



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

VACANCY NOTICE

Reference: 20/EJ/08

Head of Unit – Security AD 9

Deadline for applications:	21/09/2020
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AD 9 Up to five years, with possibility of renewal
Security clearance level:	EU Secret
Monthly basic salary:	€8002.30

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

The position

Eurojust is launching a selection procedure to establish a reserve list for the profile of **Head of Unit - Security**.

The Security Unit is responsible for developing and enforcing security and safety policies while providing on a risk assessment basis, effective and efficient safety and security measures to minimise the risk of harm, loss, or damage of Eurojust's assets.

Key accountabilities

- Oversee the development, review and monitor the implementation of policies,



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procedures and workflows, in line with applicable regulations, to ensure a safe and secure working environment;

- Ensure the implementation of the Unit's strategy, work programme and annual plan of services;
- Advise the Head of Resources on security and safety management matters, including IT Security;
- Create reports for the management on security status;
- Lead various projects in the unit;
- Oversee the identification and analysis of trends and potential threats, in order to ensure safety and security for Eurojust post holders, information, premises and assets;
- Manage the collaboration with internal and external stakeholders on the implementation of security measures and related emergency implementation plans;
- Represent Eurojust in the event of a calamity, threat or other emergency and take responsibility for crisis management policy and procedures.

Management duties

- Implement the unit strategy and align its objectives and KPIs with the overall strategic framework and priorities of Eurojust; monitor and evaluate progress against the set objectives and KPIs;
- Oversee the provision of the Unit's services in a timely, professional and customer-friendly manner;
- Lead, motivate and develop staff in the Unit; address performance issues; build strong teams with complementary strengths suited to the efficient pursuit of the Unit's objectives;
- Act as an authorising officer; oversee the effective management of budgets and contracts, according to the principles of sound financial management;
- Act as back up for Heads of Sector during their absence.

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;



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- 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. 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 12 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 13 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 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 8 years in comparable tasks to those listed under “Key accountabilities”. In particular, the Selection Board will assess the

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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range of duties covered, the type and level of work done and its relevance to the vacancy;

- Management experience in similar roles (e.g. head of unit, head of sector, team leader, etc.) of minimum 5 years;
- A university degree in Security Management, Information Security, Police Sciences or other related field;
- Proven professional experience in Security and Safety management and managing a budget for a sector/unit or department.

Advantageous

- Proven professional experience in physical security measures and products and knowledge of ICT security processes and methodologies;
- Knowledge of the EU legal framework and financial regulations;
- 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;
- Strong focus on delivering results and goal oriented;
- Strong sense of accountability and customer service orientation;
- Strong analytical and problem solving aptitudes;
- Adaptability and flexibility, with the ability to work under pressure;
- Excellent communication and interpersonal skills;
- Good command of spoken and written English, the vehicular 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 interview and written test, the Pre-selection Board will make a proposal to the Administrative Director on the establishment of a reserve list of suitable candidates. Candidates placed on the reserve list will undertake an assessment centre and final interview with the Administrative Director and another staff member in a management function. The reserve lists will be valid until **31 December 2022**. 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 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.

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

If an applicant 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](#).

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 in management positions are required to serve a probationary period of **nine** months and a **nine** months middle management trial period.

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](#).