



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

VACANCY NOTICE

Reference: 25/EJ/06

Coordination Officer AD 5

Deadline for applications:	15/09/2025 at 11:59:59 CET
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AD 5 Up to five years, with possibility of renewal
Security clearance level:	EU SECRET
Monthly basic salary:	€ 5 973.44

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

The position

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

Under the supervision of the Head of National Desks Support Office, the Coordination Officer will coordinate the efficient implementation of services to the National Desks (ND) and support the Head of National Desks Support Office with the administrative management of the National Desk Assistants (NDA), where required.



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Key accountabilities

Operational Systems support

- In liaison with the Data Management Unit and other relevant internal stakeholders, support business transformation by:
 - ensuring NDA involvement and feedback in the **Digital Criminal Justice programme** leading to the new Case Management System (CMS);
 - ensuring, upon entry into force of the new CMS, that the use of the tool is consistent with the organizational guidelines; and
 - monitoring and assisting the NDAs to harmonize data entry and strengthen quality and data review.

Coordination support

- Liaise with other units and entities in the Administration to ensure a coordinated and integrated approach to the provision of operational support services to the National Desks.
- Support the organisation of regular meetings with external stakeholders and the NDA community, to facilitate the sharing of relevant updates and developments impacting the workflows at the National Desks and the NDA community.

Knowledge Sharing & Regulatory Framework

- Develop and maintain an NDA knowledge-sharing platform to build synergies and capture and disseminate best practices.
- Develop and maintain the internal regulatory framework (e.g. SOPs, implementation guidelines, manuals) applicable to the NDAs' support services, in order to harmonize workflows and processes across the National Desks, and enhance efficiency.

Ensuring sustainability of NDA function

- Foster sustainability of the NDA function through continuous identification of efficiencies in implementation of operational support services, and propose solutions for improvement where required.
- In liaison with the Human Resources Unit and other relevant internal stakeholders, identify and implement structural solutions for long-term absences of NDAs at the NDs.
- Support the Head of NDS with addressing short-term resource requirements at the NDs.

Administrative Management support

- Support the Head of NDS with the efficient implementation of the NDS workplan, resource planning and reporting, and performance management of National Desk Assistants.
- Deputise for the Head of NDS in their absence and escalate urgent matters to senior management, when necessary and appropriate.



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- 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 duties¹;
- Be physically fit to perform their 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 their 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.

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 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 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.

1. Shortlisting

The Selection Board will assess all eligible applications on the basis of the following criteria:

Required experience and knowledge

- Professional experience of at least 2 years in comparable functions and duties, in particular as concerns implementation of harmonized workflow processes, and stakeholder interaction.
- Knowledge of Eurojust's institutional framework and operational core business.

Advantageous

- Experience in judicial cooperation, preferably within the EU.
- Affinity with case management systems and facilitation of operational support activities.
- 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 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;
- Solid planning and organisational skills with an ability to multi-task;
- 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 the end of the year in which it will be established, plus two more years. Inclusion in the reserve list does not guarantee recruitment.



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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. 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-discrimination³ 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 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.

³ Article 1(d) of [EU Staff Regulations of Officials of the European Union and CEOs](#)



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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](#).