



CALL FOR EXPRESSION OF INTEREST IN THE RECRUITMENT
OF A SECONDED NATIONAL EXPERT

**Seconded National Expert to the Genocide Network Secretariat or the Joint
Investigation Teams Network Secretariat
18/EJ/SNE/02**

Deadline for applications:	16/08/2018
Place of work:	The Hague, Netherlands
Security clearance level:	EU SECRET

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 employs around 250 dedicated staff members from across all Member States, who work to provide legal, operational and administrative support to Eurojust's casework and ensure the smooth functioning of the organisation.

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 the recent move to modern, custom-built premises in the heart of the International Zone of the Hague.

More information on the mission and mandate of Eurojust is available on its website: www.eurojust.europa.eu

2. The position

Eurojust is seeking to establish a reserve list and fill two vacant positions for a fixed-term secondment to Eurojust as a Seconded National Expert ("SNE"). The SNEs will support the work of the Genocide Network Secretariat and/or the JITs Network Secretariat.

The secondment is for a period of **two years, with possibility of renewal.**

Seconded National Experts are staff employed by a national, regional or local public administration and seconded to Eurojust so that Eurojust can use their expertise in a particular field.

Genocide Network Secretariat

The Genocide Network of contact points was set up by Council Decision 2002/494/JHA and reaffirmed by Council Decision 2003/335/JHA to ensure a close cooperation between the national authorities in investigating and prosecuting the crime of genocide, crimes against humanity and war crimes.

The aim of the Network is to facilitate cooperation and assistance between the Member States' investigation and prosecution authorities and to exchange information on criminal investigation and prosecution of persons suspected of having committed or participated in the commission of core international crimes. The Secretariat supports the national contact points of the Network in their activities, organises two plenary meetings of the Network each year, liaises with the ICC, Europol and other stakeholders and ensures knowledge sharing and awareness raising activities in the fight against impunity.

For more information, please consult:

<http://www.genocidenetwork.eurojust.europa.eu>

JITs Network Secretariat

The Network of National Experts on Joint Investigation Teams ("JITs Network") was established in July 2005 and consists of at least one expert per Member State. These experts represent both the judicial (judges, prosecutors, Ministries of Justice) and law enforcement (police officers, Ministries of Interior) dimensions of a JIT.

The goal of the JITs Network is to facilitate the work of practitioners in the Member States. The JITs Network primarily encourages the use of JITs – a specific form of cross-border legal assistance that enables direct exchange of information in the Team, without the need to utilise the traditional channels of mutual legal assistance. Moreover, the JITs Network facilitates the setting up of Teams, helps in the sharing of experiences and best practices and assists practitioners in the various Member States with legislative, administrative and operational aspects relating to the establishment of JITs.

Since mid-January 2011, the JITs Network has a Secretariat, hosted by Eurojust, which promotes the activities of the JITs Network and supports the National Experts in their work. Furthermore, since July 2013, the JITs Network Secretariat is also in charge of the management of the JITs funding programme of Eurojust. The Secretariat also regularly contributes to JIT training activities conducted inside and outside the EU, in partnership with the European Police College (CEPOL) and the European Judicial Training Network (EJTN).

For more information, please consult :

<http://www.eurojust.europa.eu/Practitioners/JITs/jitsnetwork/Pages/JITs-network.aspx>

3. Key accountabilities

The successful candidate(s) will perform the following activities:

- Assist the respective Secretary to the Network by the provision of legal background information and the drafting of policy opinions, position papers, briefing notes and reports on various issues related to the mandate of the JITs/Genocide Network Secretariat;
- Upon request, support the operational work of Eurojust by providing legal advice on the setting up, running and financing of JITs;
- Perform legal research and provide legal assistance in the drafting of guidelines, manuals and recommendations for best practices dedicated to practitioners on various issues related to the mandate of the respective Secretariat;
- Advise on good practices, experiences and methods relating to the investigation, judicial cooperation or prosecution of core international crimes or JITs;
- Participate in and report on external meetings, working groups, conferences, seminars, and networks;
- Contribute to the planning, organisation and conduct of the meetings of the respective Network;
- Perform any other duties required in the interest of Eurojust.

4. Eligibility criteria

The SNE selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for applications.

The applicant must:

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- Have a thorough knowledge (C1) of one of the languages of the European Union¹ and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of his/her duties;
- Be employed by a public administration (either at central, federal or regional level) of a Member State of the European Union; and
- Have at least three years' full-time experience of administrative, judicial, legal, scientific, technical, advisory or supervisory functions. The candidate must have worked for his/her current employer on a permanent or contract basis for at least 12 months prior to secondment.

Prior authorisation by the employer in the Member State is an **essential pre-condition** for secondment to Eurojust. Before secondment, the national public administration from which the SNE is to be seconded shall supply Eurojust with a statement of the expert's employment covering the previous 12 months.

¹ 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.

5. Selection process

1. Shortlisting

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

Required experience and knowledge

- Proven experience in the areas mentioned above under “key accountabilities”;
- Fluency in English (C1), as English is the vehicular language of Eurojust;
- Experience in legal research and analysis;
- Experience in drafting legal texts (opinions, legislation, etc.);

Advantageous

- Operational experience in the concerned scope of competence;
- Good knowledge of French, as many EU-related legal sources are in French;
- Experience of working in an EU institution or other experience with EU decision-making procedures;
- Experience of working in comparative law or with different legal systems;
- Prior experience as a National Expert on JIT or a contact point to the Genocide Network.

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:

- Technical competencies related to the position;
- Good knowledge of national and European criminal law;
- Working knowledge of EU law;
- Strong communication skills, including the ability to draft legal texts in English;
- Highly developed planning and organising skills, with the ability to work under time pressure.

On the day of the interview, applicants must bring 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.

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

Following the 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 2020**. Inclusion in the reserve list does not guarantee recruitment.

6. Application procedure

Applicants must submit their application, in English, **via the Permanent Representation of the seconding Member State** using the [Eurojust Application Form](#).

Please specify in your application whether you are expressing interest in the JITs Network Secretariat or in the Genocide Network Secretariat.

E-applications must be forwarded by the Permanent Representation to the following e-mail address by the indicated deadline: applications@eurojust.europa.eu.

The reference number of the vacancy must be indicated on the application form, in the e-mail and in all future correspondence relating to this application.

7. General conditions

The duties and rights of the SNE are governed by the Implementing Arrangements on SNEs at Eurojust ([College Decision 2013-6](#)).

The SNE shall carry out his/her tasks bearing in mind the objectives and mandate of Eurojust, without seeking or accepting instructions from any government, authority, organisation or person outside of Eurojust.

The SNE shall carry out his/her duties at the seat of Eurojust. He/she shall serve on a full-time basis throughout the period of secondment.

The SNE shall remain in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The employer shall undertake to maintain his/her administrative status (permanent official or contract staff member) throughout the period of secondment.

Before the period of secondment begins, the national public administration from which the SNE is to be seconded shall certify that he/she will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs him/her and is responsible for expenses incurred abroad.

The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his/her secondment by Eurojust, without notice.

Unless otherwise provided in the exchange of letters between Eurojust and the competent authorities of the Member State concerned, the SNE may be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 138.15. Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined. The SNE may be entitled to reimbursement of the cost of his/her travel between his/her place of origin and the place of secondment at the beginning and end of his/her secondment.

8. 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).