V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROJUST

Vacancy notice for one post:

Administrative Director to Eurojust

Reference: 08/EJ/173

Temporary agent — AD 14

M/F

(2008/C 132 A/01)

Applicants are invited to apply for the post of Administrative Director to Eurojust to be employed by Eurojust.

We are


The College of Eurojust is supported by an administrative staff led by the Administrative Director. The Administrative Director is responsible, under the supervision of the President of the College, for the day-to-day administration of Eurojust and its staff management.

We propose

The Administrative Director to Eurojust is responsible for:

— supervising and proficiently conducting the management of the administration of Eurojust, which is composed of six Units: Human Resources; Budget & Finance; Information Management including Press Office; Legal Service; Security, Facility Management, General Services and Events; and the Secretariat of the European Judicial Network; and two Services: the Data Protection Office and the College Secretariat,

— making proposals to the College for improving efficiency of management and strategic planning, and

— exercising the powers of Appointing Authority and Authorising Officer.

For further information please consult our website: www.eurojust.europa.eu
The Administrative Director is responsible for:

— **management and planning:**
  
  — developing and implementing Eurojust’s strategic activities in accordance with its mission,
  
  — supervising and proficiently conducting the management of the administrative Units and Services of Eurojust:
    
    — developing, coordinating and implementing Eurojust’s Human Resources management and staff policy,
    
    — coordinating and implementing Eurojust’s budget and financial affairs,
  
  — ensuring that all Eurojust resources are used in the most efficient, economical and coherent manner,
  
  — making proposals to the College for improving efficiency of management and strategic planning,
  
  — ensuring organisational development and change management,

— **policy coordination:**
  
  — supervising Eurojust’s administrative activities in order to ensure the coherence of all policies developed within the different Units and Services,

— **consultation:**
  
  — providing the College and its President with relevant advice on administrative matters,

— **representation:**
  
  — representing Eurojust’s administration in internal and external meetings,
  
  — contacting the European Commission and other EU bodies and agencies on matters related to Eurojust administration,

— **information and communication:**
  
  — keeping the College of Eurojust and the managerial staff informed about all relevant policies and strategic aspects affecting Eurojust.

**We look for**

Applicants that will be assessed on the basis of the following selection criteria:

— university degree in Law, Business Administration, Finance or Economics or equivalent university degree(s),

— excellent capacity to lead, interact, motivate, and encourage a team in a multi-cultural and multi-disciplinary environment,

— high-level skills in strategic development and quality management,

— sound capacity to analyse, identify and prioritise present and future needs and objectives, anticipating changes and possible long-term outcomes,

— ability to oversee effective planning and management of the administration’s activities (through delegation, monitoring and evaluating practices and procedures),
— capacity to make well-founded judgements and decisions,
— proven team builder and networker,
— highly capable negotiator comfortable in a multi-cultural and multi-lingual environment,
— sound awareness of sensitive political issues,
— excellent level of flexibility, ability to work under pressure and to respond quickly to new demands,
— dynamic, creative and innovative management style,
— excellent knowledge of English, as it is the working language at Eurojust.

The following characteristics will be considered as additional assets:

— knowledge of, at least, a third European Union official language will be considered an asset,
— acquaintance with judicial cooperation in criminal matters and European Union’s policies, programs and procedures relating to Eurojust activities.

**Applicants must**

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

— a level of education which corresponds to completed university studies attested by a diploma and at least **15 years** of professional experience at a level to which the qualifications give admission,

— of the 15 years of professional experience, have acquired at least **five years** of professional experience gained in high-level management position(s) (applicants are explicitly requested to give details of the number of staff and nature of the departments they have previously managed),

— thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

Furthermore, in order to be eligible, candidates must:

— be a national of one of the Member States of the European Union,

— enjoy his/her full rights as a citizen;

— have fulfilled any obligations imposed on him/her by the laws on military service,

— meet the character requirements for the duties involved,

— be able to complete the full five-year mandate before reaching retirement age,

— be physically fit to perform his/her duties.

**Selection and appointment**

The Administrative Director of Eurojust shall be appointed unanimously by the College of Eurojust. The College shall set up a Selection Board which, following a call for applications, shall establish a list of suitable candidates from among which the College shall choose the Administrative Director of Eurojust.

The Selection Board shall select and interview candidates and present a list of suitable candidates to the College with a recommendation of the most suitable candidate. The applicants may be required to undergo an assessment during the selection procedure.
The Selection Board may propose to the College a procedure for the call for applications and may decide on
the number of candidates to be interviewed following the call for applications.

The College shall decide on the appointment of the successful candidate and, if applicable, the establishment of
a reserve list for the post advertised. Candidates shall note that the inclusion to the reserve list does not
guarantee recruitment.

Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2009 and may be extended at the discretion of
the College.

**Contractual conditions**

The term of office of the Administrative Director shall be five years. The contract shall be renewable.

The Administrative Director shall be subject to the rules and regulations applicable to officials and other
servants of the European Communities.

Remuneration will be based on the Community scale of salaries. Pay is subject to Community tax and other
deductions laid down in the Staff Regulations. Remuneration is, however, exempt from any national taxation.

The grade for this position is: **AD 14**. The basic monthly salary of a temporary agent in the first step at AD 14
level, before any deductions or allowances, is approximately EUR 12 320.

The place of employment will be The Hague, where Eurojust has its official seat.

Prior to contract signature, the successful candidate will be requested:

— to provide Eurojust with original or certified copies of all relevant documents proving the candidate’s
  eligibility criteria, including a certificate of good conduct, and
— to undergo a compulsory medical examination to establish that the candidate meets the standard of
  physical fitness necessary to perform the duties involved.

For any further information on contractual and working conditions please refer to the Staff Regulations of
Officials of the European Communities and its conditions of employment of other servants of the European
Communities which is accessible at the following web page:

http://europa.eu.int/comm/dgs/personnel_administration/statut/tocen100.pdf

**Confirmation of appointment and security clearance**

Temporary staff is required to serve a probationary period of six months. Successful applicants may be
required to undergo a security vetting and clearance procedure.

**Declaration of commitment to serve public interest independently**

The successful candidate will be required to make a declaration of commitment to act independently in the
public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/
her independence.

The successful candidate will be required to carry out his/her duties and conduct him/herself solely with the
interests of the Communities in mind; he/she shall neither seek nor take instruction from any government,
authority, organisation or person outside his institution. He/she shall carry out his/her assigned duties in a
manner that is highly objective, impartial and in keeping with his/her duty of loyalty to the Communities.
Equal opportunities

In the application of the Staff Regulations Eurojust is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and the selection criteria without any distinction whatsoever on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation.

Submission of applications

Your e-application must arrive at the following e-mail address: applications@eurojust.europa.eu by 13 July 2008, midnight Amsterdam time.

Please indicate the reference number in the application form and in the heading of your e-mail and in all future correspondence relating to this application.

Candidates must use the e-application form available on the Eurojust website and must mention the reference number and the title of the post for which they are applying. All the questions on the form must be completed in full (whether or not the candidate decides to attach personal curriculum vitae). A separate ‘eligibility and selection criteria grid’ attached to the application form must be returned with each vacancy for which they apply.

The candidate should apply by filling in the e-application form (1) which is available on the Eurojust website. The e-application must be completed in English and in any of the other 22 official EU languages (2). The e-application is available on the website of Eurojust in all 23 official EU languages. Eurojust publishes posts in parallel and if the candidate wishes to apply for more than one post, he/she must submit a separate e-application form for each post.

Copies of diplomas and other supporting documents such as proof of past working experience are not required at this stage of the selection procedure but will be requested at a later stage. Failure to submit these documents when requested and within the deadline set by the recruitment office will exclude the candidate from the selection procedure.

Please note that any documents submitted will not be returned to candidates.

Application forms sent by fax or by postal mail cannot be accepted, except for candidates who have a proven disability that prevents them from applying via e-application and sending this by e-mail. These candidates may submit by postal mail and no later than the indicated closing date for the submission of applications (the postmark date will serve as proof) a printed version of the e-application form, and send it with reference number of the selection procedure and title of the post to EUROJUST, Recruitment Office, P.O. Box 16183, 2500 BD The Hague, The Netherlands.

Closing date: closing dates for the submission of applications are strictly applied. Your e-application must arrive at the following e-mail address applications@eurojust.europa.eu by 13 July 2008, midnight Amsterdam time. In the heading of the e-mail the reference number of the post and the title of the post for which a candidate is applying must be mentioned.

To summarise:

The e-application form must be fully completed (including the reference number of the vacancy and the title of the post) in English and in any of the other 22 official EU languages, and sent to applications@eurojust.europa.eu mentioning the reference number of the vacancy and the title of the post in the header of the e-mail together with the eligibility and selection criteria grid no later than the indicated closing date.

(1) Annex IV: e-application form.
(2) Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.
The Human Resources Unit will acknowledge receipt of applications. Due to the volume of applications, only candidates selected for the interviews will be contacted further. Candidates are invited to follow the recruitment process status on the Eurojust website.

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

All personal data collected for any selection procedure to be handled by Eurojust will only be used for its purposes and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to Eurojust during any selection procedure will be kept in Eurojust’s files and will not be returned to applicants. Applicants’ documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to Eurojust. The Head of the Human Resources Unit of Eurojust acts as controller of such data, which will be collected and further processed in full compliance with 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). The rights of information, access, correction, blocking and deletion of personal data are guaranteed under these rules.

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