



EUROJUST

The European Union's Judicial Cooperation Unit

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

VACANCY NOTICE

Reference: 17/EJ/08

Proofreader/Copywriter Temporary Agent – AST 3

Deadline for applications:	30/09/2017
Place of employment:	The Hague, The Netherlands
Type and duration of contract:	Temporary Agent AST 3 Up to five years, with possibility of renewal
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3176,57

1. About Eurojust

Eurojust is the EU judicial cooperation body. 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 an exciting time of considerable change, including the adoption of a new EU Regulation governing Eurojust, a rising caseload including increasingly complex cases and a recent move to modern, custom-built premises in the heart of the International Zone of the Hague.

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

2. The position

Eurojust is launching a selection procedure to fill one vacant post and to establish a reserve list for the position of **Proofreader/Copywriter (AST 3)** in the Corporate Communications Unit.

The job of Proofreader/Copywriter at Eurojust is to act as an in-house resource for all aspects of English-language writing and editing. The Proofreader/Copywriter reports to the Head of the Corporate Communications Unit.



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1. Key accountabilities

The successful candidate will perform the following activities:

- Write English-language texts for press releases, news items, brochures and other external publications;
- Collect and coordinate contributions from other authors;
- Edit the style, wording and length of contributions and ensure consistency throughout;
- Write and edit captions;
- Detect and correct errors in type, format, grammar, punctuation and spelling in documents issued by Eurojust, while adapting to different standards for different publications and target audiences;
- Check the accuracy of translations into English;
- Check for consistency of style as well as conformity with Eurojust's document and design specifications;
- Evaluate information against publishing standards;
- Liaise with subcontractors and communication support stakeholders in the coordination of large projects; and
- Carry out any other duties required.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

2.1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union;
- 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 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.

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



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2.2. Minimum qualifications and professional experience

a) A level of post-secondary education attested by a diploma and, after having obtained the diploma, at least **6 years** of appropriate professional experience

OR

b) A level of secondary education attested by a diploma giving access to post-secondary education and, after having obtained the diploma, at least **9 years** of appropriate professional experience.

3. Selection criteria

Applicants who meet the eligibility criteria set out in section 2 will be assessed on the basis of the following criteria:

Essential

The following characteristics are considered essential criteria:

- Professional experience and knowledge in the areas mentioned above under 'key accountabilities';
- Prior experience with or knowledge of the EU institutional framework and functioning of the EU;
- Strong, demonstrable command of English (C1), particularly English grammar, syntax and spelling, as English is the vehicular language of Eurojust and the texts to be drafted and proofread are in English;
- Highly-developed communication skills and an ability to interact with a wide range of partners, both within and outside Eurojust;
- High level of accuracy and attention to detail;
- Experience handling repetitive administrative tasks;
- Experience working to tight deadlines;
- Strong computing skills, including Microsoft Word, PowerPoint and Excel; and
- Ability to exercise tact and discretion when handling highly sensitive and confidential information.

Advantageous

The following characteristics are considered additional assets:

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.



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- Degree or professional qualification in journalism, communication, law or related field;
- Knowledge of Eurojust's legal framework and mandate;
- Experience in photography; and
- Experience in web-editing.

Applicants are requested to provide concrete examples of how their knowledge, experience, skills and abilities meet the requirements of the position in the application form.

4. 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 CONFIDENTIAL.

5. Submission of applications

Please fill out the [Eurojust Application Form in English](#) and submit it to the following e-mail address by the indicated deadline: [**applications@eurojust.europa.eu**](mailto:applications@eurojust.europa.eu)

The reference number of the vacancy must be indicated on the application form, in the heading of your e-mail and in all future correspondence relating to this application. If you wish to apply for more than one post, you must submit separate application forms.

On the day of the interview, applicants must bring originals or certified copies and photocopies of all the supporting documents concerning their educational qualifications and employment record.

Eurojust has the right to disqualify applicants who fail to submit all the required documents on the date of the interview.

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.



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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/application-procedure-form.aspx>

6. Request for review

If a candidate is found ineligible, or is not invited for an interview, he/she may submit a request for reconsideration, quoting the reference number of the vacancy. More details on the request for review procedure can be found [here](#).

Please note that the Selection Board's work and deliberations are confidential and that any contact, direct or indirect, with its members is forbidden.

7. Protection of personal data

Eurojust will ensure that applicants' personal data are processed as required by all applicable data protection regulations and, in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005).