



The Hague, 12 June 2013

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VACANCY NOTICE

Name of the post: Senior Strategic Analyst - in the European Cybercrime Centre (EC3) – AD8 – 1 post

Reporting to: Head of Strategy, Research & Development Group within the EC3 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.

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 main purpose of the post

European Cybercrime Centre (EC3) was established within the organisational structure of Europol's Operations Department, in January 2013. It is aimed at strengthening the efforts of law enforcement (LE), EU Agencies and other partners in the prevention and combating of various forms of cybercrime.

An essential element in improving the effectiveness of those efforts is to provide insight in relevant crime phenomena, trends and emerging threats by delivering in-depth analysis reports and future-oriented assessments based on the combination of multiple information sources. The Project Manager Strategic Analysis drives the development of an accurate and up-to-date picture of the evolution and characteristics of the various forms of cybercrime and to the sharing thereof by use of analytical products.

The Project Manager Senior Strategic Analyst will lead the EC3's Strategy & Prevention team and has the functional responsibility for the delivery of products and services in the area of strategic analysis and prevention related to cybercrime.

3. Tasks and responsibilities

The successful candidate(s) will be required to carry out the following duties:

- Manage the Strategy & Prevention Team by providing strategic direction for the delivery of its products and services and supervising the staff of this team , including quality control, assessment, coaching and development;
- Develop and maintain a holistic future-orientated perspective of cybercrime in consultation with internal and external partners;
- Direct and contribute to the development and delivery of various strategic (cybercrime related) products on the basis of quantitative and qualitative analysis and forward-looking methodologies, including (Organised Crime) Threat Assessments, Situation Reports, Intelligence Notices and Early Warning Briefs;
- Direct and contribute to the definition of intelligence requirements regarding cybercrime for targeting the intelligence gathering from national law enforcement authorities, private parties and open sources;
- Drive the development and implementation of analysis methods and techniques used by EC3 and keep up-to-date with relevant developments;
- Manage the provision of input for periodic Serious Organised Crime Threat Assessments (SOCTA) regarding cybercrime in coordination with Europol's Strategic Analysis Coordinator;
- Manage internal and external relationships of relevance to strategic analysis;
- Participate in meetings, working groups and conferences and present analytical results as and when required;
- Perform any other duties in the area of competence as assigned by the line 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 the 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 Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of the duties;

b. Candidates must have:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more;

OR

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least 3 years;
- In addition to the above at least **9** of professional work experience gained after the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in performing strategic analysis and preparing strategic products related to cybercrime
- Experience in handling large amounts of strategic data in the context of cybercrime related strategic analysis;
- Experience in the use of horizon scanning methods;
- Experience of carrying out successful project management of substantial projects which delivered significant outcomes.

Desirable:

- Experience in working in a highly regulated environment (e.g. financial sector, LE, military, etc) ;
- Experience of working in an international LE 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

- Publications in the field of cybercrime.

b. Professional knowledge:

Essential:

- Profound knowledge of the cybercrime environment;
- Good knowledge of the characteristics of relevant data sources and information types;
- Profound knowledge of strategic analysis methods (quantitative, qualitative, statistical and futures studies).

Desirable:

- Knowledge of the legal framework and the conditions for processing data in a law enforcement or in a comparable highly - regulated environment.

c. Technical skills and competencies:

Essential:

- Computer literacy: MS Office applications;
- Excellent communication skills in English, both orally and in writing;
- Excellent analytical and critical thinking skills;
- Ability to draft clear and concise documents on complex matters for various audiences;
- Good administrative and organisational skills;
- Ability to manage projects and familiarity with project management terminology and methodology.

Desirable:

- Training in specialised analysis software. (e.g. . i2 Analyst Notebook, GIS Mapping software, data and text mining, open source search tools, etc)

d. Social skills and competencies:

Essential:

- Good 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;
- Ability to display commitment and service-orientation;
- Ability to display initiative, flexibility and creativity in view of problem solving.

5. Selection procedure³

The Contracting Authority – which in the case of Europol is the Director - sets up a Selection Committee which consists of three members, one member from Europol human resources, one member from the relevant service and one person designated by the Staff Committee.

For **non-restricted** temporary agent posts, particularly for the selection procedures of experts, the Selection Committee may include up to two additional members designated by the Contracting Authority on a proposal from the Chairperson of the Management Board. The additional member(s) will be either a representative of the Presidency or one representative of the Presidency and one from another Member State.

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.

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 Selection and Recruitment Team.

6. Salary

Scale: AD8

The basic monthly salary is EUR **6299,95** (step 1) or EUR 6564,69 (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, (stand-by) shifts, 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 Union tax but exempt from national taxation.

³ Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

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 minimum requested level of Security Clearance for this post is: **CONFIDENTIAL UE/EU CONFIDENTIAL**.

7.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD8** 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.

8. Data protection

The data submitted are 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 as part of the application process. 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 is 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 applicants added to the reserve list 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](#).

9. Additional information

9.1 Main dates

Deadline for application: 17 July 2013

Recruitment procedure: to be determined

Starting date of employment: to be determined

9.2 Selection procedure

The selection procedure will be carried out in accordance with the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu.

9.3 Contact Details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1628.