



EUROJUST

The European Union's Judicial Cooperation Unit

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

VACANCY NOTICE

Reference: 17/EJ/10

Head of the Human Resources Unit
Temporary Agent – AD 10

Deadline for applications:	30/09/2017
Place of employment:	The Hague, Netherlands
Type and duration of contract:	Temporary Agent AD 10 Up to five years, with possibility of renewal
Security clearance level:	EU SECRET
Monthly basic salary:	€ 8599,20

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 fill one vacant post and to establish a reserve list for the position of **Head of the Human Resources Unit (AD 10)**.



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The Human Resources Unit supports Eurojust in achieving its mission by delivering high-quality HR services in the fields of strategic HR, recruitment, employment conditions, career development and training opportunities.

The Unit is divided into three sectors:

- *Recruitment*, responsible for recruitment of staff members, interns and interims and health and welfare services;
- *HR Administration*, responsible for contract of employment administration, salaries, leaves and entitlements;
- *HR Development*, responsible for probation, appraisal, reclassification and training.

The Head of the Human Resources Unit will provide strategic vision and advice to the Administrative Director and management team on human resources issues. He/she will manage a team of 13 staff members to deliver professional, all-round HR services to Eurojust. The Head of the Human Resources Unit will report to the Head of the Resources Department.

3. Key accountabilities

The successful candidate will perform the following activities:

- Advise the Administrative Director and Eurojust managers on the strategic development and management of the Agency's human resources;
- Develop and implement HR related strategies to support organisational goals;
- Lead and direct the HR Unit to deliver comprehensive HR services in the areas of:
 - staff administration, including management of the payroll, determination of staff rights and entitlements, implementation of the Establishment Plan and the management of working conditions;
 - recruitment and mobility, including the organisation and management of recruitment procedures, implementation of recruitment policies, management of staff mobility and human resource allocation;
 - training, development and performance management;
 - health and wellbeing;
- Monitor and ensure timely implementation of developments in the EU Staff Regulations and CEOS and ensure compliance of Eurojust HR processes;
- Manage the implementation of the HR budget;
- Advise on the implementation of organisational changes;
- Represent Eurojust externally on HR issues, including liaising with other EU agencies and institutions
- Carry out any other duties required.



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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 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 **12 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 **13 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:

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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Essential

The following characteristics are considered essential criteria:

- At least 10 years of professional experience and knowledge in the areas mentioned above under “key accountabilities”;
- At least 5 years of experience in a management position;
- A University degree in Human Resources Management, Business Administration or an area relevant to the job duties;
- Knowledge of underlying theory of Human Resources Management, including a broad range of HR best practices in the public sector;
- Knowledge of EU Human Resources policies and legislation (Staff Regulations and CEOS);
- Strong command of English (C1), as English is the vehicular language of Eurojust;
- Solid and proven experience in leading and managing a multi-national team;
- Highly-developed communication skills and an ability to interact with a wide range of partners, both within and outside Eurojust;
- Strong managerial and leadership skills;
- Highly developed interpersonal skills, with an ability to build and manage cross-organisational relationships and be persuasive towards internal and external stakeholders;
- Ability to make timely decisions and set priorities;
- Ability to effectively resolve conflicts;
- Ability to exercise tact and discretion when handling sensitive information.

Advantageous

The following characteristics are considered additional assets:

- Advanced training and/or Masters degree in a Human Resources field;
- Prior experience applying the EU Staff Regulations and CEOS;
- Knowledge of Eurojust's legal framework and mandate;

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. 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.



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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.

5. 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.

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>

6. 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 may 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.



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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>

7. 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.

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).