



Vacancy notice
for the establishment of a reserve list for:

Administrative Assistant
Reference: 17/EJ/06
Temporary Agent – AST 2

Deadline for applications:	30/06/2017
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (up to five years, with possibility of renewal)
Function group and grade:	AST 2
Probationary period:	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3201,98

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 for the profile of Administrative Assistant.

The reserve list may be used to fill suitable vacancies arising at National Desks and in the Eurojust Administration.

1. Key accountabilities

The successful candidate will perform the following activities:

- Provide general clerical and secretarial support to the activities of the assigned National Desk, Unit or Office, such as:
 - Manage diaries, maintain office supplies, print, copy, maintain filing systems and archives, etc.
 - Handle incoming mail, email and telephone calls;
 - Draft correspondence and other documentation;
 - Manage and update databases;
 - Administer missions, expense claims and make travel and accommodation arrangements;
- Assist in financial administration;
- Organise operational meetings and other events, including arranging logistics, managing agendas, invitations and drafting presentations;
- Assist in the drafting of minutes, reports and follow-up actions;
- Participate in horizontal working groups, projects and meetings;
- Act as a back-up for Administrative Assistants in other organisational entities;
- Carry out any other duties required in the interests of the service.

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.

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.

2.2. Minimum qualifications and professional experience

- A level of post-secondary education attested by a diploma and, after having obtained the diploma, at least **three years** of appropriate professional experience,

OR

- A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, at least **six 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”
- Experience in an administrative support or personal assistant role;
- Experience in drafting correspondence and documentation in English;
- Proficiency in the use of Microsoft Office;
- Excellent written and oral communication skills;
- Ability to work both independently and as part of a team;
- Ability to work under time pressure;
- Excellent planning and organisational skills;
- Accuracy and attention to detail;
- Confidentiality, discretion and integrity;
- Customer service orientation;
- Fluency (C1) in English, as this is the vehicular language of Eurojust.

Advantageous

The following characteristics are considered additional assets:

- Experience working in a legal, judicial cooperation or law enforcement environment;
- Understanding of the role and functioning of the EU, particularly in the field of justice and home affairs;
- Knowledge of additional EU languages;
- Knowledge of the EU Financial Regulations and/or EU Staff Regulations;
- Experience working with databases;
- Experience working with document management systems.

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 CONFIDENTIAL.

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).