



The Hague, 16 October 2012

File n°: Europol/2012/TA/AST2/093

JOB DESCRIPTION

Name of the post: **Database Assistant (Information Hub area)
in the Operations Department (AST2)**

2 posts

Reporting to: **Business Manager in the Information Hub**

1. Background

Applications are invited for this position at the European Police Office (Europol).¹

Europol is located in The Hague, The Netherlands, and its main tasks are the following:

- a) to collect, store, process, analyse and exchange information and intelligence;
- b) to aid investigations in the Member States, in particular by forwarding all relevant information to the national units;
- c) to ask the competent authorities of the Member States concerned to initiate, conduct or coordinate investigations and to suggest the setting up of joint investigation teams in specific cases;
- d) to provide intelligence and analytical support to Member States in connection with major international events;
- e) to prepare threat assessments, strategic analyses and general situation reports relating to its objective, including organised crime threat assessments.

For more information please visit Europol's website www.europol.europa.eu.

¹ Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

2. Purpose of the post

Under Europol's new organisational structure, the Operations Department is hosting 4 distinct Business Areas: Cybercrime (EC3), Serious Organised Crime (SOC), Counter-Terrorism and Financial Intelligence (CT) and the Information Hub. The "Information Hub" Business Area has approximately 60 staff members and delivers the following services:

1. Managing the operational coordination and support centre in order to support cross-border operations, coordinating operational information flows and providing first response services, data processing, and checks against all data systems, hit management and the follow-up of incoming and outgoing operational information.
2. Provision of operational, tactical and horizontal intelligence alerts based on monitoring of operation information flows, open sources and business intelligence.
3. Ensuring quality of strategic and operational analytical products, and the development of analytical methods, tools and techniques; evaluating and monitoring information exchange, data processing and analysis, including data protection and confidentiality aspects, and promoting common quality standards.
4. Coordinating operational support, including provision of operational rooms, an operational toolkit and financial support to investigations; promoting, monitoring and supporting JITs, EMPACT, high impact operations, major international events and other cross-border operational events/actions.
5. Coordinating operational stakeholder management through the HENUs Secretariat, EMPACT Support and Regional Support functions and the work of the Europol Liaison Officers abroad.

Under the supervision of the respective line manager in charge of the quality control, the database assistant will support the quality control function and assist in the tasks relating to data protection of Europol's Analytical Work Files (AWF), as well as supporting the information exchange activities of the Information hub.

3. Tasks and responsibilities

The successful candidate will have to carry out the following

main duties:

- Support the quality control function and data review process of Analytical Work File (AWF) data, according to the established process descriptions;
- Assist the Information Hub in carrying out the liaison bureaux support function;

additional duties:

- Perform the data processing and information exchange activities concerning Europol systems;
- Contribute to the daily availability of the Operational Centre and the continuous availability for quick support;
- Perform any other tasks requested by the supervisor in his/her area of competency.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language of the Union to the extent necessary for the performance of the duties.

b. Candidates must have

- Possess a level of post-secondary education attested by a diploma;³

OR

Possess a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years;

Table 1

Duration of post-secondary education	Professional experience
More than 6 months and up to 1 year	3 years
More than 1 year and up to 2 years	2 years
More than 2 years	1 year

In addition to the above at least **2** years of relevant professional work experience gained after the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in working with databases (processing, verifying, reviewing data) and maintaining the respective log books;
- Experience in managing confidential and sensitive information;

² Prior to appointment the successful candidate will be medically examined by one of the institution's medical officers in order that the institution may be satisfied that the candidate fulfils the requirements of Article 12(2)(d) CEOS

³ When the official duration of the course is **less than 3 years** the difference shall be deducted from professional experience in accordance with Table 1

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- Experience in working with Document Management Systems (DMS).

Desirable:

- Experience in working in an international, multidisciplinary work environment.

b. Professional knowledge:

Essential:

- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook);
- Experience in data quality management support.

Desirable:

- Experience in using I2 iBase software;
- Awareness of European data protection legislation.

c. Technical skills and competencies:

Essential:

- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- Excellent organisational skills including the ability to work independently;
- Excellent communication skills in English, both verbally and in writing.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- Ability to work effectively in an international and multi-cultural environment;
- High degree of commitment and flexibility.

5. Selection procedure

The Contracting Authority sets up a Selection Committee which consists of at least three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Department and one designated by the Staff Committee.

For **non-restricted** posts the Contracting Authority may designate up to two additional members to the Selection Committee on a proposal from the Management Board, either from another service of Europol, from outside Europol or from outside the community institutions including Member States.

The Selection Committee determines candidates' suitability for the position by

Europol Public Information

assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

Shortlisted applicants are invited to participate in a post-related selection procedure, generally consisting of written and/or practical tests and competency-based interviews.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. He will inform the Committee of his decision. All candidates who attend the selection procedure will be informed of the outcome.

Candidates who attended a selection procedure may request feedback on their performance of the written test and interview within three months after the selection procedure. Europol will not be in a position to respond to feedback inquiries received outside this time frame.

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the competition should be addressed to the Europol Recruitment Office.

6. Salary

Scale: AST 2

The basic monthly salary is EUR **3003.02** (step 1) or EUR **3129.21** (step 2).

The step in grade is determined on the basis of professional experience gained after the education required for the position and in line with applicable implementing rules.

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child and education allowance may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical insurance, unemployment and invalidity allowance as well as a pension scheme.

Salaries are subject to a community tax but exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of **6** months. Within this period the successful candidate will have to undergo a post-related security screening.

Europol reserves the right to terminate the contract of employment during or at the end of the probation period in accordance with Article 14 of CEOS.

7.2 Security screening and certificate of good conduct

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct" at the time an offer of employment

is made. The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. In case of unfavourable entries in the "Certificate of good conduct" Europol reserves the right not to award an employment contract.

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Job Description. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the probationary period may be cause for termination of employment contract.

The requested level of Security Clearance for this post is: **CONFIDENTIEL UE/ EU CONFIDENTIAL**

7.3 Contract of employment

The successful candidate will be recruited as Temporary Agent AST 2 pursuant to Article 2 (a) of CEOS, for a period of 5 years (full-time – 40 hours a week).

The contract may be renewed. The place of employment will be The Hague, The Netherlands.

For further information on terms and conditions please consult the EC Staff Regulations which are available on Europol's website www.europol.europa.eu.

8. Data protection

The data submitted is processed in order to assess the suitability of candidates for a position at Europol. All personal data collected for the purpose of the selection procedure will only be used within this specific context and will not be disclosed to any third party, except for restricted posts in which the application may be transmitted to the National Unit and the respective Liaison Bureau.

Any data provided will be treated in strict confidence and in full compliance with all applicable data protection rules. The legal basis for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union (Title III Chapter 1) and their implementing rules.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-recruited candidates will be kept for a maximum of two years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of two years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file.

The Head of Unit of the Human Resources Unit is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have the right of recourse to the Europol Data Protection Office (Data Protection Office - PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body (www.europoljsb.consilium.europa.eu). Applications sent to the DPO or JSB will not be processed and will be deleted.

9. Additional information

9.1 Main dates

Deadline for application: 16 November 2012
Recruitment procedure: December 2012
Starting date of employment: As soon as possible

9.2 Application process and selection procedure

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

9.3 Contact details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1467.