

Vacancy Notice
Ref: EPPO/AD/2021/008

**Call for candidatures¹ for
Counsellor to the European Chief Prosecutor**

Job title:	Counsellor to the European Chief Prosecutor <i>(a reserve list to be created to fill in 3 positions)</i>
Sector/Unit:	Strategy and Executive Office Unit
Function Group/Grade/Type of post /Post title:	Temporary staff, AD10, Administrator, Principal Officer
Location:	Luxembourg, LUXEMBOURG
Closing date for applications:	<u>13 December 2021; 23:59 (CET)</u>²

The European Public Prosecutor's Office (EPPO) is seeking talented individuals to establish a reserve list for various 'Counsellors to the European Chief Prosecutor' positions.

1. The European Public Prosecutor's Office as a prospective employer

Under the leadership of the European Chief Prosecutor (ECP), the European Public Prosecutor's Office ('the EPPO') is the first European Union independent Prosecution service.

The EPPO is responsible for carrying out criminal investigations and prosecutions into crimes affecting the Union budget as one of the European Union Institutions and Bodies delivering the European Union's Justice System. It became operational on 1 June 2021.

Through the ongoing build-up and upcoming development phases, the EPPO offers an innovative, challenging and rewarding working environment to professionals looking to consolidate and develop a career in the design and delivery of a robust control environment to a novel constituent of the European Union (EU) institutional setup.

¹ **Nota Bene:** Temporary Staff employed in other EU Institutions, Bodies and Agencies might keep, under some conditions, their existing contract conditions. More details in section 7 'Appointment and conditions of employment' below.

² Published on **22 November 2021**

2. Duties and responsibilities

The successful candidates will work in the Strategy and Executive Office Unit in the following positions:

- Counsellor to the European Chief Prosecutor for operational matters;
- Counsellor to the European Chief Prosecutor for international relations;
- Counsellor to the European Chief Prosecutor for inter-institutional relations.

2.1. Counsellor to the European Chief Prosecutor for operational matters

Counsellor to the European Chief Prosecutor for operational matters will provide support and advice to the European Chief Prosecutor in her operational duties.

He/she will have an overview at strategic level of all the relevant aspects of EPPO's operations in order to provide advice and concrete guidance to the European Chief Prosecutor with a view to ensuring coherence, efficiency and consistency in the prosecution policy of the EPPO throughout the Member States, as decided by the College of the EPPO. He/she will ensure the liaison with all the relevant stakeholders.

Reporting to the Head of the Strategy and Executive Office Unit, his/her tasks will include, but not be limited to:

- Advising and assisting the European Chief Prosecutor in the development and implementation of the EPPO's operational guidelines;
- Advising the European Chief Prosecutor on strategic aspects of EPPO operations;
- Analysing available data and trends related to the operational activities of the EPPO;
- Elaborating and implementing strategies to ensure coherence, efficiency and consistency in the prosecution policy of the EPPO;
- Representing the European Chief Prosecutor in the relevant operational formats;
- Preparing meetings with the relevant counterparts, establishing and maintaining a network of contacts for the operational activities of the EPPO;
- Preparing briefings and speeches for the European Chief Prosecutor.

2.2. Counsellor to the European Chief Prosecutor for international relations

Counsellor to the European Chief Prosecutor for international relations will provide support and advice to the European Chief Prosecutor in her duty to represent the EPPO vis-à-vis third countries.

He/she will have an overview of all aspects of international relations of the EPPO, will provide strategic advice and concrete guidance in the negotiations and cooperation with third countries as well as relevant international fora and organisations. He/she will ensure the liaison with all the relevant stakeholders.

Reporting to the Head of the Strategy and Executive Office Unit, his/her tasks will include, but not be limited to:

- Advising and assisting the European Chief Prosecutor in the development and implementation of the EPPO's international policy;
- Advising the European Chief Prosecutor on international aspects of EPPO operations;



- Monitoring and analysing relevant legal developments which might impact the international activities of the EPPO;
- Elaborating and implementing strategies to promote EPPO's interests vis-à-vis third countries;
- Representing the EPPO in the relevant bilateral and multilateral formats;
- Preparing meetings with the relevant counterparts, establishing and maintaining a network of contacts for the international activities of the EPPO;
- Preparing briefings and speeches for the European Chief Prosecutor.

2.3. Counsellor to the European Chief Prosecutor for inter-institutional relations

Counsellor to the European Chief Prosecutor for inter-institutional relations will provide support and advice to the European Chief Prosecutor in her duty to represent the EPPO vis-à-vis the institutions of the Union and of the Member States of the European Union.

He/she will have an overview of all aspects of inter-institutional relations of the EPPO, will provide strategic advice and concrete guidance in the negotiations and cooperation with the other EU institutions as well as the institutions of the Member States of the European Union. He/she will ensure the liaison with all the relevant stakeholders.

Reporting to the Head of the Strategy and Executive Office Unit, his/her tasks will include, but not be limited to:

- Advising and assisting the European Chief Prosecutor in the development and implementation of the EPPO's inter-institutional policy;
- Advising the European Chief Prosecutor on inter-institutional aspects of EPPO operations;
- Monitoring and analysing relevant EU law developments which might impact the activities of the EPPO;
- Elaborating and implementing inter-institutional strategies to promote EPPO interests, in particular with regard to budgetary negotiations as well as legislative developments of relevance for the EPPO;
- Representing the EPPO in the relevant inter-institutional formats;
- Preparing meetings with the relevant counterparts, establishing and maintaining a network of contacts for the inter-institutional activities of the EPPO;
- Preparing briefings and speeches for the European Chief Prosecutor.

3. Requirements from candidates

3.1. Eligibility criteria

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

- He/she has a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is **four (4) years** or more, and, after having obtained the diploma, at least **twelve (12) years** of appropriate 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 **three (3) years** or more, and, after having obtained the diploma, at least **thirteen (13) years** of appropriate professional experience;

Only duly documented professional activity is taken into account.

ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).

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.

Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated above. shall be taken into consideration as professional experience if official documentation is provided.

Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.

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.

- He/she is a national of one of the Member States of the Union and enjoys his/her full rights as citizen;
- He/she has fulfilled any obligations imposed by the laws concerning military service;
- He/she produces the appropriate character references as to his/her suitability for the performance of his/her duties³ ;
- He/she is physically fit to perform his/her duties⁴; and
- He/she produces evidence of a thorough knowledge of one of the official languages of the EU and of a satisfactory knowledge of another official language of the EU to the extent necessary for the performance of his/her duties.

³ If successful, you will be asked to provide prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

⁴ 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

The following experiences and competencies will be assessed throughout the different phases of the selection procedure per three different profiles:

3.2.1. Counsellor to the European Chief Prosecutor for operational matters

Essential

- Proven professional experience of at least fifteen (15) years combining prosecutorial work, legal expertise and judicial cooperation;
- Prosecutorial experience in particular in the field of financial and economic crime, corruption and organised crime;
- Proven experience in mutual legal assistance in criminal matters;
- Proven experience in coordinating cross-border criminal investigations and providing support to joint investigation teams;
- Proven experience in preparing briefings and speeches.

Advantageous

- Knowledge of the international and European legal frameworks of relevance for judicial cooperation in criminal matters;
- Proven operational coordination expertise at national and European level (at least with Europol, Eurojust and OLAF);
- Ability to connect with and maintain the engagement of the audience.

3.2.2. Counsellor to the European Chief Prosecutor for international relations

Essential

- Proven professional experience of at least ten (10) years in positions with tasks closely related to the ones described above;
- Professional experience combining legal, political and international aspects;
- Prosecutorial experience in particular in the field of financial and economic crime and corruption;
- Proven experience in mutual legal assistance in criminal matters;
- Proven experience in bilateral and/or multilateral treaties'/conventions' negotiations and monitoring, in particular in the areas of the fight against financial and economic crime and corruption;
- Proven experience in preparing briefings and speeches.

Advantageous

- Excellent knowledge of the international and European legal frameworks of relevance for judicial cooperation in criminal matters, in particular for extraditions and asset recovery;
- Proven experience in digital aspects of judicial cooperation;
- Knowledge of French and other official language of the EU at least at level B2⁵.

⁵ cf. Language levels of the Common European Framework of reference: <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

3.2.3. Counsellor to the European Chief Prosecutor for inter-institutional relations

Essential

- Proven professional experience of at least ten (10) years in positions with tasks closely related to the ones described above;
- Professional experience combining legal, political and inter-institutional aspects;
- Proven experience in developing and implementing inter-institutional strategies and organising reach outs to different stakeholders at EU level;
- Proven experience in political intelligence at EU level and in drafting reports about parliamentary and Council debates;
- Demonstrated ability to analyse policy papers as well as legislative amendments and dynamics;
- Proven experience in preparing briefings and speeches.

Advantageous

- Relevant professional experience combining work in different EU institutions (at least the European Commission, the European Parliament and the Council of the European Union);
- Excellent knowledge of EU affairs in general, and of the EU budgetary procedure in particular;
- Professional experience in more than one of the following set ups: as member of a national administration at EU level; as member of the administration of a parliamentary committee at EU level; as policy adviser for a political group in the European Parliament; as policy officer in charge of inter-institutional relations; as member of a cabinet in charge of inter-institutional relations;
- Knowledge of French and other official language of the EU at least at level B2⁶.

Interpersonal competencies for all three profiles

- Excellent organisational skills: strong ability to organise and prioritise, focusing on results and on accuracy;
- Excellent negotiation, communication and advocacy skills both orally and in writing;
- High sense of discretion and confidentiality;
- Service-oriented attitude combined with the ability to work under pressure;
- Sense of initiative combined with the ability to think creatively;
- Proven ability to work both in a team and independently, combined with the capacity to work on several projects simultaneously.

The applicant **must** provide specific examples on how he/she meets essential and advantageous requirements in the application form.

English, being the working language of the EPPO, will be used during the whole selection process.

⁶ cf. Language levels of the Common European Framework of reference: <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

4. Application procedure

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.

In the Application Form, under 'a) Selection Criteria' in the field of 'II. PROFESSIONAL EXPERIENCE' indicate, giving examples, how you meet each one of the selection criteria (essential and advantageous) listed in this vacancy notice. Please name the criteria you are describing. For any criteria that you would like to leave blank, write 'n/a' next to the number.

You are required to complete the essential criteria and advantageous all of the profiles for which you would like to be considered (Counsellor to the European Chief Prosecutor for operational matters, Counsellor to the European Chief Prosecutor for international relations and/or Counsellor to the European Chief Prosecutor for inter-institutional relations). Each profile will be assessed independently to ensure that candidates specialised in only one profile will not be disadvantaged.

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).

All applications must be in English.

For applications to be valid, candidates shall:

- Use and duly complete the EPPO Application Form, which can be found on the EPPO website <https://www.eppo.europa.eu/how-to-apply>;
- Send the application (preferably in pdf format), only by email to EU-EPPO-RECRUITMENT@ec.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.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false, the applicant in question will be disqualified.

Please, make sure that your application form (word or pdf) is readable, as no further communication will take place.

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.

Please note that the time period between the closing date for applications submission and the end of the short listing applicants for the interview phase may take up to several months.

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 **13 December 2021; 23:59 (CET)** (please check the time zones).

The EPPO will disregard any application received 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 candidates' applications will first be assessed against the eligibility and selection criteria. The most suitable candidates will be invited for a written test and an interview by a Selection Board.

Based on these interviews and the results of the written tests, the Selection Board proposes a list of adequately skilled candidates to the Administrative Director to be included in a reserve list (talent pool) who will make the final decision.

The European Chief Prosecutor might carry-out an additional interviews of candidates selected out of the talent pool to come to a conclusion if and to whom to offer the position by the Administrative Director.

The reserve list would be valid until 31/12/2023, and might be extended.

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 appointed candidate is required to make a declaration of interests before the recruitment. The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair his/her independence or any other conflict of interest in relation to the position offered and will adopt appropriate measures.

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.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection or promote their candidature directly or indirectly through any other means outside the terms of this application and selection processes. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

7. Appointment and conditions of employment

Under the terms and conditions of the EU Staff Regulations and EPPO policy on contract of employment management, successful candidates may be offered a contract as a temporary agent of the type 2(f) in accordance with the CEOS for an initial period of 3 (three) years including a probationary period of nine months, which **may** be renewed for another period of 3 (three) years. After the second period, the contract **may** be renewed for an indefinite period

Successful candidates who will be offered a contract of employment will, on their entry into service, be placed in step 1 or step 2 of the Function Group AD, Grade 10 depending on the length of their professional experience. The basic monthly salary for Function Group AD, Grade 10 currently is:

- Step 1: 9,117.48;
- Step 2: € 9,500.59.

In addition to the basic salary, the following benefits might 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.

Specific provisions for filling this position through mobility open to some staff of other EU Institutions, Offices, Agencies and Bodies

Until 31st May 2022, in application of Article 97 of the EPPO Founding Regulation⁷, a candidate that

- would be offered this AD 10 Temporary Agent 2(f) position, and
- would be employed as a Temporary Agent 2 (a) or (f) with another European Union's Institution, Office, Agency or Body at the date of hiring by the EPPO,

may be offered, upon her/his request, continuity of his/her current contract conditions (including seniority - grade and step - and pension calculation basis) if his/her current employment contract is at grade AD7, AD8, AD9 or AD10. If her/his employment contract is AD 11 or above, it is left to the discretion of the EPPO.

8. Equal opportunities

⁷ <https://eur-lex.europa.eu/eli/reg/2017/1939/oj>

The EPPO applies a policy of equal opportunities and considers 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. Privacy Notice

The EPPO processes the personal data submitted by the applicants as part of the application form, in any submitted supporting document at any stage in the selection and recruitment process, and communication related thereto. The purpose of this processing operation is to assess the suitability of candidates for a position at the EPPO and to administer the documentation related to the selection and/or recruitment. This includes also the processing of the submitted data for related administrative aspects, such as e.g. financial reimbursements, calculation of entitlements, etc.

During this processing, the personal data will be made available to selected staff working in Human Resources, Finance & Procurement, and in case of appeals or complaints, the Legal Service. Further, it will be made accessible to the members of the Selection Board, the Appointing Authority and respective supporting staff. Lastly, it may also be shared with other parties in the context and purpose of audits, inspections and internal investigations, be they internal or by supervisory authorities.

The personal data collected for this purpose will be stored for no longer than 3 (three) years following the financial discharge for the year in which the recruitment was finalized, in order to comply with audit obligations, unless ongoing legal proceedings, investigations or audits require their continued storage. Where the process led to employment of a candidate, some of the documentation and personal data contained therein will be carried over into the personnel file and subject to the regime applicable thereto.

The processing is necessary to select and recruit candidates suitable to cover the vacancies of the EPPO and therefore enable it to perform its tasks. The legal basis being implemented and binding on the EPPO's selection and recruitment process are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union and their implementing rules. The applicable legal framework for data protection purposes for this processing of administrative personal data is Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 ([OJ L 295 of 21.11.2018](#)).

The applicant has the right at any time to request access to, rectification, restriction or erasure of their personal data. To exercise these rights, request assistance in their exercise or questions thereto, or file a complaint, they may contact the data controller, or the Data Protection Officer of the EPPO. They also have the right to address themselves to the European Data Protection Supervisor to lodge a complaint.

The controller is the EPPO, and for this process coordinated by the Head of Human Resources, and can be contacted by email at EU-EPPO-RECRUITMENT@ec.europa.eu

The Data Protection Officer can be reached at EPPO-DPO@epo.europa.eu.

The European Data Protection Supervisor can be contacted at edps@edps.europa.eu.

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 Administrative Director, Mr Olivier RAMSAYER
Ref.: EPPO/AD/2021/008, Counsellor to the European Chief Prosecutor
11, Avenue John F. Kennedy
1855 Luxembourg
Luxembourg

The complaint must be lodged within three (3) 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.