



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

## VACANCY NOTICE

### Reference: 25/EJ/02

### Legal Officer AD 7

Deadline for applications:	07/04/2025 at 11:59:59 CET
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AD 7 Up to five years, with possibility of renewal
Security clearance level:	EU SECRET
Monthly basic salary:	€ 7 559.72

#### *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 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](http://www.eurojust.europa.eu)*

#### *The position*

Eurojust is launching a selection procedure to establish a reserve list for the profile of **Legal Officer**.

Reporting to the Head of the Legal Affairs Unit, the Legal Officer will provide expert legal advice to Eurojust and support the Head of Unit to ensure legal compliance in the area of regulatory and administrative law matters.

### *Key accountabilities*

- Provide support in litigation and pre-litigation, advise on possible legal risks and contribute to finding sound solutions to avoid (pre-)litigation, and represent the Agency before the General Court or the Court of Justice of the European Union;
- Provide timely, qualitative and pragmatic legal support and advice ensuring compliance with the applicable legal frameworks in relation to administrative matters and the governance of the Agency. This may include *inter alia* the following areas: EU Staff Regulations and CEOS, Financial Regulation and procurement, information technology, security, intellectual property rights and artificial intelligence, audit, internal control and risk management, anti-fraud, protocol on the privileges and immunities of the EU;
- Provide support with the management of requests for public access to documents (Regulation (EC) No 1049/2001), and support regarding EU Ombudsman complaints;
- Ensure compliance with legal obligations incumbent on Eurojust, and identify legal problems associated with Eurojust's administrative activities to prevent Eurojust from incurring legal risks and to mitigate any risks arising;
- Prepare decisions to be adopted by the College, the Administrative Director, and the Executive Board concerning administrative matters;
- Prepare and review draft agreements on non-operational issues with the Host-State and third parties;
- Advise on the interpretation and application of Eurojust's legal framework in relation to administrative matters, and support regulatory work by contributing to the completion and ongoing revision of the Eurojust legal framework (including for example, implementation of the EU Staff Regulations, Eurojust financial regulations);
- Draft decisions, legal texts, legal opinions and guidelines in the field of expertise;
- Follow the case-law of the Court of Justice of the European Union (CJEU) in the areas falling under the responsibility of the Legal Affairs Unit, and report on most recent developments;
- Monitoring and analysing legislative, regulatory and judicial developments at EU level and assessing their impact on Eurojust in relation to administrative matters.
- Represent Eurojust and report on meetings, conferences, working groups and practitioner networks;
- Liaise with counterparts at other institutions/agencies on matters related to the field of expertise;
- Provide support with enhancing the capacity of the Legal Affairs Unit, including by preparing internal templates and guidance, implementing improvements in internal processes and delivering presentations on matters falling within the responsibility of the Unit;
- 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 their suitability for the performance of their duties<sup>1</sup>;
- Be physically fit to perform their duties; and
- Have a thorough knowledge (C1) of one of the languages of the European Union<sup>2</sup> and a satisfactory knowledge (B2) of another language of the European Union to the extent necessary for the performance of their 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 **6 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 **7 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.

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

<sup>2</sup> 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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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](mailto:recruitment@eurojust.europa.eu) in case you are invited to proceed further in the selection process.

If you do not provide this certificate when requested, 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

- University degree of at least 3 years in law;
- Proven professional experience of at least 3 years 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;

##### Advantageous

- Professional experience in EU Financial Regulation and public procurement law, EU Staff Regulations and CEOS, anti-fraud and internal control, public access to documents, European Ombudsman or intellectual property rights;
- Professional experience in (pre-)litigation, including representation before the General Court of the European Union and/or the Court of Justice of the European Union;
- Professional experience in a legal function within the EU institutions, bodies, offices or agencies.
- 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, with a high level of accuracy and attention to detail;

- Customer service orientation;
- Solid planning and organisational skills with an ability to multi-task;
- Willingness for continuous learning and development;
- Strong focus on delivering results and goal oriented;
- Excellent communication and interpersonal skills, including good command of spoken and written English, the working 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 2027**. Inclusion in the reserve list does not guarantee recruitment.

If you consider yourself to have a physical, mental, intellectual or sensory disability, including any medical conditions that may require special adjustments to the recruitment process (e.g. written test, interview), please indicate any adjustments or arrangements needed to [recruitment@eurojust.europa.eu](mailto:recruitment@eurojust.europa.eu). In light of Eurojust's commitment to equal treatment each request will be assessed on a case by case basis.

### *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.

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.

Eurojust applies a policy of equal opportunity and non-discrimination<sup>3</sup> and is dedicated to recruit, develop and retain a diverse workforce. 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

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<sup>3</sup> Article 1(d) of [EU Staff Regulations of Officials of the European Union and CEOS](#)



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its staff members. To further enhance the diversity of its workforce, we encourage the application of male candidates for this position, as they are currently under-represented.

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 and appeal process*

If an applicant is found ineligible, or is not invited for an interview, they may submit a request for review to the Selection Board within 10 calendar days of the notification of the decision, quoting the reference number of the vacancy.

Candidates may submit an administrative complaint under Article 90(2) of the Staff Regulations addressed to the Appointing Authority at Eurojust where the rules governing the selection procedure have been infringed. Please note that the Appointing Authority of Eurojust cannot overturn a value judgment made by a Selection Board.

Candidates in a selection procedure may also submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations, within 3 months of the date of the notification of the decision or of outcome of the complaint. More details 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 information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).