Notice of Secondment

Europol is currently looking for a
Seconded National Expert (SNE) in the Capabilities Department – Business Product Management

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. Purpose of the secondment

Interoperability and harmonization of data exchanges are high on the EU agenda. The Universal message Format (UMF) initiative has delivered in 2014 a framework for structured, cross-border communication exchange for law enforcement in Europe. The UMF aims to harmonise data exchanges by providing a reference Information Model which can be used for international data exchange while reducing the number of system interfaces, allowing automation of processes and e.g. breaking language barriers. It is a means to deliver the right information, to the right people at the right time in order to prevent or combat serious crime.

Facing a continuous increase of amount of crime-related data shared/exchanged internationally, Europol and its partners need to automate processes which are currently carried out manually. The UMF structure has already been implemented in a number of pilot initiatives (e.g. for structured person object in SIENA) and the UMF standard is now expected to be used more widely both to support Europol processes (e.g. EISdataloaders) but also to support initiatives led by Member States in cooperation with Europol and other partners, including EU funded projects.
2. Tasks and responsibilities

The successful candidate will have to carry out the following main duties:

- Act as the UMF Product Management Officer, managing day-to-day operations of UMF, in particular maintain, develop, promote, encourage adoption, organise training, and support implementation of UMF;
- Scan the EU law enforcement environment in order to identify initiatives requiring structured information to cross national/organisational boundaries, for which UMF could be the appropriate standard;
- Participate in the analysis of business requirements for law enforcement information exchange;
- Support Europol projects aiming at developing or enhancing interoperability between Europol core systems or between Europol core systems and national systems;
- Drive the process of adapting the current EIS data loader framework to the Universal Message Format as well as support the implementation of lightweight EIS data loaders in Member States.

3. Requirements

3.1 Eligibility criteria:
   a. Candidates must
      - In the meaning of Article 3 of the Europol Council Decision, be a member of a competent authority in one of the Member States of the European Union;
      - Produce evidence of a thorough knowledge of one European Union language and a satisfactory knowledge of a second language of the Union;
      - Possess at least 3 years of professional experience in the field of law enforcement relevant to the duties to be carried out during the secondment.

3.2 Selection criteria:
   a. Professional experience:
      Essential:
      - Thorough experience of law enforcement information management.
      Desirable:
      - Experience in international law enforcement information exchange acquired for example in a Europol National Unit, an INTERPOL National Central Bureau or a SIRENE office;
      - Experience in interoperability projects;
      - Experience in the analysis of business information requirements.
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b. Professional knowledge:

**Essential:**
- Thorough knowledge of database management, XML schemes and related techniques.
- **Desirable:**
- Good knowledge of programming, XSD, ETL;
- Good knowledge of information modelling tools;
- Knowledge of the currently adopted UMF standard.

c. Technical skills and competencies:

**Essential:**
- Good communication skills in English, both orally and in writing, with the ability to communicate articulately within a law enforcement environment;
- Computer literacy in terms of standard office applications (MS Office Professional) and open source search techniques as well as tools commonly used in the realms of the essential and desired professional knowledge as above under point b.;
- Excellent organisational skills including the ability to establish clear priorities and work independently;
- Excellent analytical and creative thinking skills;
- Good presentation skills.

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;
- High degree of initiative, flexibility, commitment and creativity;
- The ability to present complex matters to different international audiences, including, e.g., technical experts, business users and decision makers.

4. **Duration of the secondment**

- Deadline for receiving proposals: **30 June 2015**
- Starting date of the secondment: as soon as possible
- Duration of the secondment: one year, with the possibility to extension up to a maximum duration of 3 years
5. **Terms and conditions**

The SNE shall remain in the service of the sending authority throughout the period of secondment and shall continue to be paid by that employer. The sending authority shall also be responsible for all social rights, particularly social security and pension entitlements.

During the period of secondment the SNE is entitled to a daily subsistence allowance paid by the agency, and may also be eligible for a monthly allowance depending on the distance from the place of origin. If the SNE receives any allowance from other sources similar to the subsistence allowance paid by Europol, this amount shall be deducted.

Detailed rules regarding the secondment of national experts to Europol are described in the Management Board Decision laying down the rules on the secondment of National Experts of 8 July 2009.

6. **Additional information**

6.1 **Application process**

Candidates endorsed by the national competent authorities are required to complete the application form available on Europol’s website in English and submit the original application form together with 2 copies via their Europol National Unit, and, if necessary, the Liaison Bureau to the Recruitment and Selection team at Europol. The application form must be accompanied by a letter from the sending authority to the Director of Europol expressing willingness to second the candidate.

**Applications must be sent to Europol by the date of the deadline indicated on the vacancy notice at the latest. The stamp on the envelop serves as proof of the sending date. Applications received after the deadline cannot be accepted.**

6.2 **Selection procedure**

A Selection Committee chaired by the Head of the relevant Department or a senior representative and composed by a representative of the respective unit as well as the Recruitment and Selection team determines the suitability of candidates by assessing their skills, experience and qualifications in relation to the notice of secondment and will make an initial selection from the applications received.

For the initial selection, the operational contributions from the competent service to the project to which the SNE will be seconded will be taken into account.

The Selection Committee conducts a telephone interview with the shortlisted candidates in order to evaluate their language skills, to validate their experience and assess whether they possess the key skills required.

Depending on the profile of the secondment, the tasks and responsibilities pertaining to the position and the skills required, shortlisted candidates might be invited to attend a selection procedure at Europol, consisting of a test or comparable practical exercise and an interview.

On the basis of the outcome of the telephone interview or the selection procedure the Selection Committee makes a recommendation for the Director to endorse.
The secondment is finally authorised by the Director and effected by an exchange of letters between the Director and the seconding authority, specifying the details of the secondment as described in the MB Decision.

Detailed rules regarding the secondment of national experts to Europol are described in the Decision of the Director on the selection procedure for Seconded National Experts of 22 February 2011.

6.3 Contact details:
Please consult www.europol.europa.eu for further details or call +31 (0) 70 353 1583 or +31 (0) 70 302 5075.