



EUROJUST

Vacancy notice for the post of:

Procurement Officer (Procurement Sector)

Reference: 09/EJ/204

Temporary Agent – AST 3

M/F

Applicants are invited to apply for the post of **Procurement Officer (Procurement Sector)** to be placed on a reserve list at Eurojust.

EUROJUST is a European Union body established in 2002 (Council Decision 2002/187/JHA of 28 February 2002 on the setting up of EUROJUST, last amended by the Council Decision 2003/659/JHA of 18 June 2003) to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime.

The College of EUROJUST is composed of 27 National Members, one nominated by each EU Member State. The College elects one of the National Members to be its President. The Administrative Director is responsible, under the supervision of the President, for the day-to-day administration of Eurojust and staff management.

*Eurojust is undergoing an organisational structure review. Following this review, the organigramme may be modified. Consequently, the Procurement Sector's reporting lines may be affected.**

For further information please consult our website: www.eurojust.europa.eu

The Procurement Officer will report directly to the Head of the Legal Service or to a Legal Officer.*

1. Key accountabilities

The successful applicant will be responsible for:

- Advising the administrative units and services on the initiation and management of procurement procedures and coordinating such actions with them
- Assisting the Legal Officer(s) in monitoring the procurement process, providing support and guidance to the administrative units and services at all stages of the process, while ensuring compliance with the legal requirements applicable to public procurement

- Preparing and managing Eurojust's annual procurement planning, including *but not limited to*: receiving and compiling the units' and services' procurement plans; monitoring the implementation of the planning in close coordination with the concerned administrative units and services; and updating regularly the procurement planning
- In close coordination with the administrative units, managing the whole procurement cycle, including *but not limited to*: drawing up tender specifications on the basis of the requirements provided by the administrative units and services; preparing and dispatching invitations to tender procedures and dossiers; handling contacts with potential tenderers, including requests for clarifications; preparing and coordinating opening sessions and evaluation meetings; drawing up evaluation reports and award decisions; notifying tenderers; and carrying out the appropriate advertising measures
- Drawing up and regularly updating templates, guidelines, fact sheets, check lists and any other documents related to the procurement cycle, also on the basis of best practice, for the use of Eurojust staff and the internal use of the Procurement Sector
- Developing and updating regularly the contract database and supporting the Legal Officer(s) in relation to contracts, *including but not limited to*: assisting in the finalisation of contracts; on request, providing information related to existing contracts to the administrative units and services; preparing contract extensions, renewals, amendments or termination notices; and preparing and handling any relevant correspondence with the contractors
- Managing the internal workflow of documents and contracts from the Legal Service to the other administrative units and services;
- Providing support in all aspects of internal and external audits, including assistance in the preparation of official replies to auditors
- Updating regularly and developing the Procurement pages of the Eurojust intranet and internet websites
- Filing of tender dossiers and contracts, and managing the relevant archives
- Conducting case law research related to EU procurement procedures and monitoring legislative and regulatory developments concerning EU procurement procedures
- Providing ad-hoc training to Eurojust staff members in the field of procurement procedures

2. Qualifications and experience required

a- Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

- A level of post-secondary education attested by a diploma, and after having obtained the diploma, professional experience of at least **3 years**,

OR

- A level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, professional experience of at least **6 years**;
- 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.

Furthermore, in order to be eligible candidates must:

- Be a national of one of the Member States of the Communities;
- Enjoy his/her full rights as a citizen;
- Have fulfilled any obligations imposed on them by the laws on military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform their duties.

b- Selection criteria

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

Essential

- Working experience and knowledge in the areas mentioned above under "key accountabilities"
- At least three years of proven appropriate professional experience related to the current position
- Knowledge of EU procurement law and procedures and contract law
- Excellent planning and organising skills
- Good coordinating skills
- Good drafting skills
- Good knowledge of the Microsoft Office package
- Good knowledge of English, as it is the common language in the procurement field
- Good communication skills
- Ability to work under pressure and time constraints
- Well-developed interpersonal skills

Advantageous

The following characteristics will be considered as additional assets:

- Knowledge of Dutch
- Knowledge of French

3. Selection phase

A Selection Board is nominated by the Appointing Authority. The Human Resources Unit assists the Selection Board by checking the fulfilment of all formal requirements and eligibility criteria. The responsibility for any decision made during this exercise lies with the Selection Board. Failure to comply with one of the formal requirements or eligibility criteria will result in a disqualification of the applicant concerned.

The Selection Board then makes the decision on who is to be considered an eligible applicant for the selection process, in accordance with the requirements outlined in the vacancy notice, and decides from among the eligible applicants those who are to be invited to attend an interview. Candidates invited for an interview may be asked to undergo a written test.

The selection phase consists of an interview with the Selection Board, in order to evaluate the capacities of the candidates to perform the key accountabilities mentioned above. During the interview special attention will be paid to the specific knowledge required for the current post and the suitability and capacity of the candidate to adapt to a multicultural environment. Candidates may be asked to undergo a written test; should this be the case candidates will be informed in advance. The work of the Selection Board ends with the drawing up of a list (in alphabetical order) of applicants suitable and a list of applicants unsuitable to occupy the position advertised.

Reserve list

The list of suitable applicants is submitted to the Appointing Authority who decides on the appointment of the successful candidate(s) and the establishment of a reserve list for the post advertised. Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list may be used by other Units or Services in order to fulfil the same or similar positions within Eurojust.

The reserve list for this post will be valid until **31 December 2010** and may be extended at the discretion of the Appointing Authority of Eurojust.

4. Contractual conditions

The Appointing Authority will appoint the successful candidate(s) as (a) member(s) of the temporary staff pursuant to Article 2(a) of the Conditions of employment of other servants of the European Communities, to which he/she will be subject, for a period of **5 years**. The contract may be renewed.

Remuneration will be based on the Community scale of salaries. Pay is subject to Community tax and other deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The grade for this position is: **AST 3**. The basic monthly salary of a temporary agent in the first step at AST 3 level, before any deductions or allowances, is approximately EUR 3270.

The place of employment will be The Hague, where Eurojust has its official seat.

Prior to contract signature, the successful candidate will be requested:

- to provide Eurojust with original or certified copies of all relevant documents proving the candidate's eligibility criteria, including an extract from the candidates police file; and
- to undergo a compulsory medical examination to establish that the candidate meets the standard of physical fitness necessary to perform the duties involved.

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials of the European Communities and its Conditions of employment of other servants of the European Communities, which is available on the following web page:

http://ec.europa.eu/dgs/personnel_administration/statut/tocen100.pdf

Confirmation of appointment and security clearance

Contract staff are required to serve a probationary period of six months. Successful applicants may be required to undergo a security vetting and clearance procedure.

Declaration of commitment to serve public interest independently

The successful candidate will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

The successful candidate will be required to carry out his/her duties and conduct him/herself solely with the interests of the Communities in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his/her institution. He/she shall carry out the duties assigned with objectivity, impartially and loyalty to the Communities.

Equal opportunities

EUROJUST applies a policy of equal opportunity for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions or opinions, financial situation, disability, age, sexual orientation, marital status or family situation.

5. Submission of applications

Your E-application must arrive at the following e-mail address: applications@eurojust.europa.eu by 27 September 2009 at midnight CET.

Please indicate the reference number on the application form, in the heading of your e-mail and in all future correspondence relating to this application.

Candidates must use the E-application form available on the website of Eurojust and must mention the reference number and the title of the post for which they are applying. All the questions on the form must be completed in full (*whether or not the candidate decides to attach personal curriculum vitae*). A separate "eligibility and selection criteria grid" available on the website of Eurojust must be returned in respect of each vacancy for which you apply.

The candidate should apply by filling in the E-application form which is available on the website of Eurojust. The E-application must be completed in English and in any one of the other 22 official EU languages. The E-application is available on the website of Eurojust in all 23 official EU languages. Eurojust publishes posts in parallel and if the candidate wishes to apply for more than one post, he/she must submit a separate E-application form for each post.

At the second stage, should applicants be invited for an interview, in order for the application to be considered complete, they **must bring with them on the day of the interview photocopies of all the supporting documents (diplomas, certificates, professional references, etc.) necessary to prove that they satisfy all eligibility criteria**. All documentary evidence of professional experience must indicate start and end dates of previous positions and the start date and continuity of the current position held.

Candidates who fail to submit all the documents specified on the date of the interview will be disqualified.

Please note that any documents submitted will not be returned to the candidates.

Application forms sent by fax or by postal mail **will not** be accepted, except for candidates who have a **proven** disability that prevents them from applying via E-application. These candidates may submit by postal mail, no later than the indicated closing date for the submission of applications (the postmark date will serve as proof), a printed version of the E-application form, and mail it with reference number of the selection procedure and title of the post to EUROJUST, Recruitment Office, P.O. Box 16183, 2500 BD The Hague, The Netherlands.

Closing Date: Closing dates for the submission of applications are strictly adhered to. Your E-application must arrive at the following e-mail address applications@eurojust.europa.eu by **27 September 2009 at midnight CET**. In the heading of the e-mail the reference number of the post and the title of the post for which a candidate is applying must be mentioned.

To summarise:

<p><i>The E-application form must be <u>fully completed</u>, in English and in any one of the other 22 official EU languages, <u>in addition to</u> the Eligibility and Selection Criteria Grid, no later than the indicated closing date. Applications must be sent to applications@eurojust.europa.eu, mentioning the reference number and the vacancy and title of the position in the header of the e-mail.</i></p>
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The Human Resources Unit will acknowledge receipt of applications. Due to the volume of applications, only candidates selected for the interviews will be contacted

further. Candidates are invited to follow the recruitment process status on Eurojust website.

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact, directly or indirectly, with its members is strictly forbidden.

All personal data collected for any selection procedure to be handled by Eurojust will only be used for its purposes and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to Eurojust during any selection procedure will be kept in Eurojust's files and will not be returned to applicants. Applicants' documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to Eurojust. The Head of the HR Unit of Eurojust acts as controller of such data, which will be collected and further processed in full compliance with 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). The rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules.

Date of publication on Eurojust website: 28.08.09