

**Vacancy Notice**  
for establishing a reserve list

**Administrative Director**

<b>Job title:</b>	Administrative Director
<b>Reference number:</b>	EPPO/2024/AD/019
<b>Type of contract:</b>	Temporary staff (initial contract of 4 years, renewable once for a period of maximum 4 (four) years), full-time, flexitime provisions.
<b>Function group &amp; grade:</b>	AD 14
<b>Salary:</b>	Minimum basic monthly salary € 17.237,05 and benefits; see further information below
<b>Place of work:</b>	LUXEMBOURG, hybrid working modalities available.
<b>Closing date:</b>	<del>25 November 2024<sup>1</sup> 23:59 (CET)</del> New deadline: 16 December 2024 23:59 (CET)

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 College of the EPPO from a list of successful candidates proposed by the European Chief Prosecutor.

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<sup>1</sup> Published on 24 October 2024

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

If you are interested in being part of a thriving multicultural organisation, check out our [website](#), where you will find more information about our activities, career opportunities at the EPPO, and living and working in Luxembourg.

## 1. YOUR TASKS AND RESPONSIBILITIES

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:

- the day-to-day administration of the EPPO and staff management;
- implementing the decisions adopted by the European Chief Prosecutor or the College;
- developing decisions and policies to ensure effective delivery of services in the area of human resources, finance and procurement, security and digital services;
- preparing a proposal for the annual and multi-annual programming document and submitting it to the European Chief Prosecutor;
- implementing the annual and multi-annual work programmes and reporting to the College on their implementation;
- preparing the administrative and budgetary parts of the annual report on the EPPO's activities;
- 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; implementing recommendations stemming from the observations and reporting to the audit bodies and to the College;
- implementing EPPO's internal anti-fraud, internal control and risk management strategies and reporting regularly to the College;
- preparing EPPO's Consolidated Annual Activity Report (CAAR) that includes his/her declaration of assurance for the legal and regular spending of the EPPO's budget and present it to the ECP and College for adoption;
- implementing the revenue and expenditure of the budget in accordance with the EPPO financial rules and the principle of sound financial management under his or her own responsibility and within the limits of the appropriations authorised; preparing a proposal for the EPPO's draft statement of estimates of revenues and expenditures, and submitting it to the European Chief Prosecutor;

- providing necessary administrative support to facilitate the operational work of the EPPO;
- providing support to the European Chief Prosecutor and the Deputy European Chief Prosecutors in the carrying out of their duties.

## 2. BASIC ELIGIBILITY REQUIREMENTS

**To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:**

A level of education, which corresponds to **either**:

- 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 **fifteen (15) 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 **sixteen (16) years** of appropriate professional experience.

**You must also:**

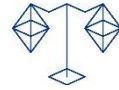
- be a national of one of the Member States of the Union and enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of your duties<sup>2</sup>;
- be physically fit to perform your duties<sup>3</sup>; and produce evidence of a thorough knowledge of one of the official languages of the EU<sup>4</sup> and of a satisfactory knowledge of another official language of the EU, to the extent necessary for the performance of your duties.

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<sup>2</sup> If successful, you will be asked to provide, prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

<sup>3</sup> Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

<sup>4</sup> The official languages of the European Union: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.



### 3. SELECTION CRITERIA

**The following experience and competencies will be assessed throughout the different phases of the selection procedure.**

***Please note:***

*All essential criteria are mandatory, meaning that no application will be assessed further if a candidate does not fulfil all of the essential criteria.*

*You must provide specific examples of how you meet both the essential and advantageous requirements in the application form.*

- **Essential:**

- a) At least ten (10) years of professional experience in roles relevant to the duties mentioned under 'Main responsibilities';
- b) At least five (5) years of experience in a management position;
- c) Excellent knowledge of English, both written and spoken, at least at level C1<sup>5</sup>; *English, being the working language of the EPPO, will be used during the selection process.*

- **Advantageous:**

- a) Managerial experience in a national or international public organisation, either in a judicial, law enforcement or military environment, or as the administrative leader of a governmental institution;
- b) Sound knowledge of the EU Staff and Financial Regulations;
- c) Proven experience of work in an international environment.

- **Interpersonal competencies:**

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

- a) Strong leadership skills;
- b) Excellent organisation and problem solving skills;
- c) Excellent negotiation skills;
- d) Excellent communication skills, orally and in writing;

#### **4. YOUR SALARY AND BENEFITS**

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 maximum 4 (four) years.

Successful candidate(s) who will be offered a contract of employment will, on their entry into service, be placed on Step 1 or Step 2 of the Function Group AD, Grade 14, depending on the length of the professional experience. The basic monthly salary for Function Group AD, Grade 14 is currently € 17.237,05 (Step 1).

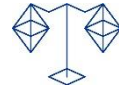
The estimated starting date is 01 March 2025.

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 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;
- Opportunities for management career development in the EU Public Service.

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

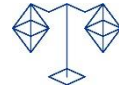
The [details](#) of the whole remuneration package are provided in Articles 62-70 and Annex VII Annex VII to the Staff Regulations of Officials of the European Union.



## 6. HOW TO APPLY

- 1. Download and fill in the EPPO Application form** – it can be found on our website: <https://www.eppo.europa.eu/how-to-apply>
- 2. Save your completed form as follows:**  
SURNAME\_Name\_Reference number
- 3. Send the completed EPPO Application form, in PDF format, to our Selection and Recruitment team** [eu-eppo-recruitment@ec.europa.eu](mailto:eu-eppo-recruitment@ec.europa.eu) **by 16 December 2024 23:59 (CET).**
- 4. In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number\_SURNAME)

Please note that the shortlist will be valid until 31/12/2026, and might be extended.



## Annex to the Vacancy Notice

### 1. Application procedure

Please refer to the job description under `Your tasks and responsibilities` for detailed application instructions.

- **Eligibility:** Candidates are required to carefully check, in advance of 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 abilities.
- **Security clearance:** The candidate 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 the job).
- **Language:** All applications must be in English. The interview will be held in English and other required language, if applicable.

English is the working language for operational and administrative activities of the EPPO, as established in the Decision 002/2020 of the College of the EPPO of 30 September 2020 on Internal Language Arrangements.

- **Application form:** Applications not sent using the EPPO application form will be disqualified and treated as non-eligible, as will incomplete and/or not readable applications and not sent in PDF format.
- **Professional experience:**

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 experience will be counted 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.



- **Education:**

Only qualifications awarded in EU Member States or subject to equivalence certificates issued by the authorities in the EU Member States will be taken into consideration. Candidates holding lower level diplomas from outside the EU (e.g. Bachelor's Degrees) along higher-level diplomas from an EU Member State University (e.g. Masters' Degrees), may not need recognition for their lower level diploma(s).

UK diplomas granted before 31/12/2020 may also be recognized without equivalence.

For diplomas awarded in non-EU countries, a NARIC recognition is required.

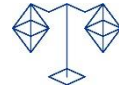
PhDs may be counted as professional experience only for candidates having received a study grant or salary throughout the length of their PhD program, with a maximum length of recognition equalling three years, and provided that the program has been successfully concluded by the closing date for applications.

- **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 upon request of the EPPO.
- **Application deadline:** 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 a fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

**Please note:** Due to the high number of applications received in each selection procedure, only candidates shortlisted for interview will be contacted. All candidates will be informed when a procedure is closed.

## 2. Selection procedure

1. **Assessment of application:** The Selection Panel, chaired by the European Chief Prosecutor, will assess the candidates' applications against the eligibility and selection criteria.
2. **Job interviews and written tests:** The most suitable candidates, who best correspond to the profile sought and on condition that they have achieved a score of at least 60% during the evaluation of applications, will be invited for an interview with the Selection Panel and for a written test.
3. **Shortlist:**  
The Selection Panel will propose a list of adequately skilled candidates to be included on a shortlist, rank them in the order of preference, and transmit this shortlist with the corresponding assessments to the College of the EPPO.



- 4. Second job interview and assessment centre:** The candidates on the shortlist may be invited for a second interview before the College and may be sent to an assessment centre. The candidate selected 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 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 their independence or any other conflict of interest in relation to the position offered, and will adopt appropriate measures accordingly.

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 make the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Panel, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

### **3. 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.

### **4. 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 three (3) years following the financial discharge for the year in which the recruitment was finalised, 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 to 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, can be contacted by email at [EU-EPPO-RECRUITMENT@ec.europa.eu](mailto:EU-EPPO-RECRUITMENT@ec.europa.eu).

The Data Protection Officer can be reached at [EPPO-DPO@eppo.europa.eu](mailto:EPPO-DPO@eppo.europa.eu).

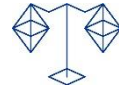
The European Data Protection Supervisor can be contacted at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

## 5. 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



11 Av. John F. Kennedy  
L-1855 Luxembourg  
Luxembourg

European Public Prosecutor's Office (EPPO)  
For the attention of the Appointing Authority (The College) via the European Chief  
Prosecutor as the chair of the College,  
*EPPO/2024/AD/019 – Administrative Director*  
11, Avenue John F. Kennedy  
1855 Luxembourg  
Luxembourg

E-Mail: [eppo-executiveoffice@eppo.europa.eu](mailto:eppo-executiveoffice@eppo.europa.eu)

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 them.