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## Information and Notices

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## V

(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PUBLIC PROSECUTOR'S OFFICE

## Vacancy Notice

## Administrative Director

(EPPO/AD/2020/004)

(2020/C 361 A/01)

Type and duration of contract:	Temporary Agent, 4 (four) years with possibility of extension
Function group and grade:	AD 14
Monthly basic salary:	EUR 14 837,60 at step 1 plus, where applicable, various allowances <sup>(1)</sup>
Place of employment:	Luxembourg
Deadline for applications:	24 November 2020 at 23:59 hours (CET)

**1. European Public Prosecutor's Office**

The European Public Prosecutor's Office (the EPPO) is an independent European prosecution service responsible for carrying out criminal investigations and prosecutions into crimes affecting the Union budget, including fraud, corruption, money laundering and serious cross-border VAT fraud. The Regulation establishing the EPPO under enhanced cooperation <sup>(2)</sup> entered into force on 20 November 2017.

EPPO offers challenging and rewarding careers to enthusiastic, motivated and highly skilled people who want to work within an international environment and contribute to the vision of this new organisation.

The seat of EPPO is in Luxembourg.

**2. Main responsibilities**

The European Public Prosecutor's Office (EPPO) is seeking suitable candidates for the position of Administrative Director with proven professional experience in delivering high-quality administrative support to large organisations. The Administrative Director shall be appointed by the EPPO College from a list of successful candidates proposed by the European Chief Prosecutor.

The Administrative Director shall be the legal representative of the EPPO for administrative and budgetary purposes and implement the budget of the EPPO.

<sup>(1)</sup> See further information under the field 'Contract and Remuneration'.

<sup>(2)</sup> Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office ('the EPPO') (OJ L 283, 31.10.2017, p. 1).

The Administrative Director shall be independent in the performance of her/his duties and shall neither seek nor take instructions from any government or any other body.

The Administrative Director's duties will include, amongst others, the following:

- a) the day-to-day administration of the EPPO and staff management;
- b) implementing the decisions adopted by the European Chief Prosecutor or the College;
- c) preparing a proposal for the annual and multi-annual programming document and submitting it to the European Chief Prosecutor;
- d) implementing the annual and multi-annual programming documents and reporting to the College on their implementation;
- e) preparing the administrative and budgetary parts of the annual report on the EPPO's activities;
- f) preparing an action plan following-up on the conclusions of the internal or external audit reports, evaluations and investigations, including those of the European Data Protection Supervisor and OLAF and reporting to them and to the College twice a year;
- g) preparing an internal anti-fraud strategy for the EPPO and presenting it to the College for approval;
- h) preparing a proposal for the draft financial rules applicable to the EPPO, and submitting it to the European Chief Prosecutor;
- i) preparing a proposal for the EPPO's draft statement of estimates of revenues and expenditures, and submitting it to the European Chief Prosecutor;
- j) providing necessary administrative support to facilitate the operational work of the EPPO;
- k) providing support to the European Chief Prosecutor and the Deputy European Chief Prosecutors in the carrying out of their duties.

### 3. Requirements

#### 3.1 *Eligibility criteria*

To be considered eligible, candidates must satisfy all the following eligibility criteria by the closing date for submitting applications:

- She/he Has 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 **15 years** of appropriate professional experience, or
- She/he has a level of education, which corresponds to completed university studies attested by a diploma of at least three years, and after having obtained the diploma, at least **16 years** of appropriate professional experience.

**In addition, the candidate must fulfil the following conditions, by the deadline for applications:**

- She/he is a national of one of the Member States of the Union and enjoys her/his full rights as citizen;
- She/he has fulfilled any obligations imposed on her/him by the laws concerning military service;
- She/he produces the appropriate character references as to her/his suitability for the performance of her/his duties <sup>(3)</sup>;
- She/he is physically fit to perform her/his duties <sup>(4)</sup>;
- She/he produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of her/his duties.

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<sup>(3)</sup> If successful, you will be asked to provide prior to recruitment, a police certificate confirming the absence of any criminal record.

<sup>(4)</sup> Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centre to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

### 3.2 *Selection criteria*

Applications will be assessed based on the information provided by the candidates in the Application Form against the following criteria:

#### *Essential*

- At least ten (10) years of professional experience relevant for the Administrative Director's duties mentioned under 'Main responsibilities';
- At least five (5) years of experience and proven success in a management position in organisations of a size comparable to EPPO (please, indicate in your application the number of staff you managed and amount of budget);
- Professional experience demonstrating sound knowledge of the EU Staff and Financial Regulations;
- Excellent command of both written and spoken English at least at level C1 <sup>(5)</sup>.

#### *Advantageous*

- Proven experience in the preparation and implementation of work programmes, work plans and/or other strategic and operational documents for an organisation;
- Managerial experience in an institution or body exerting a regal power (preferably justice, police or military);
- Managerial experience in international public organisations;
- Fluency in French, at least at level B2<sup>5</sup>.

#### *Interpersonal competencies*

- High ethical standards and personal integrity;
- Strong leadership skills;
- Analytical and strategic thinking;
- Excellent organisation skills;
- Excellent problem solving skills and ability to improvise;
- Excellent negotiation skills;
- Excellent communication skills, orally and in writing;
- Social intelligence;
- Ability to work in a multicultural environment;
- Ability to keep composure under stressful circumstances.

### 4. **Application procedure**

The candidate/job holder must either be a holder of a valid security clearance up to the level of 'SECRET UE/EU SECRET' or be willing to undergo the national security vetting procedure (in order to be allowed to perform her/his job).

Candidates are required to check carefully before submitting an application whether they meet all the eligibility criteria, particularly concerning the required types of diplomas and professional experience as well as their linguistic capacity.

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<sup>(5)</sup> cf. Language levels of the Common European Framework of <https://europa.eu/europass/en/common-european-framework-reference>

In order to facilitate the process, candidates are invited to apply in English.

For applications to be valid, candidates shall:

- Use and duly complete the EPPO Application Form, which can be found on the DG JUST website [https://ec.europa.eu/info/files/eppo-application-form-word\\_en](https://ec.europa.eu/info/files/eppo-application-form-word_en);
- Send their application (preferably in pdf format), **only by email** to EPPO-Recruitment-AD@eppo.europa.eu by the deadline;
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname;
- The Application Form must be saved as follows: SURNAME\_Name\_Reference number.

Incomplete applications or applications sent without using the EPPO Application Form will be disqualified and treated as non-eligible.

Candidates who use the same application to apply for more than one positions will also be disqualified.

Please, make sure that your Application Form is readable, as no further communication will take place.

Part-time work will be taken into account in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment.

PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should **not** be sent at this stage but must be submitted at a later stage of the procedure.

Due to the high number of applications received in each selection procedure, only shortlisted candidates will be contacted.

## 5. Closing date for applications

The closing date for application is **24 November 2020, 23:59 (CET)** (please check the time zones).

The EPPO will disregard any application sent after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

## 6. Selection procedure

The European Chief Prosecutor, assisted by a panel, will assess the candidates' applications against the eligibility and selection criteria and invite the most suitable candidates for a written test and an interview. Based on the interviews and the results of the written tests, the European Chief Prosecutor will select not more than 3 (three) candidates, rank them in the order of preference, and transmit this shortlist with the corresponding assessments to the EPPO College.

The College shall appoint the Administrative Director from one of the candidates placed on the shortlist. The College may decide to interview the candidates before appointing the Administrative Director from among the candidates proposed by the European Chief Prosecutor. The candidate appointed by the decision of the College will be offered a job.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), the successful candidate will be required to make a declaration of non-conflict of interest before recruitment. The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair her/his independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures. To that end, the candidate, using a specific form will inform the Appointing Authority of any actual or potential conflict of interest.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

Under no circumstances should candidates contact the European Chief Prosecutor or the assisting panel, directly or indirectly, concerning this recruitment. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

## **7. Contract and Remuneration**

The successful candidate will be offered a contract as a temporary agent of the type 2(a) in accordance with the CEOS for an initial period of 4 (four) years, renewable once for a period of no more than 4 (four) years.

The successful candidate who will be offered a contract of employment will, on her/his entry into service, be placed in step 1 or step 2 of the AD14 grade, according to the length of her/his professional experience. The basic monthly salary for grade AD14 currently is:

— Step 1: EUR 14 837,60

— Step 2: EUR 15 461,11

In addition to the basic salary, the following benefits apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation) depending on the individual's family situation and the place of origin;
- Flexible work arrangements (such as part-time work, flexible working hours, teleworking);
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;
- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service.

The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

In line with Article 97 of Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office, continuity of contracts, including pension rights, shall be offered to staff employed by Institutions, offices, agencies and bodies of the Union as temporary agents under point (a) of Article 2 of the CEOS, temporary agents under point (f) of Article 2 of the CEOS who, without interruption, are engaged by the EPPO following the present selection procedure. However, such contracts are subject to the available positions and grades in the EPPO Establishment plan.

## **8. Equal opportunities**

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## **9. Data Protection**

The EPPO ensures that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC <sup>(6)</sup>.

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<sup>(6)</sup> OJ L 295, 21.11.2018, p. 39.

## 10. Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)

For the attention of the European Chief Prosecutor, Ms Laura KÖVESI

Ref.: EPPO/AD/2020/004

1, Rue du Fort Thuengen

1499 Luxembourg

Luxembourg

The complaint must be lodged within 3 (three) months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting him/her.

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