



## EUROJUST

### CALL FOR AN EXPRESSION OF INTEREST FOR A SECONDED NATIONAL EXPERT WITHIN EUROJUST:

#### Seconded National Expert in Data Protection

Reference: 10/EJ/SNE/01

M/F

Eurojust wishes to set up a list of candidates interested in a fixed-term agreement on secondment as Seconded National Expert (*hereinafter referred to as SNE*), in **Data Protection** for a period of 1 year. Such mandate could be renewed.

*EUROJUST is a European Union body established in 2002 (Council Decision 2002/187/JHA of 28 February 2002 on the setting up of EUROJUST, amended by Council Decision 2003/659/JHA of 18 June 2003 and by Council Decision 2009/426/JHA of 16 December 2008 on the strengthening of Eurojust) 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.*

*For further information, please consult our website: [www.eurojust.europa.eu](http://www.eurojust.europa.eu)*

As defined in Article 17 of the Eurojust Decision, the role of the Data Protection Officer is to ensure, in an independent manner, lawfulness and compliance with the provisions of the Eurojust Decision concerning the processing of personal data and any other applicable rules, in particular the rules of procedure on the processing and protection of personal data at Eurojust and the additional rules defining some specific aspects of the application of those rules to non-case-related operations.

The **SNE** shall directly report to the Data Protection Officer (DPO), implementing action plans and putting in place the strategic lines adopted, as well as supporting the DP service in all aspects of the work with the College, the Joint Supervisory Body and the Administration of Eurojust.

#### 1. Key accountabilities

- Assisting the DPO in assessing data security compliance and assisting in the assessing of data protection compliance of Information and Communication Technology ('ICT') operations of Eurojust, such as:
  - Eurojust's Case Management System;
  - Data connections to Member States/other EU bodies, and
  - Typical internal ICT operations, such as relating to personnel and budget/finance;

- Assisting on development and promoting of strategies for the protection of personal data;
- Participating in the preparation of documents or opinions of the DP service regarding issues being dealt with by the Eurojust Security Committee;
- Assisting on the dissemination of good practice and guidelines related to Data Protection and proper handling information;
- Undertaking research and analysis for the DPO on technical issues arising out of data protection;
- Assisting the DPO in the monitoring of the implementation of the data protection rules and regulations;
- Assisting the DPO in drafting and/or reviewing on policies on data protection related issues;
- Assisting the DPO in the preparation and realisation of information materials, presentations and information sessions concerning Data Protections issues;
- Assisting the DPO during the performance of annual surveys and Data Protections audits;
- Monitoring and reporting to DPO on developments which can have any impact in the field of data protection at European/international level;
- Representing the DPO when he/she is absent when required;
- Participating on behalf of the DPO on missions, at working groups and seminars at national, European and international levels when required;
- Performing any other tasks assigned by the DPO.

## **2. Qualifications and experience required**

### **a- Eligibility criteria**

- Be a national of one of the Member States of the Communities

### **b- Selection criteria**

#### **Requirements**

- Have a university degree in an area relevant to the field of data protection, preferably in the field of Information Technology;
- Have at least three years' full time relevant experience in the field of Data Protection, gained after obtaining the relevant degree, at a level equivalent to the post;
- Have thorough knowledge of spoken and written English and a satisfactory knowledge of a second EU language for the performance of his/her duties;
- Demonstrate an ability to work within a team, to communicate effectively at all levels within Eurojust and with its external partners;
- Be able to work flexibly in a multicultural environment;
- Demonstrate an ability to understand the underlying legislative and policy issues relating to the administrative and operational work of Eurojust.

Candidates with experience working at a Data Protection Authority, especially those working in the field of data security, or as a DPO for an organisation are particularly invited to apply. Good knowledge of best practices and security information principles mainly in frameworks such as ISO 27001 or ISO 17799:2005, ISO 13335 and ISO 15408 will be considered a very valuable asset for candidates.

### 3. General conditions

The duties and rights of the SNE are governed by the staff regulations and by Eurojust's rules and guidelines on SNEs.

Depending on Eurojust's budgetary situation and on the need of the Service concerned, candidates could be included on a reserve list and, provided that Eurojust receives the acceptance from the candidate's employer, a Seconded National Expert agreement on secondment may be offered.

The SNE will be assigned to the Data Protection Service and his/her immediate hierarchical superior will be the Head of Service. That does not exclude the competence of Eurojust's Administrative Director and of the Head of Human Resources regarding some administrative aspects.

The SNE shall not receive or accept any instructions from his/her national authorities.

The SNE shall carry out his/her duties and shall act in compliance with Eurojust's interest.

Furthermore:

- The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer;
- The SNE shall certify to EUROJUST that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to that civil service and will assume responsibility for expenses incurred abroad;
- The SNE shall carry out his/her duties at the seat of EUROJUST (Maanweg 174, 2516 AB The Hague, The Netherlands) as the place of the secondment;
- The SNE shall serve on a full-time basis throughout the period of secondment;
- The SNE shall be entitled to two days of leave per whole month of service, giving 24 days per civil year;
- The SNE could be entitled to a daily allowance, which shall be 122.97 EUR where the distance between the deemed place of residence and the place of secondment is more than 150 Km. In addition to this, if an SNE has not received removal expenses from any source, an additional monthly allowance shall be paid where the distance between the deemed place of residence and the place of secondment is more than 150 Km.

The initial period of the secondment will be one year and may be renewed successively up to a total period not exceeding four years. The agreement on secondment as a seconded national expert does not lead to subsequent employment as a staff member at Eurojust.

#### **Essential requirement for the selected applicants: Security Clearance**

Eurojust requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion. The level of the latter depends on the specific classified data that post-holders deal with. For this post, the required level of clearance is SECRET.

Applicants who currently hold a valid and positive national security screening opinion at the above-mentioned level do not need to obtain a new one. They shall then provide a copy of such opinion to Eurojust and specify the issuing authority, level and date of expiry. In case the temporal validity of the opinion expires within a year, the renewal procedure shall be initiated expeditiously.

In case selected applicants do not currently hold a valid and positive national security screening opinion at the above-mentioned level, Eurojust will require them to sign a pre-screening self-declaration. Eurojust will request such opinion from the National Security Agency of the applicants' state of nationality.

In case such agency issues a negative opinion at the above-mentioned level after the signature of the contract of employment, Eurojust has the right to terminate the latter.

#### **4. Application procedure**

**Your E-application must arrive at the following e-mail address:**  
**[applications@eurojust.europa.eu](mailto:applications@eurojust.europa.eu) by 7 February 2010 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<sup>1</sup>. 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.**

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<sup>1</sup> Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

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 7 February 2010 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:*

*The **E-application form** must be fully completed, in English and in any one of the other 22 official EU languages, in addition to 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.*

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: 14/01/2010*