



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

## VACANCY NOTICE

Reference: 21/EJ/09

### Legal Officer AD 5

Deadline for applications:	09/12/2021
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AD5 Up to five years, with possibility of renewal
Security clearance level:	EU Secret
Monthly basic salary:	€ 4917.29

#### *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 **Legal Officer**.

Reporting to the Head of Unit/Office, the Legal Officer will take part in the activities and projects under the Corporate Affairs Unit remit and the support the governing bodies of Eurojust through the provision of legal and policy analysis and advice on legal matters of institutional nature.



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### *Key accountabilities*

- Advise the Head of Office, Head of the Corporate Affairs Unit, Administrative Director and the College on issues with potential institutional impact for Eurojust and optimal courses of action;
- Follow relevant legislative and policy developments at Member State, EU and international levels and advise the Head of Unit/Office and Eurojust managers on relevant strategic areas;
- Draft briefing notes, position papers, speaking points and other relevant material to support institutional activities;
- Maintain contact and working relations with counterparts and partners, including at other institutions/agencies/international organisations and bodies;
- Represent Eurojust in EU Working Parties and external meetings, report on the results and ensure follow up;
- Support the hierarchy in negotiation and conclusion of cooperation instruments;
- 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 (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);
- 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>1</sup>;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge (C1) of one of the languages of the European Union<sup>2</sup> and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties.

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

<sup>2</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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## 2. Minimum qualifications and professional experience

A level of education which 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 of at least 2 year 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, political sciences, international relations or other relevant fields;
- Professional experience in the field of public international law, in particular relations with and between third States and international organisations;

#### Advantageous

- Professional experience with EU’s institutional framework and functioning, particularly in the field of justice, home affairs or international affairs;
- Experience in negotiations and drafting of cooperation instruments;
- 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.



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## 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 sense of accountability, with a high level of accuracy and attention to detail;
- Ability to work cooperatively in multi-disciplinary teams;
- Strong sense of customer service orientation;
- Solid planning and organisational skills with strong focus on delivering results and goal oriented;
- Adaptability and flexibility, with the ability to work under pressure;
- Excellent communication and interpersonal skills, including 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 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.



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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 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.

#### *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](#).