



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

**Seconded National Expert in the Operations Department
24/EJ/SNE/01**

Deadline for applications:	21/06/2024 at 11:59:59 CET
Place of work:	The Hague, Netherlands
Security clearance level:	EU SECRET

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 considerable change, including the adoption of a new EU Regulation governing Eurojust and a rising caseload.

Eurojust seeks to recruit dynamic, flexible, highly qualified staff and SNEs to support its mission and further enhancement of the digitalisation of justice information systems.

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

The position

Eurojust is seeking to establish a reserve list for Seconded National Expert ("SNE") and fill vacant posts in the different entities of the Operations Department (including, the JITs Network Secretariat, Genocide Network Secretariat, the European Judicial Network and Casework Unit) for a maximum period of **three years**, with possibility of renewal up to six years.

The position requires a combination of legal and analytical skills, as well as knowledge of judicial cooperation instruments and key crime areas relevant for Eurojust's mission, including support work related to Core International Crimes in view of the extended responsibilities of Eurojust under Regulation 838/2022.

Within the Operations Department, as part of one of the units/secretariats¹, the SNE will support different activities within their respective entity with the aim to strengthen the role of Eurojust in judicial cooperation and coordination.

Key accountabilities

- Draft (legal) opinions and analysis on casework matters, at the request of the National Desks to ensure speedy and effective judicial cooperation between Member States' authorities;
- Detect recurrent issues in judicial cooperation, identify good practices and prepare manuals or guidelines for practitioners;
- Draft strategic analysis reports, policy opinions, position papers, briefing notes and meeting reports and other strategic documents based on relevant case-related data;
- Advise on good practices, experiences and methods relating to the investigation, judicial cooperation or prosecution of genocide, crimes against humanity, war crimes (core international crimes) or JITs;
- Contribute to the drafting of guidelines, manuals and recommendations for best practices dedicated to practitioners on various issues related to the mandate of Eurojust and the Secretariats of the Networks;
- Follow and report on the development of EU legal instruments and policies in the field of criminal justice;
- Work with data management tools and ensure harmonised data insertion in the relevant databases;
- Attend and report on relevant inter-institutional meetings;
- Liaise with counterparts at other institutions/agencies on case-related and strategic areas of cooperation;
- Support the exchange of information and the management of case related data;
- Contribute to the preparation, conduct and follow up of meetings organised by Eurojust (e.g. coordination meetings, coordination centres and strategic meetings) or by the Network Secretariats (e.g. Network's annual meetings, Working Group meetings);
- Perform any other duties required in the interest of Eurojust.

Eligibility criteria

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

1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union² or a third State, with which Eurojust has concluded a cooperation agreement³.

¹ https://www.eurojust.europa.eu/sites/default/files/2020-10/2020_infographic_EJ-Organigram.pdf

² The Member States of the European Union are: 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.

³ <https://www.eurojust.europa.eu/states-and-partners/third-countries/liaison-prosecutors>

- Enjoy full rights as a citizen;
- Sufficient level of English (B2), the working language of Eurojust;
- Be employed by a national, regional or local public administration or an inter-governmental organisation (IGO), with the exception of Union bodies within the meaning of Article 1a(2) of the Staff Regulations, seconded to Eurojust in cases where a transfer of specific knowledge or expertise is required. The secondment of an SNE by any other employer may be authorised on a case-by-case basis, once it has been ascertained that the SNE's employer is part of the public sector, is an independent university or research organisation which does not set out to make profits for redistribution, or that there is no conflict of interest.

An SNE who has previously been seconded to Eurojust may be seconded again, subject to the following conditions:

- a. the expert continues to meet the conditions for secondment;
- b. a period of at least three years has elapsed since the end of the previous period of secondment, including any renewal and extensions, or any subsequent employment contract with Eurojust.

The minimum period of three years referred to in subparagraph b) shall not be required if the previous secondments lasted for less than three years, but in that case the new secondment shall not exceed the remaining part of the three-year period.

Prior authorisation by the employer in the Member State is an **essential pre-condition** for secondment to Eurojust.

Selection process

1. Shortlisting

Applicants who meet the eligibility criteria will be assessed against the following criteria:

Essential

- Professional experience in the key accountabilities, with specialised knowledge in one of the [main crime types](#) and/or [judicial cooperation instruments](#) covered within the mandate of Eurojust;
- Professional experience in legal research and analysis;
- Experience in legal drafting (legal opinions, analysis of legislation/case-law, etc.).

Advantageous

- Professional experience with EU and international criminal justice organisations;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad;
- Prior experience as a National Expert on JIT or a contact point to the Genocide Network/EJN or to a focus group coordinated by Eurojust.

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 analytical and problem solving aptitudes;
- Ability to work cooperatively in multi-disciplinary teams;
- Strong sense of accountability, with a high level of accuracy and attention to detail;
- Adaptability and flexibility, with the ability to work under pressure;
- Customer service orientation;
- Excellent communication skills, including concise drafting and presentation skills;
- Good command of spoken and written English, the working language of Eurojust.

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 11:59:59 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.

Eurojust shall take account of geographical and gender balance and the principle of equal opportunities when accepting SNEs.

Once you have successfully submitted your application online, 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.

Information about selection procedures at Eurojust and application guidelines can be found here: <https://www.eurojust.europa.eu/about-us/jobs/selection-and-recruitment-process>

Selection procedure

All eligible applications will be considered by the Selection Board and scored against the essential and advantageous criteria outlined in this vacancy notice. The Selection Board will draw up a shortlist of candidates to be invited to an (online) written test and/or interview. 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 2026**. Inclusion in the reserve list does not guarantee recruitment.

Eurojust has the right to disqualify applicants who fail to submit all the required documents by 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.

General conditions

The duties and rights of the SNE are governed by the Implementing Arrangements on SNEs at Eurojust ([College Decision 2023-11](#)).

In the performance of their duties, the SNE shall conduct themselves solely with the interests of Eurojust in mind and shall neither seek nor take instructions from any government, authority, organisation or person outside Eurojust. The SNE shall carry out the duties assigned to them objectively, impartially and in keeping with the duty of loyalty to Eurojust.

The SNE shall carry out their duties at the seat of Eurojust, unless otherwise specified in the vacancy notice. The SNE shall serve on a full-time basis throughout the period of secondment.

The SNE shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

The SNE's employer shall thus undertake to continue to pay the SNE's salary, to maintain their administrative status throughout the period of secondment and to inform Eurojust of any change in this regard. The SNE's employer shall also continue to be responsible for all social rights, particularly social security and pension.

Before the period of secondment begins, the SNE's employer shall certify to Eurojust that the SNE will remain, throughout the period of secondment, subject to the social security legislation applicable to the employer and will assume responsibility 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 their secondment by Eurojust, without notice.

Unless otherwise provided in the written agreement between Eurojust and the employer concerned, the SNE may be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 161.63. 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 their travel between their place of origin and the place of secondment at the beginning and end of their secondment.

The required level of security clearance for this post is EU Secret.

Request for reconsideration and appeal process

If an applicant is found ineligible, or is not invited for an interview and/or written test, they may submit a request for reconsideration to the Selection Board, quoting the reference number of the vacancy. This request must be made within 10 calendar days after receiving

your initial notification from Eurojust. The Selection Board will reconsider your application and notify you of its decision within 30 calendar days after receiving the request.

Following such a request, without prejudice to the possibilities for instituting proceedings under the conditions laid down by Article 263 of the Treaty on the Functioning of the European Union, an applicant may submit a complaint to the Complaints Committee against a decision adversely affecting them (e.g. being found ineligible, not being invited to the interview/written test, not being included in the reserve list), with the exception of decisions that are the direct consequences of decisions taken by their employer. The complaint must be lodged within two months. The period shall start to run on the date of notification of the decision to the person concerned, but in no case later than the date on which the latter received such notification. The Complaints Committee shall notify the applicant of its reasoned decision within four months from the date on which the complaint was lodged. If at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it.

Please note that following an administrative complaint the Complaints Committee cannot change the decision of the Selection Board.

You may also submit an appeal before the Court of Justice of the European Union. Please send your appeal by post to: General Court, Court of Justice of the European Union, Rue du Fort Niedergrünwald, L-2925 Luxembourg. Please submit your appeal within three months of the original notification about your application.

If you believe you have been the victim of maladministration, you may also make a complaint to the European Ombudsman within two years of first becoming aware of the issue. Please address your complaint to: European Ombudsman, 1 Avenue du Président Robert Schuman – BP 403 F-67001 Strasbourg Cedex 4.

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](#).