

## VACANCY NOTICE

### Reference: 23/EJ/03

### Security Assistant AST 2

<b>Deadline for applications:</b>	<b>25/05/2023 at 11:59:59 CET</b>
<b>Place of employment:</b>	<b>The Hague, The Netherlands</b>
<b>Type and duration of contract:</b>	<b>Temporary Agent AST 2 Up to five years, with possibility of renewal</b>
<b>Security clearance level:</b>	<b>EU SECRET</b>
<b>Monthly basic salary:</b>	<b>€ 3701.91</b>

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

#### *The position*

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

Under the supervision of the relevant Head of Unit and Head of Sector, the Security Assistant will perform physical security related activities ensuring compliance with the relevant rules, regulations and processes. The service would be delivered in shift work<sup>1</sup>.

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<sup>1</sup> Currently the shift work schedule is from 6:30 to 14:30 and from 14:00 to 22:00

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### *Key accountabilities*

- Ensure effective delivery of physical security services to meet the organisational security requirements at Eurojust;
- Detect and react promptly to suspicious events and situations in line with established security policies and procedures. Drafting of incident reports.
- Ensure the safety of post holders and visitors of Eurojust.
- Carry out periodic inspections of buildings and/or of other assets; applying and/or adjusting agreed security measures and reporting on activities and possible irregularities found during inspections.
- Manage access control systems.
- Operate the Security Control Room, draft incidences and shift reports.
- Implement emergency plans and take operational initiatives in the event of a security or safety incident (fire, evacuation, first aid, etc.).
- Guide, supervise and monitor the performance of the Security Service Outsourced provider
- Liaise with internal and external stakeholders regarding the security and safety of premises and personnel.
- Monitor the security and safety situation in the close proximity
- Provide clerical and administrative assistance relating to different procurement procedures.
- Provide support in the processing of financial information and financial reporting.
- 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 duties<sup>2</sup>;

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<sup>2</sup> Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

- Be physically fit to perform his/her duties<sup>3</sup>; and
- Have a thorough knowledge (C1) of one of the languages of the European Union<sup>4</sup> 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 **3 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 **6 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](mailto: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 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;
- Proven professional experience in security control technical systems such as CCTV, intrusion detection, fire alarm and communication systems;

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<sup>3</sup> The service requires assisting the persons present in the premises in case of an emergency. The main building includes a tower 13 floor high.

<sup>4</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.

- Proven professional experience in protection of premises and assets (people, equipment, buildings and other infrastructure, sensitive and classified information), including access control systems (e.g. iProtect or similar);

#### Advantageous

- Proven professional experience working within a Police, Military and/or Judicial organisations;
- Certified training in security related disciplines such as Security Training, Close Protection, Investigation, Supervisory Skills, Incident Control, TSCM training, etc.
- Certified training in First Aid, fire and/or safety;
- 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;
- 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 2025**. 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 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 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 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.**



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### *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](#).