



The Hague, 15 March 2013
File n°: Europol/2013/TA/AD6/116

VACANCY NOTICE

Name of the Post: Specialist Information Security within the Security Business Area, Information Security Team - AD6

Reporting to: Senior Specialist - Information Security – in the Security Business Area

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 purpose of the post

The main role of the Security Unit is to ensure that Europol personnel, information, buildings and equipment are adequately protected against threats to their security and that safety rules are respected and implemented.

Under the supervision of the Senior Specialist - Information Security, the post holder will support the Business Manager Security and the Security Coordinator in establishing the assurance that Europol information systems will protect the information they handle and will function as they need to, under the control of legitimate users.

3. Tasks and responsibilities

The successful applicant will have to carry out, but is not limited to, the following duties within the following areas:

- Contribute to the daily work of the team in providing advice and guidance on the requirements related to information security across the organization;
- Contribute to the assurance that information risks are managed effectively, collectively and proportionately;
- Prepare policy papers, reports and briefing notes as required in the relevant fields of competence;
- Develop and maintain the information security policy framework;
- Perform security assessments, inspection, reviews and audits on information systems, to ensure full compliance with Europol security policies, standards, procedures and guidelines;
- Support the coordination of the information security governance and management bodies, including the Information Security Steering Board and the Information Security Coordination Group;
- Liaise with relevant national and EU security authorities and services on matters related to the information security of the Agency;
- Provide awareness sessions on information security issues, threats, vulnerabilities and best practice to Europol management and staff;
- Contribute to the monitoring, reviewing and developing of the Europol Information Security Management System;
- Give presentations to visitors to Europol;
- Any other duties in the area of competence as assigned by the Business Manager.

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:

- A level of education which corresponds to completed university studies, preferably in the area of Information Technology, Information Systems or Computer Science, attested by a diploma when the normal period of university education is three years or more;
- **In addition** to the above at least **3** years of work experience in the field of Information Security, gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in establishing Information Security Management Systems (preferably according to ISO/IEC 27001 requirements);
- Experience in conducting information risk and business impact assessments;
- Experience in drafting and implementing security policies, standards, guidelines and procedures in the area of information security;
- Experience in producing and delivering information security training and awareness sessions;
- Experience in dealing with sensitive and classified information.

Desirable:

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

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

Europol Public Information

- Experience in management of information security projects;
- Experience in security accreditation of information systems.

b. Professional knowledge:

Essential:

- Knowledge of diverse information risk assessment methodologies;
- Knowledge of technical security principles and concerns.
- Knowledge of IT security products and technologies;
- Knowledge of web application and infrastructure security best practices.

Desirable:

- Professional certifications in the field of Information Security (such as CISSP, CISA, CISM);
- Professional training in ISO27001 implementation or auditing.
- Knowledge of Data Protection legislation.

c. Technical skills and competencies:

Essential:

- Excellent communication skills in English, both verbally and in writing;
- Ability to analyse technical problems and provide practical solutions;
- Proficient user of IT applications in general and Microsoft Office applications (Word, Excel, PowerPoint and Outlook) and the internet;
- Good presentation skills;
- Familiarity with project management terminology and methodology;
- Excellent organisational skills including the ability to establish clear priorities, exercise initiative and work both in a team and independently.

Desirable:

- Professional certifications in the field of Project Management (such as Prince2, PMP).

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 Business Area 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 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: AD6

The basic monthly salary is EUR **4 921,28** (step 1) or EUR **5 128, 07** (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 Vacancy Notice. 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: **SECRET UE / EU SECRET**.

7.3 Contract of employment

The successful candidate will be recruited as Temporary Agent AD6 pursuant to Article 2 (a) of CEOS, for a period of 5 years³ (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

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 bases for the processing of personal data

³ For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

Europol Public Information

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 the Administration Business Area 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: 30 April 2013
Recruitment procedure: May/June 2013

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.