



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

**Seconded National Expert in the Casework Unit
21/EJ/SNE/01**

Deadline for applications:	19/07/2021 15/09/2021
Place of work:	The Hague, Netherlands
Security clearance level:	EU SECRET

About Eurojust

Eurojust is the European Union Agency for Criminal Justice Cooperation. 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 seeks to recruit dynamic, flexible, highly qualified staff and SNEs to support its mission.

More information on the mission and mandate of Eurojust is available on its website: www.eurojust.europa.eu

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”), in the Casework unit for a period of **two years, with possibility of renewal**.

The position requires a combination of analytical and legal skills, as well as knowledge of judicial cooperation instruments and key crime areas relevant for Eurojust's mission. Within the Operations Department, as part of the Casework Unit, the SNE 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. Under the supervision of the Head of Unit, the SNE is responsible for providing support to and analysis of casework. The SNE may also be assigned other tasks within the Department with the aim to strengthen the role of Eurojust in judicial cooperation and coordination.

Key accountabilities

- Support the operational work of Eurojust through analysis and/or 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;
- Detect recurrent issues in judicial cooperation, identify good practices and prepare manuals or guidelines for practitioners;
- Draft strategic analysis reports and other strategic documents based on relevant case-related data;
- Follow and report on the development of EU legal instruments and policies in the field of criminal justice;
- Work with data management tools and ensure harmonised data insertion in the relevant databases;
- Attend and report on relevant inter-institutional meetings;
- Liaise with counterparts at other institutions/agencies on case-related and strategic areas of cooperation;
- Support the exchange of information and the management of case related data;
- Contribute to the preparation, conduct and follow up of meetings organised by Eurojust (e.g. coordination meetings, coordination centres and strategic meetings);
- Perform any other duties required in the interest of Eurojust.

Eligibility criteria

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

1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union¹;
- Enjoy full rights as a citizen;
- 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;
- 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

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

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.

the SNE is to be seconded shall supply Eurojust with a statement of the expert's employment covering the previous 12 months.

Selection process

1. Shortlisting

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

Essential

- Professional experience in the key accountabilities, as a prosecutor or a judge with specialised knowledge in one of the [main crime types](#) covered within the mandate of Eurojust;
- Experience in international relations in a judicial context;
- Knowledge of developments at EU and international level in the areas of [crime types](#) covered within the mandate of Eurojust;

Advantageous

- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

2. Interview and written test

Following this assessment, the highest ranking candidates will be invited for an interview and written test, during which the following competencies will be evaluated:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks listed under “Key accountabilities”;
- Strong analytical and problem solving aptitudes;
- Ability to work cooperatively in multi-disciplinary teams;
- Strong sense of accountability, with a high level of accuracy and attention to detail;
- Adaptability and flexibility, with the ability to work under pressure;
- Customer service orientation;
- Excellent communication skills, including concise drafting and presentation skills;
- Good command of spoken and written English, the working language of Eurojust.

Submission of applications

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.

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.

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 (online) interview and written test. Applicants invited to the interview must be able to provide copies of all the supporting documents concerning their educational qualifications and employment record.

Following the (online) interview and written test, 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 2023**. Inclusion in the reserve list does not guarantee recruitment.

Eurojust has the right to disqualify applicants who fail to submit all the required documents by 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.

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 144.31. 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.

The required level of security clearance for this post is EU Secret.

Protection of personal data

Eurojust will ensure that applicants' personal data are processed as defined in Regulation (EU) 2018/1725 of 23 October 2018 and the data protection rules of Eurojust. More information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).