



Vacancy Announcement 1/19

The EFTA Court

The EFTA Court is an international organisation based in Luxembourg. The Court fulfils the judicial function within the EFTA system, interpreting the Agreement on the European Economic Area with regard to the EFTA States that are party to that Agreement. Those States are Norway, Iceland and Liechtenstein.

The Court is composed of three judges, one from each of the abovementioned States. The Court's administration is handled by the Registry, under the responsibility of the Registrar.

The Court currently has a staff of just over 20 people.

Job Title: Administrative Assistant - Registry

The Court is recruiting an Administrative Assistant for its Registry. The Registry is responsible for the Court's procedures, as well as its general administration, including human resources, budget planning, financial control, information technology, office facilities and procurement.

The successful candidate will do supportive work for the practical administration of the Court, mainly relating to case handling. Tasks include, but are not limited to, registering incoming documents, preparing case related correspondence, monitoring deadlines, and maintaining the Court's case register.

Essential Skills and Qualifications

- Secondary education or equivalent.
- Minimum 3 years' relevant professional experience in an administrative position.
- Strong computer literacy, in particular with MS Office.
- Excellent command of written and spoken English, the working language of the Court, preferably as a native speaker.
- A meticulous approach with a keen eye for detail.
- Excellent organisational, interpersonal and communication skills.
- Initiative and the ability to work both independently and in a team in an international environment.
- A flexible approach and the enthusiasm for taking on a range of varying tasks.



The following are desirable

- Knowledge or experience of legal procedures within an EU/EEA context in the public or private sector.
- Experience of working in an international environment.
- Knowledge of one or more of the EEA EFTA languages (Norwegian, Icelandic and German).
- Knowledge of French or Luxembourgish.

Appointment

Court staff is normally appointed on a three-year fixed-term contract. An additional fixed-term contract of three years may be offered if desirable and in the interest of the Court. Further renewals may also be granted if in the interest of the Court.

Conditions

The position is placed at grade B 5/1 of the Court's salary scale. For 2019, the annual salary in grade B 5/1 is € 60,465.12. Depending on personal situation and family status, additional allowances and benefits may apply. Tax conditions are favourable.

Application process

- Applicants must submit a CV, accompanied by a letter of motivation, to application@eftacourt.int.
- Deadline for applications: 26 August 2019.
- Interviews: September 2019.
- Start date: November/December 2019.

Questions regarding the post, or the recruitment process, may be addressed to Birgir Hrafn Búason, Senior Lawyer Administrator: +352 421 08 335 / birgir.buason@eftacourt.int.