



VACANCY NOTICE

Name of the post: Test Engineer – within the ICT Business Area, ICT Engineering Group, Test & Quality Assurance Team of Europol

Reporting to: Senior Specialist –Test & QA Team

1. About Europol

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.

Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Employment at Europol is open to nationals of the EU Member States. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well balanced geographical distribution among its staff members.

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

2. Background and the main purpose of the post

Within the ICT Business Area, the ICT Engineering Group, with over 30 staff members, is mainly responsible for software development of custom IT solutions (web and client server applications) as well as for integration and customization of standard off-the-shelf solutions for both law enforcement and administrative purposes.

The Test & Quality Assurance team is responsible for testing and QA tasks related of those solutions in close cooperation with other team members and stakeholders.

The successful candidate will be mainly responsible for designing test cases, conducting manual tests and developing/maintaining automated test scripts for regression testing.

3. Tasks and responsibilities

Under the guidance of the Senior Specialist leading the Test & QA team the successful candidate will have to carry out the following main duties:

- Actively participate as a tester during the application development phase in an iterative and incremental manner;
- Define/maintain test plans and test conditions;
- Write/maintain test scripts for manual and automated testing;
- Execute various types of tests for solution quality assurance;
- Document test results and defects;
- Monitor results of continuous regression tests and initiate corrective action if needed;
- Manage end-to-end test process through various iterations;
- Review requirements and other documentation from the QA perspective considering user, business and testing needs;
- Perform any other task assigned by the Senior Specialist in charge or by the Business Manager of the ICT Engineering Group to assist in dealing with ICT related issues.

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 the suitability for the performance of the duties;

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- 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

- A level of education which corresponds to completed **university studies**, preferably in the area of Computer Science, attested by a diploma when the normal period of university education is at least 3 years.

4.2 Selection criteria:

a. Professional experience:

Essential:

- In total at least 6 years of relevant professional work experience in the area of ICT gained following the award of the diploma;
- Out of the 6 years have significant experience and proficiency in the following areas:
 - Software testing on various test levels;
 - Test automation scripting using keyword- or data-driven approaches;
 - Execution of various types of tests for solution quality assurance
 - Execution of end-to-end test process through the various iterations (incl. support for acceptance testing)
 - Transferring requirements into test designs;
 - Finding, documenting, managing and re-testing defects;
 - Use of automated testing tools, test management tools and defect- tracking systems;

Desirable:

- Experience with testing of non-functional requirements (e.g. performance, technical security, etc.);
- Experience in the use of HP Quality Center;
- Experience in the use of HP QuickTest Professional;
- Experience in the use of Visual Studio Team System.
- Experience in of testing webservices or ActiveMQ;

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 82(3)(d) Conditions of Employment of Other Servants of the European Union

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- Experience of working in an international, multi-disciplinary environment.

b. Professional knowledge:

Essential:

- Sound knowledge of formal specification-based test techniques (equivalence partitioning, boundary value analysis, etc);
- Sound knowledge of UML (use cases, diagrams, etc.)
- Knowledge of fundamental test process activities;
- Knowledge of SQL, XML and regular expressions.

Desirable:

- Proven knowledge of ISTQB terminology (by passing the relevant certification exam(s));
- Knowledge of iterative development methodology (e.g. Scrum, MSF, RUP etc.).

c. Technical skills:

- Good programming skills using VBscript or other scripting languages;
- Excellent command of English, both verbally and in writing;

d. Social skills and competencies:

- Excellent interpersonal skills, including the ability to effectively liaise with other groups and teams;
- Have a proactive, pragmatic, result driven and problem solving attitude;
- A high level of capability to organise and manage work, including the ability to cope with stress in relation to demanding tasks, heavy workload and time pressure;
- Have a constructive and positive attitude;
- Ability to function both as an independent professional as well as a member of a team;

5. Selection procedure

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

The Selection Committee determines candidates' suitability for the position by assessing their skills, experience and qualifications against the established job profile and makes an initial selection from the applications received.

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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

The successful candidate will be engaged in Function Group IV, grade 13 (EUR **3 145, 45**), grade 14 (EUR **3 558, 90**) or grade 16 (EUR **4 555, 99**), subject to years of professional experience.

In line with applicable implementing rules the professional experience gained after the education required for the grades above is as follows:

| Grade | Proven professional experience |
|-------|--------------------------------|
| 13 | Up to 7 years |
| 14 | More than 7 years |
| 16 | More than 20 years |

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

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

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

7. Terms and conditions

7.1 Probation period

Engagement at Europol is subject to the successful completion of a probationary period of **9 months**. Within the above 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 Title IV, Article 84 of the Staff

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Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

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 end of 6th month 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 **Contract Agent in Function Group IV** pursuant to Article 3a of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, for a period of **3** 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 Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union 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.

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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 deleted.

9. Additional information

9.1 Main dates

Deadline for application: 5 November 2013

Recruitment procedure: To be determined

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) 70 302 5075.