



Vacancy notice

Judicial Cooperation Advisor in the Operations Unit

Reference: 17/EJ/04

Temporary Agent – AD 6

Deadline for applications:	21/06/2017
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (up to five years, with possibility of renewal)
Function group and grade:	AD 6
Probationary period:	Nine months
Security clearance level:	EU SECRET
Monthly basic salary:	€ 5247,33

EUROJUST's mission is to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime. For further information, please consult our website: www.eurojust.europa.eu

Eurojust is looking to establish a reserve list and to recruit up to three Judicial Cooperation Advisors in the Operations Unit.

The job of Judicial Cooperation Advisor is a challenging position requiring a combination of analytical and legal skills as well as excellent drafting skills. It requires knowledge of key crime areas and judicial cooperation instruments relevant for Eurojust's mission. Within the Operations Unit, the Judicial Cooperation Advisor directly supports Eurojust National Desks in the cases referred to Eurojust by competent authorities in the Member States and offers advice on steps to enhance Eurojust's support to national authorities.

The Operations Unit is divided into three sectors: Casework, Policy Work and Data Management. Staff within the Unit work in a horizontal manner to support the National Desks of Eurojust. Flexibility is therefore a key asset of the Judicial Cooperation Advisor.

Under the supervision of the Head of Unit, the Judicial Cooperation Advisor is responsible for providing support to case and policy work, in particular, but not limited, to work related

to the fight against terrorism, cybercrime and illegal immigrant smuggling. The Judicial Cooperation Advisor may also be assigned other tasks within the Unit with the aim to strengthen the role of Eurojust in judicial cooperation and coordination.

1. Key accountabilities

The successful candidate will perform the following activities:

- Support the operational and coordination work of Eurojust by providing analytical and legal advice at strategic and operational level;
- Draft (legal) opinions and analysis on casework matters, at the request of the National Desks to ensure speedy and effective judicial cooperation between Member States' authorities;
- Follow and report on the development of EU legal instruments and policy documents in the field of criminal justice;
- In relation to judicial cooperation, detect recurrent problems, identify good practices and prepare manuals or guidelines for practitioners;
- Attend and report on relevant inter-institutional and inter-agency meetings;
- Liaise with counterparts at other institutions/agencies on case-related issues and strategic areas of cooperation;
- Support the exchange of information and the management of case related data;
- Promote compliance with the applicable provisions concerning the processing of data;
- Participate in working groups and projects;
- Contribute to the planning, organisation and conduct of meetings organised by Eurojust (e.g. coordination meetings);
- 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 duties¹;
- Be physically fit to perform his/her duties; and

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

- 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 level of education that corresponds to completed university studies of at least three years attested by a diploma and, after having obtained the diploma, at least **three 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

The following characteristics are considered essential criteria:

- Professional experience and knowledge in the areas mentioned above under “key accountabilities”;
- A university degree in law or equivalent field of knowledge (e.g. international relations, political science, criminology, criminal justice);
- At least two years of professional experience in the area of cross-border judicial cooperation in criminal matters and/or judicial/legal analysis;
- Knowledge of Eurojust’s legal framework and judicial/law enforcement cooperation in the EU;
- Fluency (C1) in English, as this is the vehicular language of Eurojust.
- Excellent analytical skills to facilitate the identification and assessment of complex issues in casework, to formulate valid options, and to draft conclusions and recommendations;
- Highly-developed communication skills and an ability to interact with a wide range of partners;
- Excellent presentation skills;
- Ability to build trust, provide guidance and establish and maintain effective team relationships at different professional levels without prejudice to discipline, nationalities or cultural backgrounds; and
- Ability to exercise tact and discretion when handling highly sensitive and confidential information.

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.

Advantageous

The following characteristics are considered additional assets:

- Knowledge and experience in the field of counter-terrorism, cybercrime or illegal immigrant smuggling, through having worked on such cases or in a policy field;
- Strategic analysis experience (in a judicial or law enforcement context) and experience in the use of analytical software;
- Knowledge and experience in managing case-related information, including information exchange systems and data management;
- Specialisation and/or professional experience in the relevant legal framework (criminal law and criminal procedure);
- Experience in a European/international work environment;
- Experience in a project management methodology;
- Good planning, organisation and coordination skills;
- Ability to work within tight deadlines and under pressure.

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.

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.

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.

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. 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. 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).