



EUROJUST

Vacancy notice for the post of:

Administrative Assistant
Reference: 11/EJ/15
Temporary agent – AST 4
M/F

Applications are invited for the post of **Administrative Assistant**.

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 **Administrative Assistant** will provide support and personal assistance to the President by carrying out and co-ordinating the administrative activities in a confidential and autonomous way. He/she will report to the Assistant to the President.

Eurojust is undergoing an organisational structure review; depending on its outcome, the post's scope might be revised.

1. Key accountabilities

The successful applicant will be responsible for:

- Providing general administrative support to the President of Eurojust;
- Organising meetings and high-level visits, acting as a focal point for visitors;
- Proofreading documentation and analysing incoming memos, submissions and reports to determine their significance and to plan their distribution;
- Liaising and consulting with counterparts at other institutions/agencies;
- Facilitating circulation of information within the office and throughout Eurojust;
- Taking notes and minutes, processing letters and drafting documents and memos;

- Actively participating in interdepartmental working groups/projects related to areas of responsibility;
- Setting up and maintaining filing systems, registration log and keeping diaries up to date;
- Managing missions;
- Preparing files for internal and external meetings; and
- Performing other duties required in the interests of the service and/or tasks assigned by the President.

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 post-secondary education attested by a diploma and after having obtained the diploma at least **6 years** of professional experience;

OR

- a level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma at least **9 years** of professional experience.
- 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, a candidate 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 him/her by the laws on military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform his/her duties.

b- Selection criteria

Candidates who meet the above eligibility criteria will then be evaluated according to the following selection criteria:

Essential

- Minimum four years of relevant professional experience;
- Experience in administrative tasks;
- Research, analytical, summarising and reporting skills;
- Proficiency in English, as this is the vehicular language of Eurojust;
- Excellent written and oral communication skills;
- Ability to manage the priority level of activities and assignments;
- Excellent planning and organisational skills;
- Reliability and attention to detail;
- Ability to work independently and as part of a team;
- Ability to work under time pressure;
- Discretion and ability to maintain confidentiality;
- Good knowledge of the Microsoft Office package.

Advantageous

The following characteristics are considered as additional assets:

- Advanced administration or secretarial training;
- Professional experience in an EU or multicultural environment

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 the eligibility criteria will result in disqualification.

The Selection Board then decides who is eligible 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 tasks mentioned above. During the interview, special attention will be paid to the specific knowledge required for the post and ability to adapt to a multicultural environment. The work of the Selection Board ends with the drawing up of a list of applicants suitable and a list of applicants unsuitable to occupy the position advertised.

Timeline for interviews:

Preliminary meeting of the Selection Board	Between 12 th and 16 th December 2011
Written test and interview	12 th and 13 th January 2012

Reserve list

The list of suitable applicants is submitted to the Appointing Authority, who decides on the appointment of the successful candidate 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 fill the same or similar positions within Eurojust.

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

4. Contractual conditions

The Appointing Authority will appoint the successful candidate as a member 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 4**. The basic monthly salary of a temporary agent in the first step at AST 4 level, before any deductions or allowances, is approximately **EUR 3840**.

The place of employment will be The Hague, where Eurojust is based.

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

- 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 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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF>

Confirmation of appointment and probationary period

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

Essential requirement for the selected applicants: Security Clearance

Eurojust requires applicants selected for 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. If the opinion is to expire within a year, the renewal procedure shall be initiated expeditiously.

If a selected applicant does not currently hold a valid and positive national security screening opinion at the above-mentioned level, Eurojust will require a signed pre-screening self-declaration. Eurojust will then request such a screening opinion from the National Security Agency of the applicant's state of nationality.

If a National Security 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.

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, impartiality and loyalty to the Communities.

Equal opportunity

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 application must be sent to applications@eurojust.europa.eu no later than 23.00 CET on 11.12.2011.

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. 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.

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 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 11.12.2011 at 23.00 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. Applications must be sent to applications@eurojust.europa.eu no later than the 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. Documents provided to Eurojust during any selection procedure 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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