



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

VACANCY NOTICE

Reference: 22/EJ/14

Head of the Budget, Finance and Planning Unit AD 9

Deadline for applications:	06/09/2022
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AD 9 Up to five years, with possibility of renewal
Security clearance level:	EU SECRET
Monthly basic salary:	€ 8.408,50

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 **Head of the Budget, Finance and Planning Unit**.

Eurojust is looking for a dynamic, motivated and results-oriented head of unit to provide strategic support to the Head of the Resources Department by planning, directing and monitoring the budgetary and financial functions, while ensuring consistency between Eurojust's budget implementation and EU Financial Regulations.



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

Key accountabilities

- Provide strategic and operational advice to the Head of Resources Department in the development, implementation, and evaluation of policies, practices and procedures in finance matters, in line with the Agency's overall strategy and objectives;
- Support the development, implementation and monitoring of the annual budget of Eurojust and the preparation of its multi-annual and Annual Work Programme, together with the other relevant organisational entities;
- Ensure the implementation of the Unit work programme and prioritisation of the activities, in line with the Agency's strategy;
- Oversee the review, development, and implementation of policies, procedures and workflows, in line with applicable regulations and organisational strategy;
- Support and advise the Head of Resources Department on financial and budgetary management matters;
- Provide regular management reports, establish KPI's for the Unit and Eurojust as a whole, monitor trends and advise the Head of Resources Department accordingly where appropriate;
- Ensure excellent communication and collaboration with internal and external stakeholders in different cross-organisational financial related projects and activities;

Management duties

- Implement the unit strategy and align its objectives and KPIs with the overall strategic framework and priorities of Eurojust; monitor and evaluate progress against the set objectives and KPIs;
- Oversee the provision of the Unit's services in a timely, professional and customer friendly manner;
- Lead, motivate and develop staff in the Unit; address performance issues; build strong teams with complementary strengths suited to the efficient pursuit of the Unit's objectives;
- 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;



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

- 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
- 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 attested by a diploma when the normal period of university education is four years or more and, after having obtained the diploma, at least 12 years of appropriate and relevant 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 13 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 8 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;
- Experience of the EU legal framework and financial regulations;

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.



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

- Management experience in leading multidisciplinary teams in a similar role (e.g. head of unit, head of sector, etc.) of minimum 5 years;
- A university degree in financial management, business administration, or other relevant field;

Advantageous

- Knowledge of the EU legal framework and financial regulations;
- Work experience in applying and ensuring risk management;
- 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”;
- Ability to lead and motivate a multidisciplinary team;
- Ability to make timely decisions and set priorities;
- Ability to align strategies with organisational objectives;
- Strong focus on delivering results and goal oriented;
- Strong sense of accountability and customer service orientation;
- Strong analytical and problem solving aptitudes;
- Ability to work cooperatively in multi-disciplinary teams;
- Solid planning and organisational skills with an ability to multi-task;
- 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 Pre-selection Board will make a proposal to the Administrative Director on the establishment of a reserve list of suitable candidates. Candidates placed on the reserve list will undertake an assessment centre and final interview with the Administrative Director and another staff member in a management function. The reserve list will be valid until **31 December 2024**. 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.



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

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.

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 and appeal process

If an applicant is found ineligible, or is not invited for an interview, he/she may submit a request for review to the Selection Board, quoting the reference number of the vacancy. Following such a request, candidates can also submit an administrative complaint under Article 90(2) of the [Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Community](#). Please note that, following an administrative complaint, the Administrative Director cannot change the decision of the Selection Board. More details on the request for review and different appeal procedures 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.



EUROJUST

European Union Agency for Criminal Justice Cooperation

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

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](#).