

Α.Π. 8085

Βρυξέλλες, 16 Δεκεμβρίου 2020

Τ Η Λ Ε Α Ν Τ Ι Γ Ρ Α Φ Η Μ Α

ΠΡΟΣ ΕΝΕΡΓΕΙΑ:

Αρμόδια: Στέλλα Κρομλίδου

ΥΠΟΥΡΓΕΙΟ ΕΣΩΤΕΡΙΚΩΝ

Γεν. Δ/ση Διοίκησης Ανθρωπ. Δυναμικού
Τμήμα Ανάπτυξης & Αξιοποίησης Ανθρώπινου
Δυναμικού της Δημόσιας Διοίκησης

ΘΕΜΑ: Προκήρυξη θέσεως (Reporting and Support Assistant) στην Ευρωπαϊκή Μονάδα Δικαστικής Συνεργασίας (EUROJUST)

ΠΡΟΣ ΕΝΗΜΕΡΩΣΗ:

ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ

- Γρ. κ. Γεν. Γραμματέως
- Γρ. κ. Γ' Γεν. Δ/ντή
- Γ4 Δ/ση

ΥΠΟΥΡΓΕΙΟ ΔΙΚΑΙΟΣΥΝΗΣ

Δ/ση Νομοθετικού Έργου, Διεθνών Σχέσεων και
Διεθνούς Δικαστικής Συνεργασίας
Τμήμα Ευρωπαϊκής Ένωσης και Διεθνών
Οργανισμών

ΕΔ: κ. Βασιλείου, κα Κουϊμτζή, κ. Καρλή, κα Κουτσομητοπούλου, κ. Κωνσταντακόπουλο, κ. Στίγγα, κ. Τίτσια, κ. Τουτουντζή.

Αποστέλλεται ηλεκτρονικό μήνυμα της Ευρωπαϊκής Μονάδας Δικαστικής Συνεργασίας (EUROJUST), σχετικά με την προκήρυξη της κάτωθι θέσης:

ΠΡΟΚΗΡΥΞΗ	ΘΕΣΗ	ΗΜΕΡ/ΝΙΑ ΛΗΞΗΣ ΠΡΟΘΕΣΜΙΑΣ
Ref:20/EJ/18	Reporting and Support Assistant	11.01.2021

Οι αιτήσεις θα πρέπει να υποβληθούν ηλεκτρονικώς απευθείας στην Ευρωπαϊκή Μονάδα Δικαστικής Συνεργασίας. Περισσότερες πληροφορίες για την εν λόγω προκήρυξη είναι αναρτημένες στον ιστότοπο: <https://recruitment.eurojust.europa.eu/>

Παρακαλούμε για τις ενέργειές σας.

Β Ρ Α Ι Λ Α Σ

Fw: New vacancy notice at Eurojust - Reporting and Support Assistant (AST3) 20/EJ/18

mea.bruxelles

Tue 15/12/2020 10:27

To: admin admin <admin@rp-grece.be>;

ΜΟΝΙΜΗ ΑΝΤΙΠΡΟΣΩΠΕΙΑ ΤΗΣ ΕΛΛΑΔΟΣ
ΣΤΗΝ ΕΥΡΩΠΑΙΚΗ ΕΝΩΣΗ

PERMANENT REPRESENTATION OF GREECE TO THE E.U.
Rue Jacques de Lalaing 19-21, 1040 Bruxelles
Tel.: +32 2 5515611, Fax: +32 2 5515651, mea.bruxelles@rp-grece.be

<http://www.mfa.gr/brussels/en/>

From: Recruitment <Recruitment@eurojust.europa.eu>

Sent: 15 December, 2020 09:31

To: 'bruessel-ov@bmeia.gv.at'; 'info.belgoeurop@diplobel.fed.be'; 'Mission.BrusselsEU@bg-permrep.eu'; 'hr.perm.rep@mvep.hr'; 'Permanent Representation of the Czech Republic'; 'Permanent Representation of Cyprus'; 'Permanent Representation of Denmark'; 'permrep.eu@mfa.ee'; 'Permanent Representation of Finland'; 'Permanent Representation of France'; 'Permanent Representation of Germany'; mea.bruxelles; 'sec.beu@mfa.gov.hu'; 'irlprb@dfa.ie'; 'rpue@rpue.esteri.it'; 'permrep.eu@mfa.gov.lv'; 'office@eu.mfa.lt'; 'Jai.Rpue@mae.etat.lu'; 'Permanent Representation of Malta'; 'Permanent Representation of the Netherlands'; 'Permanent Representation of Poland'; 'Permanent Representation of Portugal'; 'monica.raceala@rpro.eu'; 'eu.brussels@mzv.sk'; 'spbr@gov.si'; 'representationen.bryssel@gov.se'; 'marie-charlotte.tribaudeau@diplomatie.gouv.fr'; 'carole.gagniarre@diplomatie.gouv.fr'; 'info@bg-permrep.eu'; 'permrep.eu@mfa.ee'; 'pers.ue@rpue.esteri.it'; 'office@eurep.mfa.lt'; 'luc.wies@mae.etat.lu'; 'pr.spbr@gov.si'; 'justina.bermudez@reper.maec.es'; 'rpue.rpue@esteri.it'; 'bru@rpro.eu'

Cc: Recruitment

Subject: New vacancy notice at Eurojust - Reporting and Support Assistant (AST3) 20/EJ/18

Dear Madam/Sir,

Please be informed that Eurojust has published a **new vacancy notice** on its eRecruitment site:

<https://recruitment.eurojust.europa.eu/>

The new vacancy is for the following profile:

Reporting and Support Assistant

Reference: 20/EJ/18

Deadline for applications: 11/01/2021

Kind regards,

HR Recruitment



EUROJUST – *Criminal justice across borders*

PO Box 16183

2500 BD The Hague

Netherlands

www.eurojust.europa.eu

This message is confidential and may be legally privileged or otherwise protected from disclosure. If you are not the intended recipient, please telephone or e-mail the sender and delete this message and any attachment from your system. You must not copy or disclose the contents of this message or any attachment to any other person.



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VACANCY NOTICE
Reference: 20/EJ/18

Reporting and Support Assistant
AST 3

Deadline for applications:	11/01/2021
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 SECRET
Monthly basic salary:	€3 841.17

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 **Reporting and Support Assistant**.

Under the supervision of the Head of Unit - Data Management, the Reporting and Support Assistant will facilitate the collection, analysis and use of data for operational, managerial and strategic purposes by delivering reporting, data entry, and quality review and guidance services.



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Key accountabilities

- Perform operational data processing in the Case Management System, under the supervision of the National Desks (data entry)
- Manage data quality review processes to ensure Eurojust data is of high quality, current, complete, unambiguously understood, consistent and available when required
- Deliver ad hoc and regular reports (monthly, annual) on Eurojust operational work to various internal and external stakeholders using the reporting tools available
- Contribute to briefing and reports related to operational data
- Provide key user input (requirements) to projects on operational tools and processes, including the Case Management System and reporting tools
- Participate in the different testing stages for the development and maintenance of these tools
- Provide training to the National Desks and Administration on use of operational tools e.g. the Case Management System
- Maintain manuals and guidelines on operational tools
- 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:

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

OR

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.

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 3 year 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;

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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- Proven professional experience in working as advanced Excel user with large datasets, complex formulae, advanced functions in Excel, PowerQuery, Excel data models and VBA.

Advantageous

- Knowledge of additional EU language/s;
- Proven professional experience in a judicial/law enforcement environment;
- Proven professional experience in analysing complex data sets with algorithms to analyse, aggregate and visualise the data using analytics platforms, such as KNIME, RapidMiner, PowerBI or Pentaho;
- Project management certifications (e.g. PMBOK, Prince 2, PMI, SCRUM);
- 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”;
- Strong sense of accountability;
- Adaptability and flexibility, with the ability to work under pressure;
- Strong analytical and problem solving aptitudes;
- Ability to work cooperatively in multi-disciplinary teams;
- Customer service orientation;
- 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 (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 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.



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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.

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](#).



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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](#).