



EUROJUST

The European Union's Judicial Cooperation Unit

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

## VACANCY NOTICE

### Reference: 17/EJ/12

#### Head of the Operations Department Temporary Agent – AD 11

<b>Deadline for applications:</b>	<b>13/11/2017</b>
<b>Place of employment:</b>	<b>The Hague, Netherlands</b>
<b>Type and duration of contract:</b>	<b>Temporary Agent AD 11 Up to five years, with possibility of renewal</b>
<b>Security clearance level:</b>	<b>EU TOP SECRET</b>
<b>Monthly basic salary:</b>	<b>€ 9729,43</b>

### 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](http://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 Operations Department (AD 11)**.



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The Operations Department of Eurojust is the main department which delivers the support necessary to the National Desks in order to ensure effective coordination and cooperation in serious, cross-border criminal cases. The Head of the Operations Department plays a vital role, as he/she is responsible for proactively ensuring high quality support and expertise to Eurojust's operational activities. The Operations Department delivers legal, analytical, administrative and logistical support to the National Desks in cases referred to Eurojust for judicial cooperation and coordination by Member States. Pulling together expertise from legal and policy specialists, analysts, data management practitioners and administrative and logistical support staff, the Department is the hub for Eurojust's support to casework.

The Head of the Operations 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 approximately 80 staff members. He/she will report to the Administrative Director of Eurojust.

### 3. Key accountabilities

#### **Operational and Strategic support to the College and the Administrative Director**

- Support the College of Eurojust and the Administrative Director and in the strategic development of Eurojust as the centre of expertise for international judicial cooperation;
- Lead Eurojust's delivery of operational support capabilities to cross-border criminal cases referred to Eurojust by national authorities;
- Oversee the provision of efficient legal, analytical, administrative and logistical services to the National Desks in fulfilment of Eurojust's objectives;
- Prepare analysis and recommendations on EU judicial cooperation policies and legislative developments designed to enhance Eurojust's support to national authorities;
- Liaise with partners in the EU institutions and other EU agencies on matters related to Eurojust's casework and judicial cooperation;
- Deputise for the Administrative Director.

#### **Management of the Operations Department**

- Provide leadership and direction to the Operations Department;
- Develop and ensure implementation of the strategy of the Operations Department to meet the strategic objectives of Eurojust;
- Set the objectives for the Operations Department and implement effective performance management systems;



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- Ensure the smooth functioning of the following entities: Casework, Policy Work, Data Management, National Desk Assistants, and Events & Logistics;
- Ensure optimal management of the human and financial resources of the Department;
- Enhance the interdisciplinary teamwork between the various entities within the Operations Department to ensure synergies and efficiencies;
- Create effective communication flows within the Operations Department and with the rest of the organisation;
- 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 application:

### 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 laws concerning military service;
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties<sup>1</sup>;
- Be physically fit to perform his/her duties; and
- 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 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**

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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.

<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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- 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;
- A University degree in law;
- Experience in international judicial cooperation in criminal matters ;
- Experience in casework (management of criminal cases);
- Comprehensive knowledge of international and EU judicial cooperation framework and judicial cooperation instruments;
- Excellent knowledge of the EU institutional and regulatory framework governing the agencies and in particular Eurojust;
- Strong command of English (C1), as English is the vehicular language of Eurojust;
- Proven track record delivering high-quality legal analysis and support within the existing resource constraints;
- Experience in developing organisational strategies and translating those strategies to practice.

Competencies:

- Ability to make timely decisions and set priorities;
- Highly developed diplomatic skills and an ability to deal with sensitive issues at the highest administrative and political levels;
- Excellent interpersonal savvy and ability to deliver difficult messages;
- Excellent analytical and problem solving skills;
- Perseverance and drive to achieve results;
- High ethical standards and personal integrity;
- Ability to maintain composure under stressful circumstances.

#### Advantageous

The following characteristics are considered additional assets:



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- Master's degree or post-graduate qualification in an area related to the role;
- Managerial experience in national or international public organisations;
- Experience in leading multi-disciplinary teams.

**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](mailto: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.

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/application-procedure-form.aspx>

#### **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 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.



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**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.***

## **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).