



EUROJUST

Vacancy notice for **1** post:

Administrative Director of Eurojust
Reference: 11/EJ/08
Temporary agent – AD 14
M/F

Applications are invited for **the post of Administrative Director of 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, amended by Council Decision 2003/659/JHA of 18 June 2003 and Council Decision 2009/426/JHA of 16 December 2008) to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime.

Eurojust is formed of prosecutors, judges or police officers who are responsible for its organisation and operation. It has a Secretariat led by the Administrative Director. The Administrative Director is responsible, under the supervision of the President of the College, for the day- to- day administration of Eurojust and for staff management.

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

1. Key accountabilities

The Administrative Director of Eurojust is responsible for:

Management and planning:

- Propose to the College all necessary measures for the organisation and operation of Eurojust;
- Develop and implement Eurojust's strategic activities and ensure alignment in accordance with its mission;
- Make proposals to the College for improving efficiency of strategic planning and management of the administration;
- Supervise the management of all units and services of the administration;
- Ensure organisational development and change management;
- Supervise Eurojust's administrative activities to ensure coherence of all policies developed within the units and services; and
- Draw up, implement and monitor the annual work programme, budget, establishment plan and unit plans of the administration.

Financial management:

- Exercise the power of Appointing Authority and Authorising Officer (article 36 of the Council Decision on Eurojust);
- Co-ordinate and implement Eurojust's budget and financial affairs; and
- Ensure that all Eurojust resources are used in the most efficient, economical and coherent manner.

Human resources management:

- Co-ordinate and implement Eurojust's human resources management and staff policy; and
- Supervise and manage staff (including performance appraisals, training and motivation of staff and apply the corresponding administrative procedures).

Internal/external stakeholder relations:

- Provide the College and its President with relevant advice on administrative matters;
- Meet regularly with the President to discuss and follow up on management issues related to the administration;
- Represent Eurojust's administration in internal and external meetings;
- Liaise with the European Commission and other EU bodies and agencies on matters related to Eurojust's administration;
- Keep the College and the managerial staff informed about all relevant policies and strategic aspects affecting Eurojust; and
- Ensure proper communication between College and staff.

Monitoring/reporting/control:

- Establish internal mechanisms to manage, monitor and review the quality of the administration's activities and projects (i.e. quality management, risk management, audit control, etc);
- Identify and develop methods of performance measurement (i.e. KPIs, benchmarks, SLAs); and
- Report all financial and non-financial information relevant to EJ management within deadlines and stimulate action.

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 closing date for applications:

- A level of education that corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the university diploma, at least **16 years** of appropriate professional experience;

OR

- A level of education that corresponds to completed university studies of at least 4 years attested by a diploma and, after having obtained the university diploma, at least **15 years** of appropriate professional experience.

- Thorough knowledge of one of the languages of the Community and a satisfactory knowledge of another language of the Community 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 European Union;
- Enjoy his/her full rights as a citizen;
- Have fulfilled any obligations imposed on him/her by the laws on military service;
- Meet the character requirements for the duties involved;
- Be able to complete the full five-year mandate before reaching retirement age; and
- Be physically fit to perform his/her 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:

- At least 10 years of relevant professional experience and knowledge in the area(s) mentioned above under "key accountabilities";
- Solid and proven experience in managing a team (please indicate the size and how many years you have led the team);
- University degree in Law, Business Administration, Finance or Economics or equivalent university degree(s);
- Solid knowledge of the principles of financial and quality management;
- Knowledge of the EU regulatory framework (please clearly indicate in what context this knowledge was acquired, i.e. through training, work, seminars, etc);
- Fluency in English, as this is the vehicular language of Eurojust;
- Proven capacity to analyse, identify and prioritise present and future needs and objectives and make well-founded judgements and decisions;
- Ability to oversee effective planning and management of the administration's activities (through delegation, monitoring and evaluating practices and procedures);
- Dynamic and innovative management style as well as strong leadership skills;
- Cultural and political sensitivity;
- Ability to communicate clearly and precisely at all levels both orally and in writing;
- Excellent negotiation skills;
- Excellent strategic, analytical and problem-solving skills; and
- High degree of resilience.

Advantageous

The following characteristics will be considered as additional assets:

- Knowledge of, at least, a third European Union official language; and

- Knowledge of judicial co-operation in criminal matters and EU policies, programs and procedures related to Eurojust's activities.

Applicants are requested, when sending their application, to provide concrete examples of how their knowledge, experience, skills and abilities meet the requirements of the position. This information should be provided under "Motivation" in point 9 of the application form.

3. Selection and appointment

The Administrative Director of Eurojust shall be appointed by a two-thirds majority of the College of Eurojust. The College shall set up a Selection Board which, following a call for applications, shall establish a list of suitable candidates from among which the College shall choose the Administrative Director of Eurojust. The European Commission shall be entitled to participate in the selection process and to sit on the Selection Board.

The Selection Board shall select and interview candidates and present a list of candidates to the College with a recommendation of the suitable candidate to be chosen. The applicants will be required to undergo an assessment through an external centre during the selection procedure.

The Selection Board may propose to the College the manner in which to call for applications and may decide on the number of candidates to be interviewed following the call for applications.

The College shall decide on the appointment of the successful candidate and, if applicable, the establishment of a reserve list for the post advertised. Inclusion on the reserve list does not guarantee recruitment.

Selection procedure timeline:

Preliminary meeting of the Selection Board	Tuesday 7 and Wednesday 8 June 2011
1 st round of interviews (The Hague)	Wednesday 15 and Thursday 16 June 2011
Assessment centre	Period between Monday 20 June and Tuesday 28 June 2011
Follow-up meeting of the Selection Board	Thursday 30 June 2011
2 nd round of interviews (either in-house or by telephone)	Thursday 7 July 2011
Final interviews with College of Eurojust (The Hague)	Thursday 14 July 2011

All candidates are requested to take note of the above dates and to provisionally block their agendas accordingly. Eurojust will try to meet these deadlines. If changes occur, candidates will be informed immediately.

Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2012 and may be extended at the discretion of the College.

Contractual conditions

The term of office of the Administrative Director shall be five years. It may be extended once without a need for a call for applications, provided that the College so decides by a three-fourths majority and appoints the Administrative Director with the same majority.

The College can remove the Administrative Director. The decision to remove an Administrative Director shall be by a two-thirds majority of the College.

The Administrative Director shall be subject to the rules and regulations applicable to officials and other servants of the European Union.

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: **AD 14**. The basic monthly salary of a temporary agent in the first step at AD 14 level, before any deductions or allowances, is approximately EUR 13.216,

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 candidate's 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 are available on the following web page:

http://ec.europa.eu/dgs/human-resources/publications_en.htm

Confirmation of appointment

Temporary staff is required to serve a probationary period of six months.

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 TOP 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 one 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 contract.

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 the 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 European Union in mind; he/she shall neither seek nor take instruction from any government, authority, organisation or person outside his institution. He/she shall carry out his/her assigned duties in a manner that is highly objective, impartial and in keeping with his/her duty of loyalty to the European Union.

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.

Submission of applications

Your application must be sent to applications@eurojust.europa.eu by no later than 25 May 2011 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 answered in full. The application form must be completed in English. **Together with the application form, candidates must attach a scanned copy of the certificate issued upon completion of education and evidence of the official duration of education.** Eurojust publishes multiple posts at the same time and if the candidate wishes to apply for

more than one post, he/she must submit a separate application form for each post.

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 originals or certified photocopies of all the supporting documents for their educational qualifications and employment (diplomas, certificates, statements of employment, professional references, etc.) and photocopies of these documents necessary to prove that they fulfil the eligibility criteria.** All documentary evidence of professional experience must indicate both start and end dates of previous positions and the start date of the position held currently.

Eurojust has the right to disqualify applicants who fail to submit all the required documents on the date of the interview.

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

Application forms sent by fax or by post **will not** be accepted, except for candidates who have a **proven** disability that prevents them from applying via e-mail. These candidates may submit by post, no later than the indicated closing date for the submission of applications (the postmark date will serve as proof), a printed version of the application form, and mail it indicating the 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 application must be sent to applications@eurojust.europa.eu **by 25 May 2011 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 **application form** must be fully completed in English. Candidates must attach a scanned copy of the certificate issued upon completion of education and evidence of the official duration of education. Applications must be sent to applications@eurojust.europa.eu no later than the indicated closing date, 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 the Eurojust website.

Please note that the Selection Board's work and deliberations are strictly confidential and that any contact, direct or indirect, 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.

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