



Vacancy Announcement 02/2020

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 around 20 people.

Job Title: Temporary Administrative Assistant - Registry

The Court is recruiting a temporary Administrative Assistant for its Registry, for a period of six months, from mid-January to mid-July 2021, with a possibility of a short extension. 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

The appointment is for a period of six months, from mid-January to mid-July 2021.

Conditions

The position is placed at grade B 5/1 of the Court's salary scale. For 2020, the annual salary in grade B 5/1 is € 62,944.20. Tax conditions are favourable.

Application process

- Applicants must submit a CV, accompanied by a letter of motivation, to application@eftacourt.int.
- Deadline for applications: 21 October 2020.
- Interviews: November 2020.
- Start date: January 2021.

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.