



VACANCY NOTICE
Reference: 20/EJ/09

Eurojust Liaison Officer
AD 6

Deadline for applications:	16/09/2020
Place of employment:	Brussels, Belgium
Type and duration of contract:	Temporary Agent AD 6 Up to five years, with possibility of renewal
Security clearance level:	EU Secret
Monthly basic salary:	€5524,91

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 is facing an exciting time of considerable change, including the adoption of a new EU Regulation governing Eurojust and a rising caseload including increasingly complex cases.

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 **Eurojust Liaison Officer** for our Brussels Office.

Reporting directly to the Head of Corporate Affairs Unit, the Eurojust Liaison Officer will be in charge of increasing Eurojust's visibility with the key EU Institutions in Brussels and enhance strategic outreach and institutional relations activities with these and other EU bodies with representation in Brussels.



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Key accountabilities

- Increase the presence, impact and visibility of Eurojust in relevant working groups, parties and committees; represent Eurojust at working level in various fora;
- Facilitate dialogue and information exchange between Brussels-based bodies and Eurojust to enhance Eurojust's contributions to developments in EU policy and legislation related to criminal matters;
- Advise the Head of the Corporate Affairs Unit, Administrative Director and the College on issues with potential impact for Eurojust and optimal courses of action;
- Promote Eurojust's added value and capabilities to ensure that the judicial dimension is properly considered in criminal justice and security matters;
- Support Eurojust delegations attending high-level meetings in Brussels to ensure cost efficiency and appropriate representation;
- Report regularly to the Head of Corporate Affairs Unit and to the Eurojust Management;
- Perform any other job-related tasks.

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 duties¹;
- Be physically fit to perform his/her duties; and

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



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- 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 of at least 3 years attested by a diploma and, after having obtained the diploma, at least **3 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

- A university degree in law, public relations, diplomacy or other relevant field;
- Proven professional experience of at least 3 years in comparable tasks to those listed under “Key accountabilities” working closely with EU institutions, preferably in a liaison, negotiation, policy or communications capacity. 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;
- Proven professional experience in compiling and drafting briefing notes, position papers and meeting reports on legal and political matters;

Advantageous

- Knowledge and understanding of Eurojust’s mandate, activities and organisational structure;
- Knowledge of additional EU languages, particularly French and/or German;

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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- 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”;
- Excellent communication, diplomatic and interpersonal skills, with the ability to build and maintain relationships with key stakeholders and a high degree of political awareness;
- Adaptability and flexibility, with the ability to work under pressure;
- Strong sense of accountability, with a high level of accuracy and attention to detail;
- Strong goal orientation and focus on delivering customer oriented results;
- Solid planning and organisational skills;
- Ability to work cooperatively in multi-disciplinary teams;
- Willingness for continuous learning and development;
- Good command of spoken and written English, the vehicular language of Eurojust.

On the day of the interview, applicants 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 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 2022**. Inclusion in the reserve list does not guarantee recruitment.

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.



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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.

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



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information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).