



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

## VACANCY NOTICE

### Reference: 22/EJ/15

### Head of Sector - Events AD 7

<b>Deadline for applications:</b>	<b>06/09/2022</b>
<b>Place of employment:</b>	<b>The Hague, The Netherlands</b>
<b>Type and duration of contract:</b>	<b>Temporary Agent AD 7 Up to five years, with possibility of renewal</b>
<b>Security clearance level:</b>	<b>EU Secret</b>
<b>Monthly basic salary:</b>	<b>€ 6.568,39</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 **Head of Sector - Events**.

Under the supervision of the Head of Events and Logistics Unit, the Head of Sector - Events is responsible for managing and leading the planning, delivery and continuous development of high quality, customer focused coordination meetings, coordination centers and other events organised by Eurojust.



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### *Key accountabilities*

#### Strategy and guidelines development:

- Act as principal adviser to the Head of Unit in the strategic development of Events-related services;
- Review and develop processes, procedures and guidelines on all matters pertaining to Events-related services;
- Contribute to the planning of the annual work programme related to the Events Sector;
- Provide expert advice to the Head of Unit on the full range of activities related to Events including events management, interpretation services and protocol;
- Act as a back-up during absence of the Head of Unit or other Heads of Sector;

#### Technical leadership and delivery of Events and meeting services:

- Lead, manage and supervise the activities of the Events team;
- Plan, organise, implement, manage and oversee the administrative and logistical activities related to all Eurojust meetings;
- Develop in-house processes and systems related to Events logistics, seeking continuous innovation to ensure a state-of-the-art service that fully meets expectations of all clients. Work closely with the Head of Logistics sector to leverage technology developments to improve Events services and seek cost-efficiencies;
- Ensure the continuous communication and collaboration with key internal and external stakeholders (such as National Desks, service providers, etc.);

#### Effective and accountable management of resources:

- Report on Sector activities, set and report on KPIs; ensure timely provision of input to audits and follow-up on findings;
- Ensure effective management of budgets and contracts related to Events services, in line with EU financial rules and in collaboration with relevant units/services;
- Manage the performance of direct reports: set performance objectives, empower and motivate, provide feedback, appraise, address performance issues; as well to develop annual learning and development plan;
- Foster the wellbeing of the team by encouraging cooperation and teamwork and a positive working environment; manage staff absence in ensuring business continuity;
- 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:



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- 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.

## 2. Minimum qualifications and professional experience

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 and, after having obtained the diploma, at least 6 years of appropriate professional experience.

OR

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least three years and, after having obtained the diploma, at least 7 years of appropriate professional experience.

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:

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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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### Required experience and knowledge

- Proven professional experience of at least 6 years 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;
- Work experience of at least 3 years in leading multidisciplinary teams in a similar role (e.g. head of sector, team leader, etc.);
- A university degree in conference or event management, international relations, social sciences, public or business administration or other relevant fields.

### Advantageous

- Work experience in financial, procurement and contract management, preferably in the EU or international environment;
- Certification in Event management or Ceremonial Protocol;
- Work experience in project management and project management certifications (e.g. PMBOK, Prince 2, PMI, PMP, PM2 );
- 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”;
- Ability to lead and motivate a multidisciplinary team;
- Ability to make timely decisions and set priorities;
- Ability to align strategies with organisational objectives;
- Solid planning and organisational skills with an ability to multi-task;
- Strong focus on delivering results and goal oriented;
- Ability to work cooperatively in multi-disciplinary teams;
- 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 2024**. Inclusion in the reserve list does not guarantee recruitment.



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### *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 11:59:59 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.

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.



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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](#).