

Vacancy Notice
for establishing a reserve list

Senior Registry and Stakeholder Coordination Officer

Job title:	Senior Registry and Stakeholder Coordination Officer
Reference number:	EPPO/2024/AD/15
Type of contract:	Temporary staff 2(f) (initial contract for external vacancy of 3 years), full-time
Function group & grade for external selection:	AD 6
Function group and grade bracket for internal selection:	AD 5 – AD 6
Function group and grade bracket for inter-agency selection:	AD 5 – AD 6
Salary:	minimum basic monthly salary € 6.418,36 and benefits; see further information below
Place of work:	LUXEMBOURG
Closing date:	29 July 2024 ¹ 23:59 (CET)

¹ Published on 24 June 2024

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of Senior Registry and Stakeholder Coordination Officer.

The EPPO is a new and fast-growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

1. THE ROLE

The Registry and Operational Stakeholders Sector (ROSS) is responsible for processing all information reported to the EPPO pursuant to article 24 of the Regulation and managing stakeholders at operational level in order to enable the EPPO to cooperate with Competent National Authorities (CNAs), Private Parties (PPs), Institutions-Bodies-Organizations-Agencies (IBOAs) of the Union, Non-Participating Member States (NPMSs), Third Countries (TCs) and International Organizations (IOs).

This includes managing communication tools and channels, information networks and systems, as well as databases. The Sector implements the relevant agreements, arrangements, memoranda, policies and procedures in place. The Sector also provides consultation, guidance and coordination services to stakeholders on relevant operational and strategic matters. The Sector may also engage with case support activities when the topic falls under its competence. The Sector provides feedback, as well as awareness sessions and trainings, with regards to the abovementioned tasks.

2. YOUR TASKS AND RESPONSIBILITIES

Reporting to the Head of Registry and Operational Stakeholders Sector, your tasks will include, but not be limited to, the following:

- Register and process crime reports and other relevant information reported by national authorities, IBOAs of the Union and private parties/legal entities to the EPPO under article 24 of the Regulation in the EPPO Case Management System (CMS);
- Liaise with operational stakeholders to ensure their information is properly communicated, registered and made available;

- Develop and implement standard operating procedures, workflows and policies for the handling of information and regularly review and update them as needed;
- Conduct quality control checks on the registered information, identify and resolve any issues or discrepancies in a timely and efficient manner;
- Monitor and report on the performance of the registration process, including the number and quality of submissions, turnaround times and stakeholder satisfaction;
- Research and analyse the existing reporting networks to identify gaps, strengths and make recommendations for improvements and adjustments as needed;
- On-board new stakeholders by providing training on the reporting platform, troubleshooting issues and providing ongoing support and guidance as needed;
- Identify and establish partnerships with relevant stakeholders to leverage resources and expertise and build support for the reporting network;
- Ensure that all data is handled in accordance with established data protection framework and the relevant security rules;
- Support the negotiation of new working agreements with operational stakeholders and provide input on behalf of the Operations Unit, when required;
- Implement and monitor the working agreements of the EPPO with operational stakeholders ensuring that they are carried out in compliance with agreed-upon terms and conditions, identify areas for improvement and provide feedback to management;
- Contribute to the development of internal policies and procedures related to working arrangements and participate in their implementation;
- Monitor and analyze the performance of the reporting tools, identifying areas for improvement and providing feedback, and contribute to the design and development of new ones;
- Facilitate data, information and evidence collection via appropriate communication channels, the hit-no-hit system, access to databases and judicial cooperation;
- Produce statistics related to the sector's operations and deliver periodic progress reports to the management;
- Provide feedback, as well as awareness sessions and trainings, with regards to the above mentioned tasks. Provide support for ongoing criminal cases, utilizing tools and databases within the sector's mandate in certain conditions.

3. BASIC ELIGIBILITY REQUIREMENTS

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

GENERAL/COMMON REQUIREMENTS²

1. be a national of one of the Member States of the Union and enjoy full rights as a citizen;
2. have fulfilled any obligations imposed by the laws concerning military service;
3. produce the appropriate character references as to the suitability for the performance of your duties³;
4. be physically fit to perform your duties⁴; and
5. produce evidence of a thorough knowledge of one of the official languages of the EU⁵ and of a satisfactory knowledge of another official language of the EU, to the extent necessary for the performance of your duties.

EXTERNAL APPLICANTS

A level of education which corresponds to:

- 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 **three (3) years** of appropriate professional experience.

INTERNAL APPLICANTS

- You are temporary staff 2(f) who, on the closing date for applications and on the day of filling the post, is engaged within the EPPPO in the function group and grade belonging to the grade bracket indicated above (AD5 - AD6);

² Mandatory criteria for the engagement of temporary staff as laid down in Article 12(2) of the CEOS

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 centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

⁵ 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.

- You are employed in a full time job⁶;
- You have completed the probationary period successfully.

INTER-AGENCY APPLICANTS

- You are temporary agent 2(f) who, both on the closing date for applications and on the day of filling the vacant post, are employed within your current agency or institution in a grade and function group corresponding to the published function group and grade (AD5 – AD6);
- You have at least 2 (two) years` service within your current agency or institution before moving. Any decision derogating from that principle shall be taken jointly by the two agencies/institution concerned, having regard to the interest of the service of both agencies/institution;
- You have successfully completed the probationary period provided for in the Article 14 of the CEOS, in the relevant function group.

4. SELECTION CRITERIA

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

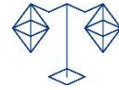
Please note:

All essential criteria are mandatory, meaning that no application will be assessed further if a candidate does not fulfil at least one 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) Extensive professional experience of at least five (5) years directly related to the responsibilities of this role, as mentioned above in Article 2 'Your tasks and responsibilities' (Please give details on type of position, start and end dates as well as full time/part time work);
 - b) Extensive professional experience in coordinating with operational stakeholders and overseeing registry management processes, ensuring

⁶ Note: the requirement is related to the post and not to the time arrangements (a staff member may work part-time but be employed on a full time post)



accurate data handling and maintaining effective communication channels for organizational efficiency;

- c) Proven expertise in processing data, including proficiency in relevant legal procedures;
- d) Proficiency in using digital applications such as case management, workflow management or document management systems and communication tools (Please describe and give examples);
- e) Excellent knowledge of English, both written and spoken, at least at level C1⁷; *English⁸, being the working language of the EPPO, will be used during the selection process.*

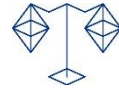
- **Advantageous:**

- a) Proven professional experience or academic qualifications in criminal law, international criminal law, judicial cooperation, law enforcement or anti-fraud investigations and policy;
- b) Proven professional experience in drafting operational reports, policies and/or legal assessments in the areas related to the competence of the EPPO (Please describe and give examples);
- c) Knowledge of a third official language of the EU, both written and spoken, at least at level B2 (in addition to English and the mother tongue).

- **Interpersonal skills:**

- a) Excellent planning and organisational skills: strong ability to organise and prioritise, focusing on results, on accuracy and attention to details, work on several projects simultaneously under tight deadlines and proactive approach with hands-on attitude;
- b) Excellent analytical and problem-solving skills and the ability to think creatively;
- c) Ability to understand and manage complex situations with multiple stakeholders and to take effective decisions in uncertain conditions;
- d) Ability to work independently and effectively as well as a part of a team, combined with the capacity to work on several projects simultaneously;
- e) Ability to think creatively with a strong sense of integrity, initiative, responsibility and willingness to propose new innovative solutions;
- f) Excellent communication skills, both oral and written;
- g) Being able to recognize and deal with personal and sensitive information with

⁷ Cf. Language levels of the Common European Framework of reference: <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>



- the highest degree of confidentiality;
- h) Resilience to stress, ability to perform multiple tasks under tight deadlines in a rapidly evolving work environment ensuring that deadlines and quality standards are met.

5. YOUR SALARY AND BENEFITS

For external selection

Successful candidate(s) may be offered a contract as a temporary agent of the type 2(f) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) for an initial period of three (3) years, which may be renewed for another period of three (3) years. After the second period, the contract may be renewed for an indefinite period.

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 6, depending on the length of the professional experience. The basic monthly salary for Function Group AD, Grade 6 is currently € 6.418,36 (Step 1).

For internal and inter-agency selection

You will be assigned by the Authority Authorised to Conclude Contracts of employment ('Administrative Director') from the reserve list, depending on operational requirements.

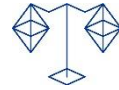
For reasons related to EPPO's operational requirements, once you receive the assignment offer, you may be required to confirm the acceptance of the offer in a short time, and be available to start the contract at short notice as agreed with your present line manager.

The successful applicant will be assigned to the new post according to the assignment decision without an impact on your current contract (with the amendment to the employment contract, if applicable).

The estimated starting date is **1 November 2024**.

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 – hybrid work regime, such as flexible working hours, teleworking;
- Part-time work regime;
- 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.

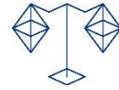
The salary is subject to a Community tax deducted at source and staff members are exempt from national taxation.

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 EPPPO 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 (*Please indicate the type of selection you apply: external internal and inter-agency*)
- 3. Send the completed EPPPO Application form, in PDF format, to our Selection and Recruitment team** eu-eppo-recruitment@ec.europa.eu by **29 July 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 reserve list will be valid until **31/12/2025**, 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.

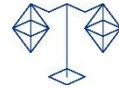
- **Eligibility:** Candidates are required to carefully check, in advance of submitting an application, whether they meet all the eligibility criteria depending on the type of selection: external, internal or inter-agency – particularly concerning the required types of diplomas and professional experience, their linguistic abilities as well as type and grade of contract.
- **Security clearance:** The candidate must either be a holder of a valid security clearance up to the level of "SECRET UE/ or be willing to undergo the national security vetting procedure (in order to be allowed to perform the job).
- **Language:** 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.

All applications must be in English. The interview will be held in English and other required language, if applicable.

- **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**(FOR EXTERNAL SELECTION):

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 (FOR EXTERNAL SELECTION):**

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the EU Member States will be taken into consideration.

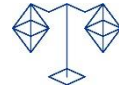
PhDs may be counted as professional experience only if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years, provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

- **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 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 applications are assessed by a Selection Board against the related eligibility requirements and the selection criteria.
2. **Job interviews and written tests:** The most suitable candidates, up to maximum number of 15 (fifteen), are invited for an interview with the Selection Board and for a



written test 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. They may be invited to an assessment centre, as well, if applicable.

The EPPO is committed to providing access to all persons with disabilities and will provide necessary and reasonable accommodations to enable everyone to participate in its selection processes. If you require specific equipment or support, please let us know via email at EU-EPPO-RECRUITMENT@ec.europa.eu.

3. Reserve list:

The Selection Board proposes, to the Administrative Director, a list of adequately skilled candidates to be included on a reserve list (talent pool) who most correspond to the profile sought and who receive at least 60% of the maximum points of the combined interview and written test.

Candidates placed on the reserve list may be considered for a position within either the EPPO or, after eventual agreement by the EPPO, one of the EU Agency.

4. Second job interview: In line with the applicable rules, candidates on the reserve list may be invited for a second interview with the Administrative Director.

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 Board, 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.

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

The European Data Protection Supervisor can be contacted at 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 (EPPO)
For the attention of the Acting Administrative Director, Ms Kristel SIITAM-NYIRI
EPPO/2024/AD/015 – Senior Registry and Stakeholder Coordination Officer
11, Avenue John F. Kennedy
1855 Luxembourg
Luxembourg

Email: EU-EPPO-RECRUITMENT@ec.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.