



EUROJUST

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

Seconded National Expert in Information Management Reference: 10/EJ/SNE/02 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 **Information Management** 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

The **SNE** shall directly report to the Head of Information Management.

1. Key accountabilities

The SNE will work as part of a team managing the technical implementation projects resulting from new Council Decision on Eurojust. The SNE will gather and collate the requirements of users in Member States and take care of communication concerning the projects to these users. In doing this, the SNE will contribute by:

- Preparing and drafting ICT project proposals;
- Planning multiple ICT projects and reporting on them;
- Supporting the gathering and analysis of business requirements;
- Providing (technical) expertise and assisting in the design and documentation of computer networks, systems and databases, including security and backup operations;
- Monitoring and assisting the development and delivery of Eurojust's functional applications and information systems;
- Testing of software applications, support to bug fixing and change management;

- Assisting in the drafting of user manuals and best practise guidelines;
- Assisting in the definition and documentation of procedures for technical support of IT services and applications;
- Performing any other tasks requested by the Head of Information Management.

2. Qualifications and experience required

a- Eligibility criteria

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

b- Selection criteria

Requirements

- A university degree in an area relevant to the post;
- At least three years working experience in contributing to the implementation of ICT related projects (i.e. one of the following: project management, requirements analysis, design, development, testing);
- At least three years working experience in international judicial cooperation OR in the criminal justice domain at the national level;
- Experience in specifying user requirements for operational applications;
- Strong communication skills to effectively bridge the gap between users and software developers;
- Experience and knowledge in the use of Microsoft office tools;
- Very good command of English, ability to speak fluently and to draft technical documents;
- Good oral and written communication skills;
- Discretion and ability to keep confidentiality;
- Ability to understand and coordinate the needs of Member States in the Eurojust projects linked to the new Eurojust Decision;
- Experience in designing use and test cases;
- Knowledge of additional EU languages;
- Experience in contributing to projects with team members located in several countries;
- Working experience in a multicultural environment.

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 Information Management unit and his/her immediate hierarchical superior will be the Head of Unit. 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 by 14 March 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 languages¹. 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.

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

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 **14 March 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: 15/02/2010