



EUROJUST

The European Union's Judicial Cooperation Unit

P.O. Box 16183 – 2500 BD The Hague • The Netherlands

VACANCY NOTICE

Reference: 17/EJ/11

Head of the Resources Department Temporary Agent – AD 11

Deadline for applications:	25/10/2017
Place of employment:	The Hague, Netherlands
Type and duration of contract:	Temporary Agent AD 11 Up to five years, with possibility of renewal
Security clearance level:	EU TOP SECRET
Monthly basic salary:	€ 9729,43

1. About Eurojust

Eurojust is the EU judicial cooperation body. Through its unique expertise, Eurojust supports, strengthens and improves the coordination of investigations and prosecutions among the competent judicial authorities of EU Member States in the fight against serious and organised cross-border crime.

Eurojust employs around 250 dedicated staff members from across all Member States, who work to provide legal, operational and administrative support to Eurojust's casework and ensure the smooth functioning of the organisation.

Eurojust is facing an exciting time of considerable change, including the adoption of a new EU Regulation governing Eurojust, a rising caseload including increasingly complex cases and the recent move to modern, custom-built premises in the heart of the International Zone of the Hague.

Eurojust seeks to recruit dynamic, flexible, highly qualified staff to support its mission.

More information on the mission and mandate of Eurojust is available on its website: www.eurojust.europa.eu

2. The position

Eurojust is launching a selection procedure to establish a reserve list and to fill one vacant post for the position of **Head of the Resources Department (AD 11)**.

The Resources Department is a newly created department at Eurojust, responsible for the management of the agency's human and financial resources and the provision of IT, legal, security and general services.

The Head of the Resources Department will define and implement a vision for the department in line with Eurojust's mission, strategy and work programme. He/she will be responsible for the management of the Department and oversee the work of



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approximately 90 staff members. He/she will report to the Administrative Director of Eurojust.

3. Key accountabilities

Strategic support to the Administrative Director

- Support the Administrative Director on the management of the agency's resources;
- Support the Administrative Director in the strategic development of Eurojust by providing advice in the field of resource management;
- Represent the Eurojust administration and ensure cooperation with relevant stakeholders, such as the European institutions and the Host State;
- Assist the Administrative Director in his role as Appointing Authority and Authorising Officer;
- Deputise for the Administrative Director.

Management of the Resources Department

- Provide leadership and direction to the Resources Department;
- Develop and ensure implementation of the strategy of the Resources Department to meet the strategic objectives of Eurojust;
- Set the objectives for the Resources Department and implement effective performance management systems;
- Ensure the smooth functioning of the following units and offices: Budget, Finance and Procurement, Human Resources, Information Management, Legal Affairs, and Security, Facilities and General Services;
- Ensure optimal management of the human and financial resources of the Department;
- Create effective communication flows within the Resources Department and with the rest of the organisation;
- Ensure effective cooperation within the Department;
- Design and implement risk management strategies and internal control systems;
- Coordinate the preparatory steps as well as follow-up of audits and evaluations;
- Carry out any other duties required.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for applications:



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2.1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the law concerning military service;
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties¹;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge (C1) of one of the languages of the European Union² and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties.

2.2. Minimum qualifications and professional experience

- a) A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more and, after having obtained the diploma, at least **15 years** of appropriate professional experience

OR

- b) A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years and, after having obtained the diploma, at least **16 years** of appropriate professional experience

3. Selection criteria

Applicants who meet the eligibility criteria set out in section 2 will be assessed on the basis of the following criteria:

Essential

Experience and knowledge:

- At least 10 years of professional experience in the areas mentioned above under “key accountabilities”;
- At least 5 years of proven experience in a management position in a comparable role and leading multi-disciplinary teams;
- Proven professional experience in a position involving human resources, financial and IT management responsibilities;

¹ Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

² The 24 official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.



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- Experience developing organisational strategies to meet objectives as well as translating those strategies to practice;
- Proven track record in leading and managing change, while delivering high-quality administrative support within the existing resource constraints;
- A university degree in Public Administration, Business Administration, Human Resources Management, Economics, Finance or another area related to the job;
- Experience working with the EU Staff Regulations and/or the EU Financial Regulations or experience with similar legal frameworks within national or international public organisations;
- Strong command of English (C1), as English is the vehicular language of Eurojust.

Competencies:

- Ability to make timely decisions and set priorities;
- Highly developed interpersonal skills, with an ability to build and manage cross-organisational relationships;
- Capacity to implement effective work processes, introduce improvements and changes in working methods;
- Ability to carry out successful negotiations and interact at a high level of management with the EU institutions or other public authorities;
- Perseverance and drive to achieve results;
- Ability to maintain composure under stressful circumstances.

Advantageous

The following characteristics are considered additional assets:

- Masters degree or post-graduate qualification in Public Administration, Business Administration, Human Resources Management, Economics, Finance, IT or equivalent;
- Excellent knowledge of the EU institutional and regulatory framework governing the agencies, in particular in the fields of budget and human resources;
- Managerial experience in national or international public organisations.

Applicants are requested to provide concrete examples of how their knowledge, experience, skills and abilities meet the requirements of the position in the application form.

4. Submission of applications

Please fill out the [Eurojust Application Form in English](#) and submit it to the following e-mail address by the indicated deadline: applications@eurojust.europa.eu

The reference number of the vacancy must be indicated on the application form, in the heading of your e-mail and in all future correspondence relating to this application. If you wish to apply for more than one post, you must submit separate application forms.



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Eurojust applies a policy of equal opportunity and non-discrimination in accordance with Article 1(d) of the Staff Regulations. Employment at Eurojust is open to nationals of EU Member States. There is no nationality quota system, but Eurojust strives to recruit a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members.

To further enhance the diversity of its workforce, Eurojust particularly encourages applications from male candidates.

5. Selection procedure

All eligible applications will be considered by the Selection Board and scored against the essential and advantageous criteria outlined in this vacancy notice.

The Selection Board will draw up a shortlist of candidates to be invited to an interview and written test. Candidates will also be required to participate in an assessment centre run by external recruitment consultants.

On the day of the interview, applicants must bring originals or certified copies and photocopies of all the supporting documents concerning their educational qualifications and employment record.

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

Following the interview, written test and assessment centre, the Selection Board will make a proposal to the Administrative Director on the establishment of a reserve list of suitable candidates, which will be valid until 31 December 2019. Inclusion in the reserve list does not guarantee recruitment.

Further information about selection procedures at Eurojust and application guidelines can be found here: <http://www.eurojust.europa.eu/careers/Pages/application-procedure-form.aspx>.

6. Request for review

If a candidate is found ineligible, or is not invited for an interview, he/she may submit a request for reconsideration, quoting the reference number of the vacancy. More details on the request for review procedure can be found [here](#).

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



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7. Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the temporary staff pursuant to Article 2(f) of the *Conditions of employment of other servants of the European Union*, for a period of **up to five years**. The contract may be renewed.

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

For further information on contractual and working conditions, please refer to the [EU Staff Regulations of Officials of the European Union and CEOS](#).

The required level of security clearance for this post is EU TOP SECRET.

8. Protection of personal data

Eurojust will ensure that applicants' personal data are processed as required by 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).