



EUROJUST

European Union Agency for Criminal Justice Cooperation

P.O. Box 16183 – 2500 BD The Hague • The Netherlands

## VACANCY NOTICE

### Reference: 21/EJ/01

### Judicial Cooperation Officer FG IV

<b>Deadline for applications:</b>	<b>07/04/2021</b>
<b>Place of employment:</b>	<b>The Hague, The Netherlands</b>
<b>Type and duration of contract:</b>	<b>Contract Agent FG IV Up to three years, with possibility of renewal</b>
<b>Security clearance level:</b>	<b>EU SECRET</b>
<b>Monthly basic salary:</b>	<b>€3555.98</b>

#### *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 to support its mission.*

*More information on the mission and mandate of Eurojust is available on its website: [www.eurojust.europa.eu](http://www.eurojust.europa.eu)*

#### *The position*

Eurojust is launching a selection procedure to establish a reserve list for the profile of **Judicial Cooperation Officer**.

The Casework Unit 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 Unit is also responsible for the implementation of projects such as SIRIUS and Intellectual Property Crime Project (IPC Project).

Under the supervision of the Head of Unit, the Judicial Cooperation Officer is responsible for executing tasks within the SIRIUS, IPC Project, or other projects by analysing legal texts such as judicial decisions, legal documents, drafting reports/summaries, collecting best practices



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and delivering awareness raising sessions. The Judicial Cooperation Officer 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*

- Contribute to the SIRIUS, IPC Project or other projects through analysis and/or written legal advice at strategic and operational level;
- Draft strategic analysis reports and other strategic documents based on relevant case-related data, judicial decisions, comparison of national legislation;
- Follow and report on the development of EU legal instruments and policies, especially in the field of digitalisation, cybercrime or intellectual property crime;
- Prepare materials for, attend and report on relevant inter-institutional meetings;
- Liaise with counterparts at other institutions/agencies on areas of cooperation;
- Contribute to the preparation, conduct and follow up of meetings organised by Eurojust or other institutions/agencies (e.g. meetings, workshops, awareness-raising sessions related to the respective projects);
- Detect recurrent issues in judicial cooperation, identify good practices and prepare manuals or guidelines for practitioners;
- Perform any other duties required by the job.

### *Eligibility criteria*

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

#### **1. General requirements**

The applicant must:

- Be a national of one of the Member States of the European Union;<sup>1</sup>
- 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 duties<sup>2</sup>;
- Be physically fit to perform his/her duties; and

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<sup>1</sup> 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.

<sup>2</sup> Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.



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- Have a thorough knowledge (C1) of one of the languages of the European Union<sup>3</sup> and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties.

## 2. Minimum qualifications and professional experience

A level of education that corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

If your diploma was issued outside the EU, you must provide a certificate of equivalency from an EU Member State to [recruitment@eurojust.europa.eu](mailto:recruitment@eurojust.europa.eu) by the closing date for applications.

If you do not provide this certificate by the closing date, Eurojust will not be able to assess your eligibility. More information is available [here](#).

### *Selection process*

#### 1. Shortlisting

The Selection Board will assess all eligible applications on the basis of the following criteria:

##### Required experience and knowledge

- Proven professional experience in comparable tasks to those listed under “Key accountabilities”. In particular, the Selection Board will assess the range of duties covered, the type and level of work done and its relevance to the vacancy;
- A university degree in law;
- At least 2 years of professional experience drafting documents in relevant fields (e.g. studies, research, articles and essays) in English and publicly presenting them.

##### Advantageous

- Knowledge of Eurojust's legal framework and judicial/law enforcement cooperation in the EU;
- Additional specialisation and/or professional experience in Intellectual Property law, cybercrime and electronic evidence gathering, criminal law and/or criminal procedure;

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<sup>3</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.



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

The Selection Board will score applications against the above criteria. The academic and professional qualifications, required experience and knowledge considered as requirements or advantageous must be described as precisely as possible in your application.

## 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.

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.

### *Submission of applications*

You must submit your application through [eRecruitment](#). Eurojust does not accept applications submitted by any other means.

All sections of the application must be completed in English. In order to be considered, applications must be received by 23:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to heavy traffic on the website.

Please consult the [Applicant Guidelines](#) for instructions on completing your application.

You will receive an automatic email acknowledging receipt of your application. Please note that all correspondence will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email regularly.

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



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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/recruitment-process.aspx>

#### *Request for review and appeal process*

If an applicant is found ineligible, or is not invited for an interview, he/she may submit a request for review to the Selection Board, quoting the reference number of the vacancy. Following such a request, candidates can also submit an administrative complaint under Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Community. Please note that following an administrative complaint the Administrative Director cannot change the decision of the Selection Board. More details on the request for review and different appeal procedures can be found [here](#).

**Applicants are reminded that the work of the Selection Board is confidential. It is forbidden for applicants to make direct or indirect contact with the members of the Selection Board, or for anyone to do so on their behalf.**

#### *Contractual conditions*

The Administrative Director will appoint the successful applicant as a member of the contract staff pursuant to Article 3(a) of the *Conditions of employment of other servants of the European Union*, for a period of **up to three years**. The contract may be renewed. In case of project/programme based employment contract renewals are subject to available funds allocated for the continuation of the relevant project.

Contract 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 Conditions of Employment of Other Servants of the European Community](#).

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](#).