



EUROJUST

European Union Agency for Criminal Justice Cooperation

P.O. Box 16183 – 2500 BD The Hague • The Netherlands

Traineeship – Legal Affairs

Reference: 22/EJ/TRN/02

Deadline for applications:	17/08/2022 by 11:59:59 AM (Central European Time)
Place of traineeship:	The Hague, The Netherlands
Duration of traineeship:	5 months (full-time basis)
Starting date:	1 October 2022
Monthly grant:	€ 1200

About Eurojust

Eurojust is the European Union Agency for Criminal Justice Cooperation. Through its unique expertise, Eurojust supports, strengthens and improves the coordination of investigations and prosecutions among the competent judicial authorities of EU Member States in the fight against serious and organised cross-border crime.

More information on the mission and mandate of Eurojust is available on its website: www.eurojust.europa.eu

More details about the Eurojust traineeship programme can be found [here](#).¹

The traineeship project specification

During the internship, the interns will familiarise themselves with the work of the Legal Affairs Unit, which seeks to ensure Eurojust's compliance in the area of regulatory and administrative law issues, in procurement procedures and in contractual matters. The main tasks and responsibilities may include:

- Assist in drafting and/or updating notes, legal opinions, framework contracts, order forms and other documents having a legal component;
- Carry out research on EU legislation (especially on institutional issues, procurement, staff regulations, data protection, access to documents);
- Draft summaries of the case law of the CJEU and prepare tables (especially on the areas mentioned above);
- Assist in the preparation of correspondence and meetings;
- Provide ad-hoc administrative support.

¹ <https://www.eurojust.europa.eu/about-us/jobs/internships>

Eligibility criteria

The traineeship call is open to applicants who satisfy the following eligibility criteria on the closing date for applications:

The applicant must:

- Be a national of one of the Member States of the European Union² or of EU candidate countries. Exceptionally, nationals of third countries with a cooperation agreement or working arrangement with Eurojust³ may also be accepted, depending on budget availability;
- Be a recent university/masters/doctorate graduate, who, by the closing date for applications, has obtained a university/ masters/doctorate diploma;
- Have very good knowledge of English (minimum B2 level), the working language of Eurojust;
- Not have received more than six weeks of any kind of in-service training/internship nor have worked or been employed in any capacity within a European Institution, body, office or agency.

General knowledge, qualifications and experience

- Completed university degree in Law, Political sciences and European politics;
- Knowledge of the EU institutional framework, especially in the area of Justice and Home Affairs;
- Experience in dealing with EU policy/law matters, including via study assignments;
- Experience in analysis and synthesis of information from a range of sources, including via study/research assignments;
- Good communication and interpersonal skills;
- Proficiency in Microsoft Office applications;
- Aptitude for team work in an international, multicultural environment, as well as cooperative and customer-oriented attitude;
- Ability to take responsibility for specific areas of work and see actions through to completion ensuring that the deadlines are met;
- Ability to draft clear and concise documents on complex matters;
- Planning and organisational skills;
- Very good knowledge of English, both written and spoken, the working language of Eurojust.

² Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

³ <https://www.eurojust.europa.eu/states-and-partners/third-countries/international-agreements>



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Selection process

The recruiting unit/service will assess applications based only on the information provided in the application form. Successful candidates are selected on the basis of their qualifications or education profile and they must be described as precisely as possible in your application.

Candidates should apply following the application process outlined in the call for expression of interest. You must submit your application through [eRecruitment](#). Eurojust does not accept applications submitted by any other means. Applications submitted after the deadline will be rejected automatically.

All sections of the application must be completed in English. In order to be considered, applications must be received by 11:59:59 CET on the closing date. We advise you to submit your application well ahead of the deadline, in order to avoid potential problems due to heavy traffic on the website.

Once you have successfully submitted your application online, you will receive an automatic email acknowledging receipt of your application. Please note that all correspondence will take place by email, so please ensure that the email address associated with your applicant account is correct and that you check your email regularly.

Only the candidates invited for interviews will be contacted. Candidates will undergo an online interview with the relevant unit and an HR representative (if relevant).

Before concluding the traineeship agreement, trainees shall provide original documents evidencing their identity, the education stated in their expression of interest, proof of sickness insurance and a certificate of good conduct (not older than six months). Trainees may be required to fill out a declaration of interests.

All trainees must possess valid health insurance for The Netherlands throughout the entire period of their traineeship. No later than one week before the start date of the traineeship, the trainee should present the proof of this insurance to the HR Unit. The costs related to this compulsory health insurance are not covered by Eurojust. Trainees are also advised to establish a civil liability insurance.

Protection of personal data

Eurojust will ensure that applicants' personal data are processed as defined in Regulation (EU) 2018/1725 of 23 October 2018 and the data protection rules of Eurojust. More information on how Eurojust processes your personal information or how to exercise your rights as a data subject, please consult our [Data Protection Notice](#).