<b>TA (Five or fewer years with possibility of renewal)</b>
<b>Function group and grade:</b>	<b>AST 2</b>
<b>Probationary period</b>	<b>Nine months</b>
<b>Security clearance level:</b>	<b>EU CONFIDENTIAL</b>
<b>Monthly basic salary:</b>	<b>€ 3 099,69</b>

*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](http://www.eurojust.europa.eu)*

Eurojust is currently looking to recruit an Administrative Assistant. The Administrative Assistant will provide administrative support to Eurojust, particularly to the **National Desk of Poland (PL)** of the College of Eurojust, and will be dealing with confidential administrative work related to the **PL National Desk. He or she will report directly to the PL National Member.**

The successful candidate will be required to work with, and assist, a range of stakeholders from Poland as well as within Eurojust. Key attributes for the successful candidate are flexibility, excellent organisation and communication skills and the ability to work as part of a team.

## **1. Key accountabilities**

The successful applicant will be responsible for:

- Creating and maintaining casework databases and filing systems;
- Preparing or providing support in the preparation of management and performance reports and statistics;
- Providing general administrative support to the National Desk, including, but not limited to:
  - i. organising meetings;
  - ii. preparing missions and expense claims;
  - iii. making travel and accommodation arrangements;
  - iv. drafting e-mails and letters on behalf of the National Member and lawyers in the team; and
  - v. maintaining team diaries;
- Facilitating internal administrative processes;
- Performing other administrative duties as requested; and
- Deputising and/or supporting other administrative staff members at various National Desks/Units/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 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.

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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 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.

## 2.2. Minimum qualifications and professional experience

- a) A level of post-secondary education attested by a diploma <sup>3</sup> and, after having obtained the diploma, **one year** of professional experience;

**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 **six 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 criteria:

### Essential

- Experience and knowledge in the areas mentioned above under 'key accountabilities';
- Fluency in English as this is the vehicular language of Eurojust;
- Fluency in Polish as this is the working language of the national desk concerned;
- Experience in the use of the Microsoft Office package and, particularly, proficiency in Excel;
- Excellent written and oral communication skills;
- Ability to work both independently and as part of a team;
- Ability to work under time pressure;
- Excellent planning and organisational skills;
- Accuracy and attention to detail;
- Confidentiality, discretion and integrity; and
- Customer service orientation.

### Advantageous

The following characteristics are considered additional assets:

- Casework experience, including experience in the use of casework databases;
- Knowledge of the PL criminal justice system;
- Advanced administrative/secretarial training or supplementary courses;
- Knowledge of additional EU language(s) beyond the general requirements of the role; and
- Experience working within a multicultural/EU environment.

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<sup>3</sup> Equivalent to A-Level, Scottish Highers or alternative level of education within the United Kingdom.

#### **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 or fewer 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*.

#### **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](mailto: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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