



VACANCY NOTICE

Reference: 17/EJ/13

HR Officer Temporary Agent – AST 3

Deadline for applications:	18/12/2017
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AST 3 Up to five years, with possibility of renewal
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3176,57 €3622,83 (updated basic salary)

1. About Eurojust

Eurojust is the EU judicial cooperation body. 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 is facing an exciting time of considerable change, including the adoption of a new EU Regulation governing Eurojust, a rising caseload including increasingly complex cases and a recent move to modern, custom-built premises in the heart of the International Zone of the Hague.

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

2. The position

Eurojust is launching a selection procedure to establish a reserve list and fill one vacant post in the Human Resources Unit for the position of Human Resources Officer.

The Human Resources Unit supports Eurojust in achieving its mission by delivering high-quality HR services in the fields of strategic HR, recruitment, employment conditions, career development and training opportunities.



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The Unit is divided into three sectors:

- *HR Recruitment*, responsible for recruitment of staff members, SNEs and interim staff and the administration of employment contracts;
- *HR Administration*, responsible for working conditions, salaries, leaves and entitlements;
- *HR Development and welfare*, responsible for probation, appraisal, training and welfare services.

The job of the Human Resources Officer is to provide administrative support to core HR processes and deliver high quality services to HR's clients and Eurojust staff members. The Human Resources Officer acts as a contact point and specialist in the relevant area of work.

The successful candidate will be assigned to the Recruitment Sector, but may be required to work horizontally and support the other HR sectors if the need arises. S/he will report to the Head of the Recruitment Sector.

1. Key accountabilities

The successful candidate will perform the following activities:

- Support internal mobility, inter-agency and external selection procedures;
- Prepare and publish vacancy notices using a variety of sourcing channels;
- Register applications and assess eligibility against requirements;
- Advise the Selection Board on the conduct of selection procedures and provide guidance on best practices and applicable rules;
- Provide administrative support to the work of the Selection Board;
- Organise the logistics of interviews and tests;
- Handle all correspondence with applicants related to the selection procedure and deal with queries and complaints;
- Issue offer letters, prepare employment contracts and arrange pre-employment medical checks for selected candidates;
- Process the reimbursement of travel expenses;
- Administer timesheets and process payments for interim staff;
- Support the Head of Sector in drafting the annual recruitment plan;
- Assist in the development, review and implementation of HR policies and identify and propose best practices to improve existing processes;
- Initiate financial commitments and monitor the recruitment budget;
- Maintain accurate and up-to-date files and archives; and
- Carry out any other duties required.



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2. Eligibility criteria

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

2.1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union;
- 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 duties¹;
- Be physically fit to perform his/her duties; and
- 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.

2.2. Minimum qualifications and professional experience

- a) A level of post-secondary education attested by a diploma and, after having obtained the diploma, at least **6 years** of appropriate professional experience

OR

- b) A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, at least **9 years** of appropriate professional experience.

3. Selection criteria

Applicants who meet the eligibility criteria set out in section 2 will be assessed on the basis of the following criteria:

Essential

The following characteristics are considered essential criteria:

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

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.



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- Professional experience and knowledge in the areas mentioned above under “key accountabilities”;
- At least 2 years of proven experience in recruitment;
- Strong command of English (C1), as English is the vehicular language of Eurojust;
- Highly-developed communication skills and experience interacting with a wide range of internal and external clients;
- High level of accuracy and attention to detail;
- Experience handling repetitive, administrative tasks;
- Experience working to tight deadlines;
- Strong computing skills, including Microsoft Word and Excel;
- Ability to exercise tact and discretion when handling personal data and sensitive information.

Advantageous

- Education and/or training in recruitment or a human resources field;
- Familiarity with the EU Staff Regulations and Conditions of Employment of Other Servants;
- Experience using HR IT tools and databases;
- Proven adaptability and flexibility to step outside normal work activities to meet changing demands.

Applicants are requested to provide concrete examples of how their knowledge, experience, skills and abilities meet the requirements of the position in the application form.

4. 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 CONFIDENTIAL.

5. Submission of applications

Please fill out the [Eurojust Application Form in English](#) and submit it to the following e-mail address by the indicated deadline: [**applications@eurojust.europa.eu**](mailto:applications@eurojust.europa.eu)



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The reference number of the vacancy must be indicated on the application form, in the heading of your e-mail and in all future correspondence relating to this application. If you wish to apply for more than one post, you must submit separate application forms.

On the day of the interview, applicants must bring originals or certified copies and photocopies 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.

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/application-procedure-form.aspx>

6. Request for review

If a candidate is found ineligible, or is not invited for an interview, he/she may submit a request for reconsideration, quoting the reference number of the vacancy. More details on the request for review procedure can be found [here](#).

Please note that the Selection Board's work and deliberations are confidential and that any contact, direct or indirect, with its members is forbidden.

7. Protection of personal data

Eurojust will ensure that applicants' personal data are processed as required by all applicable data protection regulations and, in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005).