EUROPEAN PUBLIC PROSECUTOR’S OFFICE (EPPO)

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.

Vacancy Notice
for establishing a reserve list

Legal Assistant
(EPPO/AST/2020/001)

<table>
<thead>
<tr>
<th>Type and duration of contract:</th>
<th>Temporary Agent, 3 years with possibility of extension</th>
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<tbody>
<tr>
<td>Function group and grade:</td>
<td>AST 4</td>
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<tr>
<td>Monthly basic salary:</td>
<td>€ 4 231,23 at step 1 plus, where applicable, various allowances¹</td>
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<td>Place of employment:</td>
<td>Luxembourg</td>
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<tr>
<td>Deadline for applications:</td>
<td>09/03/2020 at 23:59 hours (CET)</td>
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</tbody>
</table>

1. European Public Prosecutor’s Office

The European Public Prosecutor’s Office (the EPPO) will be 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 cooperation² entered into force on 20 November 2017.

The Commission is responsible for the establishment and initial administrative operation of the EPPO, until the Office has the capacity to implement its own budget. Work is on-going to set up the EPPO in order for it to take up its functions at the end of 2020.

The seat of EPPO will be in Luxemburg.

2. Main responsibilities

The European Public Prosecutor’s Office (EPPO) is seeking suitable candidates to establish a reserve list for the position of Legal Assistant. The successful candidates will work in the administrative support to the Permanent Chambers, in the Registry and Verification Unit or in the Case Analysis Unit.

In the administrative support to the Permanent Chambers, the Legal Assistant will be appointed as a clerk (greffier). The team supporting the Permanent Chambers will prepare the work of the Permanent Chambers namely through monitoring and directing investigations. The Legal Assistant will deal with administrative tasks such as the registration of documents sent by the European Delegated Prosecutors (EDP), the input of information in the “Case Management System” (CMS), the

¹ See further information under the field ‘Contract and Remuneration’.
drafting or translation of documents, the preparation of periodical reports on the status of the investigations assigned to the Chamber, etc.

The Registry and Verification Unit will analyse each case and make a proposal to the Chief Prosecutor, within a short deadline, whether it falls into the EPPO’s competence and, if so, should assigned to a Permanent Chamber. The Unit register the cases in the CMS.

The Case Analysis Unit will assist the European Prosecutors and produce operational and strategic overviews and reports (typologies, etc.) in order to facilitate the assessment of the received cases. It will draw up frequent statistical analysis by deriving useful data from the received cases, to identify risks in the procedures for granting/using European funds for preventive purposes.

Under the supervision of the European Prosecutors and/or Administrators, the successful candidates will be responsible, amongst others, for the following duties:

- Registering documents and cases in the Case Management System;
- Preliminary screening of the incoming cases;
- Assisting in analysing information and documents relevant to the case files and assessing whether, on the basis of the information provided, there are grounds to initiate an investigation or to exercise the right of evocation pursuant to Council Regulation (EU) 2017/1939;
- Assisting in drafting reports and other documents relevant to the investigation (such as investigation work plan, summaries, etc.);
- Drawing up statistical analyses.

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:

i. Have a level of post-secondary education attested by a diploma, and after having obtained the diploma, at least 9 (nine) years of appropriate professional experience³, or

ii. Have a level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least 12 (twelve) years of appropriate professional experience.

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

- Be a national of one of the Member States of the Union and enjoys his/her full rights as citizen;
- Has fulfilled any obligations imposed by the laws concerning military service;
- Produces the appropriate character references as to his/her suitability for the performance of his/her duties⁴;

³ Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States will be taken into consideration.
⁴ If successful, you will be asked to provide prior to recruitment, a police certificate confirming the absence of any criminal record.
• Be physically fit to perform his/her duties; and
• 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.

3.2 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 6 (six) years of professional experience with duties relevant to the job description as above;
• At least 3 (three) years of professional experience of in drafting and/or reviewing legal documents (please provide examples of such documents in your application);
• Excellent knowledge of English, both written and spoken, at least at level C1;
• Knowledge of a third official language of the EU, at least at level B2 (in addition to English and the mother tongue);
• IT knowledge/competency with Word and Excel.

Advantageous
• Diploma (University Degree) in Law or other field relevant to perform the duties mentioned above;
• Knowledge of criminal law either by studies or by professional experience;
• Professional experience in anti-fraud investigation;
• Professional experience as clerk/greffier;
• Knowledge of an additional official language of the EU, at least at level B2;
• Experience in statistical analysis;
• Knowledge of data analytics software.

Interpersonal competencies
• Ability to summarize effectively complicated documents in a short deadline;
• High senses of discretion and confidentiality;
• Excellent organisational and planning skills;
• Resilience to stress, ability to perform multiple tasks under tight deadlines in a rapidly evolving work environment;
• A pro-active, strong sense of initiative, highly flexible and dynamic working attitude;
• Ability to work independently as well as a part of a team in a multi-cultural environment.

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).

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5 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.
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 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 in Word or 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. Candidates who use the same application to apply for more than one positions will also be disqualified.

Please, make sure that your Application Form (Word or pdf) 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 9 March 2020, 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 may be invited for a written test and an interview by a selection committee.

Based on these interviews and the results of the written tests, the selection committee might propose a list of successful candidates (reserve list) to the Administrative Director ad interim, who will make the final decision. Such list would be valid until 31/12/2021, 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 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 his/her 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 selection committee, 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

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 years, renewable for another period of 3 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 AST4 grade, according to the length of their professional experience. The basic monthly salary for grade AST4 currently is:
- Step 1: € 4 231,23
- Step 2: € 4 409,02

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


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 ad interim, Mr Olivier SALLES
Ref.: EPPO/AST/2020/001
1, Rue du Fort Thuengen
1499 Luxembourg

The complaint must be lodged within 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.