



CALL FOR EXPRESSION OF INTEREST IN THE RECRUITMENT  
OF A SECONDED NATIONAL EXPERT

**Seconded National Expert to the European Judicial Network (EJN)  
19/EJ/SNE/02**

<b>Deadline for applications:</b>	<b>24/10/2019</b>
<b>Place of work:</b>	<b>The Hague, Netherlands</b>
<b>Security clearance level:</b>	<b>EU SECRET</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.*

*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 seeking to establish a reserve list and fill one vacant position for a fixed-term secondment to Eurojust as a Seconded National Expert ("SNE"), to support the EJN Secretariat in performing its tasks as the administrative body of the European Judicial Network (EJN) for a period of **two years, with possibility of renewal**.

Seconded National Experts are staff employed by a national, regional or local public administration and seconded to Eurojust so that Eurojust can use their expertise in a particular field.

The SNE will functionally report to the Secretary to the EJM Secretariat and administratively exercise his/her activities under the authority of the Head of the Operations Department.

### **European Judicial Network**

The European Judicial Network (EJM) is a network of national contact points who are experts in the area of judicial cooperation in criminal matters. The network was created in 1998 and its current legal basis is the Council Decision 2008/976/JHA of 16 December 2008.

The main role of the EJM contact points, as “active intermediaries”, is to facilitate judicial cooperation in criminal matters between the EU Member States, particularly in actions to combat forms of serious crime. To this end, they assist with establishing direct contacts between competent authorities and by providing legal and practical information necessary to prepare an effective request for judicial cooperation or to improve judicial cooperation in general.

The EJM Secretariat is responsible for the administration of the EJM and ensures the functioning and continuity of the network, including the organisation of the EJM meetings and maintaining and developing the EJM website.

For more information about the EJM and the EJM Secretariat, please consult the EJM website: <https://www.ejm-crimjust.europa.eu>

### **3. Key accountabilities**

- Provide support for the fulfilment of the EJM Work programme;
- Provide support to the planning, preparation and implementation the EJM meetings and other meetings necessary for the functioning of the EJM;
- Contribute to the development and updating of the EJM website and its electronic tools, and liaising with the EJM tool correspondents and the EJM website contractor;
- Perform legal research and detect recurrent issues in judicial cooperation for the drafting of guidelines/manuals, legal notes and other documents supporting the EJM contact points and practitioners;
- Assist in drafting strategic and policy documents necessary for the functioning and tasks of the Secretariat;
- Follow and report on the development of the EU legal instruments and policies in the field of criminal justice;
- Provide support to the preparation of trainings on judicial cooperation in criminal matters and participate in trainings (as lecturer, as required);
- Assist the liaison with EJM Partners (institutions/organisations/authorities) in and outside of the EU at operational and strategic level, and contribute to the strengthening of the cooperation with Eurojust and other network secretariats hosted at Eurojust;
- In case of special mandate, actively represent the EJM Secretariat and the EJM at conferences, meetings, seminars and report on the outcome;
- Carry out any other duties required by the Secretariat.

#### 4. Eligibility criteria

The SNE selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for applications.

The applicant must:

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- Have a thorough knowledge (C1) of one of the languages of the European Union<sup>1</sup> and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties;
- Be employed by a public administration (either at central, federal or regional level) of a Member State of the European Union; and
- Have at least three years' full-time experience of administrative, judicial, legal, scientific, technical, advisory or supervisory functions. The candidate must have worked for his/her current employer on a permanent or contract basis for at least 12 months prior to secondment.

Prior authorisation by the employer in the Member State is an **essential pre-condition** for secondment to Eurojust. Before secondment, the national public administration from which the SNE is to be seconded shall supply Eurojust with a statement of the expert's employment covering the previous 12 months.

#### 5. Selection criteria

Applicants who meet the eligibility criteria will be assessed against the following criteria:

##### **Essential**

- Experience in the areas mentioned above under 'key accountabilities';
- A minimum of a bachelor's degree in law, criminal justice or equivalent;
- Knowledge of the EU Legal Framework;
- At least 3 years of experience in judicial cooperation in criminal matters;
- Fluency in English (C1), as English is the vehicular language of the European Judicial Network and Eurojust.

##### **Advantageous**

- Experience as EJM contact point;
- Good knowledge of French and other EU languages;

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<sup>1</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.

- Experience in working in a multicultural and/or multi-national environment.

## 6. Application procedure

Applicants must submit their application, in English, **via the Permanent Representation of the seconding Member State** using the [Eurojust Application Form](#).

E-applications must be forwarded by the Permanent Representation 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 e-mail and in all future correspondence relating to this application.

## 7. 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. On the day of the interview, applicants must bring originals or certified copies and photocopies of all supporting documents (certificates, professional references, etc.) necessary to prove that he/she satisfies all eligibility criteria.

**Eurojust has the right to disqualify applicants who fail to submit all the required documents on the date of the interview.**

***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. General conditions

The duties and rights of the SNE are governed by the Implementing Arrangements on SNEs at Eurojust ([College Decision 2013-6](#)).

The SNE shall carry out his/her tasks bearing in mind the objectives and mandate of Eurojust, without seeking or accepting instructions from any government, authority, organisation or person outside of Eurojust.

The SNE shall carry out his/her duties at the seat of Eurojust. He/she shall serve on a full-time basis throughout the period of secondment.

The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The employer shall undertake to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment.

Before the period of secondment begins, the national public administration from which the SNE is to be seconded shall certify that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs him/her and is responsible for expenses incurred abroad.

The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his/her secondment by Eurojust, without notice.

Unless otherwise provided in the exchange of letters between Eurojust and the competent authorities of the Member State concerned, the SNE may be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 140.49. Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined. The SNE may be entitled to reimbursement of the cost of his/her travel between his/her place of origin and the place of secondment at the beginning and end of his/her secondment.

## **9. 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).