



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

## VACANCY NOTICE

### Reference: 25/EJ/03

#### Events Organiser FG III

|                                |                                                                         |
|--------------------------------|-------------------------------------------------------------------------|
| Deadline for applications:     | 17/06/2025 at 11:59:59 CET                                              |
| Place of employment:           | The Hague, The Netherlands                                              |
| Type and duration of contract: | Contract Agent FG III<br>Up to three years, with possibility of renewal |
| Security clearance level:      | EU SECRET                                                               |
| Monthly basic salary:          | € 3 374.39                                                              |

#### *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 considerable change, including the adoption of a new EU Regulation governing Eurojust and a rising caseload.*

*Eurojust seeks to recruit dynamic, flexible, highly qualified staff to support its mission and further enhancement of the digitalisation of justice information systems.*

*More information on the mission and mandate of Eurojust is available on its website: [www.eurojust.europa.eu](http://www.eurojust.europa.eu)*

#### *The position*

Eurojust is launching a selection procedure to establish a reserve list for the profile of **Events Organiser**.

Reporting to the Head of Events Sector, the Events Organiser will play a crucial role in ensuring the seamless execution of operational meetings, workshops, and meetings that engage our stakeholders and further our mission.



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### *Key accountabilities*

- Plan and administer Coordination meetings, Eurojust meetings, VIP visits, study visits and other Eurojust events, primarily at Eurojust's premises and occasionally at external locations;
- Coordinate comprehensive logistics for operational and high-profile events, including room bookings, catering, transportation, security, and interpretation services;
- Communicating effectively with vendors and ensuring timely delivery of services;
- Act as a first point of contact on-site to manage any issues that arise before, during and after the event. Take ownership of on-site event management, ensuring smooth execution and swift resolution of any issues that arise;
- Gather and follow-up on feedback and share lessons learned with the team;
- Liaise with relevant Eurojust organisational entities for related services, including security and visitor access requirements;
- Ensure that protocol requirements are followed;
- Ensure Events data management by inserting all necessary data related to events in the dedicated database/s;
- Developing and maintaining event budgets and support in the yearly monitoring of expenses. Work within the financial framework while ensuring high-quality event delivery;
- Work closely with other Events Organisers to ensure adequate back up arrangements are in place;
- Perform any other duties required by the job.

### *Eligibility criteria*

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

#### **1. General requirements**

The applicant must:

- Be a national of one of the Member States of the European Union (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);
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to their suitability for the performance of their duties<sup>1</sup>;
- Be physically fit to perform their duties; and

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



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- Have a thorough knowledge (C1) of one of the languages of the European Union<sup>2</sup> and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of their 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](mailto:recruitment@eurojust.europa.eu) in case you are invited to proceed further in the selection process.

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

## *Selection process*

### 1. Shortlisting

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

#### Required experience and knowledge

- Proven professional experience of at least 1 year in comparable tasks to those listed under “Key accountabilities”. In particular, the Selection Board will assess the range of duties covered, the type and level of work done and its relevance to the vacancy;
- Proven experience in a customer service or hospitality role;

#### Advantageous

- Proven professional experience with managing events related budgets;

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<sup>2</sup> 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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- Proven professional experience with project management principles and practices, particularly in planning and organising small-scale projects or event-related initiatives;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The Selection Board will score applications against the above criteria. The academic and professional qualifications, required experience and knowledge considered as requirements or advantageous must be described as precisely as possible in your application.

## **2. Interview and written test**

Following this assessment, the highest ranking candidates 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”;
- Ability to work cooperatively in multi-disciplinary teams;
- Strong sense of accountability, with a high level of accuracy and attention to detail;
- Strong analytical and problem solving aptitudes;
- Solid planning and organisational skills with an ability to multi-task;
- Adaptability and flexibility, with the ability to work under pressure;
- Customer service orientation;
- Excellent communication and interpersonal skills, including good command of spoken and written English, the working language of Eurojust.

Applicants invited to the interview must be able to provide copies of all the supporting documents concerning their educational qualifications and employment record. Following the (online) 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 the end of the year in which it will be established, plus two more years. Inclusion in the reserve list does not guarantee recruitment.

If you consider yourself to have a physical, mental, intellectual or sensory disability, including any medical conditions that may require special adjustments to the recruitment process (e.g. written test, interview), please indicate any adjustments or arrangements needed to [recruitment@eurojust.europa.eu](mailto:recruitment@eurojust.europa.eu). In light of Eurojust's commitment to equal treatment each request will be assessed on a case by case basis.

### *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 11:59:59 CET on the closing date. We advise you to submit



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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.

Once you have successfully submitted your application online, 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<sup>3</sup> and is dedicated to recruit, develop and retain a diverse workforce. 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, we encourage the application of male candidates for this position, as they are currently under-represented.

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 and appeal process*

If an applicant is found ineligible, or is not invited for an interview, they may submit a request for review to the Selection Board within 10 calendar days of the notification of the decision, quoting the reference number of the vacancy.

Candidates may submit an administrative complaint under Article 90(2) of the Staff Regulations addressed to the Appointing Authority at Eurojust where the rules governing the selection procedure have been infringed. Please note that the Appointing Authority of Eurojust cannot overturn a value judgment made by a Selection Board.

Candidates in a selection procedure may also submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, within 3 months of the date of the notification of the decision or of outcome of the complaint. More details 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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<sup>3</sup> Article 1(d) of [EU Staff Regulations of Officials of the European Union and CEOs](#)



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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 Secret.

### *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](#).