



VACANCY NOTICE

Reference: 22/EJ/05

Administrative Director AD 14

Deadline for applications:	28/04/2022
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent, AD 14 Four years, with possibility of renewal once, for a period of up to four years
Security clearance level:	EU TOP SECRET
Monthly basic salary:	€ 15.225,35

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 Eurojust's mission and mandate is available on the agency's website: www.eurojust.europa.eu

The position

Eurojust is looking to appoint a leader with high levels of personal integrity, political savvy and diplomacy. The ideal candidate should have a proven track record in leading and managing change, while delivering high-quality administrative support within resource constraints.

The role of Administrative Director requires well-developed managerial competencies in a changing legal and political environment.

Challenges ahead

Eurojust is facing important developments on multiple fronts. The Administrative Director will need to move the agency forward especially in the following critical areas:

- **Sustainability:** Eurojust will continue to support an increasing number of cases with a limited resource envelope;



- **Digitalisation:** the agency will actively contribute to implementing the European Commission's ambitious vision for criminal justice cooperation;
- **Cooperation:** Eurojust will extend and enhance cooperation with third countries, EU agencies and other partners;
- **Modernisation:** the agency will continue its efforts to improve its services and increase efficiency.

Key accountabilities

The Administrative Director is Eurojust's legal representative and manager, accountable to the Eurojust College and Executive Board.

The Administrative Director is responsible for overseeing Eurojust's day-to-day administration and staff management, and for ensuring that the necessary administrative support is provided to facilitate the agency's operational work, in line with the responsibilities set out in Article 18 of the Regulation (EU) 2018/1727¹:

Strategic and operational support

- Implement the decisions adopted by the College and Executive Board;
- Prepare Eurojust's multi-annual strategy and programming document;
- Implement the programming document and report to the Executive Board and College on its implementation by putting in place the right processes and structures and setting clear priorities;
- Prepare the annual report on Eurojust's activities and present it to the Executive Board for review and to the College for adoption;
- Provide support to the operational work of the College, in particular supporting the National Desks' work on cases referred to Eurojust by the Member States' competent authorities;
- Ensure the President and Vice-Presidents receive the necessary administrative support to carry out their duties;

Financial Management

- Prepare and implement the financial rules applicable to Eurojust;
- Prepare Eurojust's draft statement of estimates of revenue and expenditure and implement its annual budget;
- Prepare a draft proposal for the budget, for review by the Executive Board;

Human Resources Management

- Demonstrate leadership, giving direction by creating clear communication flows, clarifying roles and responsibilities and inspiring the staff to engage with the Eurojust vision and mission;

¹ https://www.eurojust.europa.eu/sites/default/files/AboutUs/EULegalframework/2018-11-21_Eurojust-Regulation_2018-1727_EN.pdf

- Foster staff development, motivation and engagement; coach and mentor the management team;
- Develop and implement sound Human Resources policies;
- Ensure an appropriate level and quality of staffing;
- Instil and maintain a culture of service and strong work ethics;

Performance management

- Prepare an action plan following up on conclusions of internal or external audit reports, evaluations and investigations, and reporting on progress twice a year to the College, to the Executive Board, to the Commission and to the EDPS;
- Prepare and implement the Eurojust anti-fraud strategy;

Internal and External Stakeholder Relations

- Represent the Administration in internal and external meetings, in close cooperation with the President;
- Liaise with the European Commission and other EU institutions, bodies and agencies on matters related to the Administration;
- Provide the College and its President with advice on organisational matters and administrative support;
- Regularly report to the College through its President on management issues related to the Administration;
- Ensure effective communication within the Administration and between the College and the Administration.

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 duties²;
- Be physically fit to perform his/her duties;

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

- Have a thorough knowledge (C1) of one of the languages of the European Union³ and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties; and
- Be able to complete, by the application's deadline, the full mandate of four years before reaching the retirement age. For temporary staff of the European Union, the retirement age is defined as being the end of the month in which the person reaches the age of 66 years (see Article 47 of the Conditions of Employment of other Servants of the European Union⁴).

2. Minimum qualifications

A level of education, which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;

OR

A level of education, which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (this one year professional experience cannot be included in the postgraduate professional experience required below).

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.

3. Minimum professional and managerial experience

At least 15 years postgraduate professional experience at a level to which the qualifications referred to above give admission;

AND

At least five years of post-graduate professional experience must have been gained in a high-level management function in a field relevant for this position.

Selection criteria

Required experience and knowledge

- At least 10 years of relevant professional experience in the areas mentioned above under "Key accountabilities";
- University degree in Public Administration, Business Administration, Human Resources Management, Economics, Finance, Law or equivalent university degree(s);
- A proven track record of leading and managing change while delivering high-quality administrative support with existing resources;

³ 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.

⁴ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20140701&from=EN>

Advantageous

- Managerial professional experience in national or international public organisations;
- Professional experience overseeing the successful implementation of a digitalisation project in a complex organisational setting;
- Professional experience as prosecutor and/or knowledge of judicial cooperation in criminal matters;
- Professional experience and/or knowledge of the EU Staff and Financial Regulations or experience with similar legal frameworks within national or international public organisations.

The academic and professional qualifications, required experience and knowledge considered as requirements or advantageous must be described as precisely as possible in your application form.

Selection Process

The legal framework of this selection and recruitment procedure is provided by the:

- Regulation (EU) 2018/1727 of the European Parliament and of the Council of 14 November 2018 on the European Union Agency for Criminal Justice Cooperation (Eurojust)⁵,
- Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union as laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68 and last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and the Council⁶,
- Rules of Procedure of Eurojust, as amended, approved by the Council by Implementing Decision (EU) 2019/2250 of 19 December 2019 and Implementing Decision (EU) 2020/1114 of 23 July 2020 and adopted by the College on 20 December 2019 and 24 July 2020⁷, and
- Executive Board Decision 2022 – 01 laying down implementing rules concerning the selection, extension of the term of office and removal from office of the Administrative Director of Eurojust⁸.

The College will set up a Selection Board composed of two National Members and a representative of the European Commission. The Selection Board will assess all eligible applications on the basis of the selection criteria mentioned above. Following this assessment, the Selection Board shall draw up a list of candidates to be invited for interview(s) and possible written test(s), during which the below competencies will be evaluated. The same competencies will be assessed during the subsequent stages of the process:

- Knowledge and understanding
Possessing knowledge and understanding in your areas of experience that are most relevant to the tasks listed under “Key accountabilities”;
- Developing vision

⁵ https://www.eurojust.europa.eu/sites/default/files/AboutUs/EULegalframework/2018-11-21_Eurojust-Regulation_2018-1727_EN.pdf

⁶ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20140701&from=EN>

⁷ https://www.eurojust.europa.eu/sites/default/files/EJLegalFramework/Eurojust-Rules-Procedure-2019_EN.pdf

⁸ <https://www.eurojust.europa.eu/executive-board-decision-2022-01-rules-administrative-director>

Developing a vision and mission with positive middle and long-term impact, on the basis of sometimes ambiguous and incomplete information. Using this vision as input for a solid strategic plan;

- Conceptualising
Conceptualising by thinking in global terms about systems and processes. Deriving concrete and practical solutions as well as workable recommendations and conclusions from abstract concepts;
- Managing the organisation
Developing and setting up processes and structures across various fields of activities. Drawing up and managing budgets according to the principles laid down in the financial regulations, in a realistic and consistent way. Introducing and supervising changes and trying out new methods for improvement;
- Organising
Translating strategy or operational policies into measurable objectives. Effectively assessing possible future obstacles and taking precise actions accordingly. Developing well-organised plans along logical stages and based on priorities. Deploying the required resources correctly;
- Deciding
Taking the right decisions based on the available information, taking into account the pros and cons, the various possible options, and on that basis initiating goal-oriented actions.
- Inspiring
Inspiring others over the long term based on the agency's vision. Spreading and radiating the organisation's vision and values. Acting as a role model by setting an example for others in the organisation;
- Building teams
Building solid (multidisciplinary) teams and creating team commitment. Dealing with conflicts in a constructive and decisive manner. Empowering team members by displaying an open attitude and consulting them on issues that matter;
- Directing teams
Directing (multidisciplinary) teams by guiding all members towards the same objective and by co-ordinating group activities. Indicating the direction in which to develop and steering people in that direction. Effectively assessing people's competencies and knowing how to use them most productively;
- Relating
Establishing and maintaining formal and informal trust-based relationships inside and outside the organisation and across organisational levels, using political savvy, diplomacy and social intelligence;
- Influencing and Negotiating
Spreading and radiating conclusive arguments, whilst being highly constructive and accepting realistic compromises - creating win-win outcomes when possible. Reacting to the audience by adapting one's communication style, handling remarks and questions efficiently and retaining focus;
- Achieving objectives
Recognising opportunities and engaging in action at the right time in order to achieve results. Generating results by acting in a focused way and within the deadlines. Taking responsibility for one's professional actions and acting with high ethical standards and personal integrity;
- Communicating
Possessing excellent communication and interpersonal skills, including a good command of spoken and written English, the working language of Eurojust.

Following the (online) interview and possible written test, the Selection Board will draw up a shortlist of candidates who most correspond to the sought profile. All candidates included in this list shall be invited to an assessment centre organised by a human resources consultant.

The Selection Board shall forward the shortlist of candidates and the supporting file to the Executive Board for consideration. The Executive Board shall interview the shortlisted candidates.

The Executive Board shall present to the College a list of suitable candidates as well as the Executive Board's recommendation for the candidate to be chosen.

The College may interview the persons on the list of suitable candidates drawn up by the Executive Board before taking its decision and offering the post of Administrative Director to a successful candidate, if any.

Indicative timetable:

The interviews and possible written test are planned for weeks 23-25 and the assessment centre is provisionally planned for weeks 27-29. The interviews with the Executive Board are indicatively planned for weeks 35-37. Potential interviews with the College are planned for weeks 38-39. Candidates are requested to provisionally block their calendars for the aforementioned periods. Any modification to the provisional timetable will be communicated immediately to the candidates participating in the respective step in the selection procedure.

Eurojust's objective is to fill the post of Administrative Director by 1 January 2023.

Submission of applications

Candidates are requested to fill in the [Application Form](#) in English and submit it by e-mail to adapplications@eurojust.europa.eu.

The reference number of the vacancy (22/EJ/05) must be indicated on the application form, in the heading of the e-mail and in all future correspondence relating to this application.

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.

You will receive an automatic email acknowledging receipt of your application. 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.

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

Applicants invited to the interviews with the Selection Board or Executive Board must be able to provide copies 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/s.

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.

Information about selection procedures at Eurojust and application guidelines can be found here: <https://www.eurojust.europa.eu/about-us/jobs/selection-and-recruitment-process>

Request for review and appeal process

Following the assessment of applications by the Selection Board, interviews with the Selection Board and interviews with the Executive Board, candidates shall receive a notification of the outcome from the secretariat of the Selection Board or Executive Board. Within 10 calendar days of such notification, a candidate may submit a request for reconsideration in writing stating the reasons for their request. The Selection Board shall reconsider its decision within 10 calendar days of receipt of the request and notify the candidate accordingly. Candidates adversely affected by a decision of the Selection Board or Executive Board, may lodge a complaint pursuant to Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Community, within a period of 3 months following notification of the contested decision.

Following a decision of the College on the appointment, the candidates interviewed by the College shall receive a formal notification of the outcome of the procedure from the secretariat of the Selection Board. The three-month time limit for lodging a complaint pursuant to Article 90(2) of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Community shall run from the date of such notification.

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, Executive Board or College, 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(a) of the *Conditions of employment of other servants of the European Union*, for a period of **four years**. The contract may be renewed once, for a period of **up to four years**.

The Administrative Director is 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 and the Eurojust dedicated webpage.

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



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

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In the event the National Security Agency of the candidate's state of nationality issues a negative opinion at the above-mentioned level after the signature of the contract of employment, Eurojust has the right to terminate the contract.

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. For 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](#).