



EUROJUST

European Union Agency for Criminal Justice Cooperation
P.O. Box 16183 – 2500 BD The Hague • The Netherlands

VACANCY NOTICE

Reference: 20/EJ/06

National Desk Assistant FG II

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| Deadline for applications: | 15/07/2020 |
| Place of employment: | The Hague, The Netherlands |
| Type and duration of contract: | Contract Agent FG II Up to three years, with possibility of renewal |
| Security clearance level: | EU Confidential |
| Monthly basic salary: | €2154.58 |

About Eurojust

Eurojust is the European Union Agency for Criminal Justice Cooperation. 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 is facing an exciting time of considerable change, including the adoption of a new EU Regulation governing Eurojust and a rising caseload including increasingly complex cases.

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

The position

Eurojust is launching a selection procedure to establish a reserve list for the profile of **National Desk Assistant**.

The College of Eurojust, responsible for the organisation and operation of Eurojust, is composed of 26 National Members, one from each of the European Union's Member States. National Members may be supported by Deputies and Assistants, who comprise the National Desk.

Each National Desk is assisted by one or more National Desk Assistants. The National Desk Assistant is responsible for all administrative support activities at the National Desk. The tasks performed by the incumbent consist of administrative support for Eurojust's operational work with regards to coordination and communications with national authorities. This also includes providing support for the Member States' administrative judicial work in cross-border criminal judicial cooperation. The support is provided mainly in English and the language of the National Desk.

The reserve list may be used to fill various suitable vacancies arising at National Desks and similar positions in other units at Eurojust. In light of this, the reserve list is aimed at covering a wide range of language skills.

Key accountabilities

The successful candidate will perform the following activities at the National Desk:

- Provide support in the organisation of internal meetings and Eurojust Coordination Meetings initiated by the National Desk, including:
 - Drafting agendas, invitations, participant lists, memos and presentations, taking minutes, booking rooms and administrative follow-up;
 - Making travel and accommodation arrangements and processing reimbursement claims for external participants;
 - Receiving and escorting visitors;
- Provide general clerical and secretarial assistance to the members of the National Desk and support underlying administrative processes, including financial administration and mission travel arrangements, induction of new members of the National Desk and support to activities related to the Presidency of the Council of the European Union;
- Provide daily assistance to the administrative management of cases, including data entry in Eurojust's Case Management System;
- Support external representation activities of the National Member, such as the organisation of national workshops in the Member State;
- Give administrative assistance to National Desk activities related to reporting obligations towards national authorities;
- Carry out other duties as required.

Eligibility criteria

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



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1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union;¹
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties²;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge (C1) of one of the languages of the European Union³ and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties.

2. Minimum qualifications and professional experience

A level of post- secondary education attested by a diploma

OR

A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma at least **3 years** of appropriate professional experience

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

If your diploma was issued outside the EU, you must provide a certificate of equivalency from an EU Member State to recruitment@eurojust.europa.eu by the closing date for applications.

If you do not provide this certificate by the closing date, Eurojust will not be able to assess your eligibility. More information is available [here](#).

¹ Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

² Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

³ 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.

Selection process

1. Shortlisting

The Selection Board will assess all eligible applications on the basis of the following criteria:

Required experience and knowledge

- Proven experience in the range of fields covered, the type and level of work done and its relevance to the areas of work listed under “Key accountabilities”;
- Proven experience in communicating and drafting correspondence/documentation in English and another official language(s) of the European Union;

Advantageous

- At least 1 year of experience working in a law enforcement, legal, judicial cooperation environment or within the competent national authority;
- Experience in organising meetings with multinational stakeholders;
- Knowledge of additional EU language/s;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The academic qualifications, language skills, professional experience and experience considered as advantageous must be described as precisely as possible in your application.

2. Interview and written test

Following this assessment, the highest ranking candidate covering to the extent possible all official languages at the 26 National Desks will be invited for an interview and written test, during which the following competencies will be evaluated:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks listed under “Key accountabilities”;
- Understanding of Eurojust’s role in EU Member States’ cooperation in relation to serious cross border crime;
- Understanding of the national judicial system in the country of origin;
- Strong customer service orientation with the ability to anticipate customer needs;
- Highly developed planning and organising skills, with the ability to work under time pressure and be self-motivated;
- Adaptability and flexibility and a solid teamplayer;
- Confidentiality, discretion and integrity;
- Good command of spoken and written English, the vehicular language of Eurojust.

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



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Following the interview and written test, 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 2022**. Inclusion in the reserve list does not guarantee recruitment.

Submission of applications

You must submit your application through [eRecruitment](#). Eurojust does not accept applications submitted by any other means.

All sections of the application must be completed in English. In order to be considered, applications must be received by 23:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to heavy traffic on the website.

Please consult the [Applicant Guidelines](#) for instructions on completing your application.

You will receive an automatic email acknowledging receipt of your application. Please note that all correspondence will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email regularly.

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.

Information about selection procedures at Eurojust and application guidelines can be found here: <http://www.eurojust.europa.eu/careers/Pages/recruitment-process.aspx>

Request for review

If an applicant 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](#).

Applicants are reminded that the work of the Selection Board is confidential. It is forbidden for applicants to make direct or indirect contact with the members of the Selection Board, or for anyone to do so on their behalf.



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Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the contract staff pursuant to Article 3(a) of the *Conditions of employment of other servants of the European Union*, for a period of **up to three years**. The contract may be renewed.

Contract 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 Confidential.

Protection of personal data

Eurojust will ensure that applicants' personal data are processed as defined in Regulation (EU) 2018/1725 of 23 October 2018 and the data protection rules of Eurojust. More information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).