



The Hague, 11/01/2016

File n°: Europol/2016/SNE/103

Notice of Secondment

Europol is currently looking for

Seconded National Experts - Analysts –

in all Business Areas of the Operations Department, especially with a view to establishing the European Migrant Smuggling Centre (EMSC) and the European Counter Terrorism Centre (ECTC)

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. Secondment at Europol is open to nationals of the EU Member States, members of competent authorities. 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.

1. Background and purpose of the post

The Operations Department deals with the core business of Europol, improving the effectiveness and cooperation of the competent authorities in the Member States in preventing and combating serious and organised crime, as well as terrorism affecting the Member States. This requires close cooperation with the Liaison Bureaux at Europol and via them with the Operational Teams in the Member States.

Europol delivers a number of products and services to national law enforcement agencies to support them in their fight against international serious and organised crime, as well as terrorism. Under Europol's organisational structure, the Operations Department hosts four distinct Business Areas: **Serious and Organised Crime, Cyber Crime, Counter-Terrorism and Financial Intelligence and the Information Hub.**

Under the supervision of a Senior Analyst/Senior Specialist and of the relevant Business Manager, the successful candidate(s) will be contributing to Europol's activities such as collecting, processing, cross-checking and analysing criminal intelligence in various fields and reporting on the identified cross-matches.

The recruitment is intended to establish a Reserve List for future appointment of successful candidate(s) to vacant SNE Analyst positions in all business areas of the Operations Department.

2. Tasks and responsibilities

The successful candidate will carry out the following main duties:

- Gather, collate and process (input) information and intelligence of data on various topics;
- Draft intelligence analysis reports of operational nature on various topics;
- Support Business Manager and the Project Manager in the creation of project plans and assist in the production of progress reports for each project and monitor deadlines;
- Carry out routine searches such as open sources and maintain records of searches in specific databases, and liaise with Project Managers and the Business Managers in respect of complex and in-depth searches and results;
- Participate in meetings, working groups and conferences and present analytical results as and when required;
- Take part in joint operations and other operational initiatives with MS and other partners;
- Provide on-spot operational support to specific operational enquiries and events when requested;
- Assist in drafting strategic reports from a European Union perspective, for the benefit of law enforcement and political authorities in the Member States;
- Deliver presentations to visitors to Europol on the role of Business Area;
- Any other intelligence analytical tasks in the area of competence as assigned by the Senior Analyst, Project Managers and Business Managers.

The SNE will be involved in the handling of sensitive data, for which an appropriate level of security clearance is requested in accordance with the nature of the business area (e.g. EU Restricted, EU Confidential, EU Secret).

3. Requirements

3.1 Eligibility criteria:

a. Candidates must

- Be a member of a competent authority in one of the Member States of the European Union in the meaning the Article 3 of the Europol Council Decision;

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- Produce evidence of a thorough knowledge of one Community language and a satisfactory knowledge of a second language;
- 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:

- Have solid background in intelligence handling and analysis related to investigations;
- Experience in handling large amounts of operational data using analytical tools and techniques in the context of criminal investigations in general and of digital investigations in particular;
- Experience in the analysis of complex cases in the area of your work (Please provide real case examples and specify the areas in your application! E.g. Serious and Organised Crime, Cyber Crime, Counter-Terrorism and Financial Intelligence, etc.)

Desirable:

- Experience in developing intelligence products;
- Experience in conducting internet investigations;
- Experience in using OSINT techniques.

b. Professional knowledge:

Essential:

- Knowledge of the law enforcement environment and practices in the field of Serious and Organised Crime, Cyber Crime, Counter-Terrorism and Financial Intelligence;
- Knowledge of intelligence analysis processes, methods and practices.

Desirable:

- Have completed an operational analysis course;

c. Technical skills and competencies:

Essential:

- Computer literacy: not only MS Office applications but also with respect to OSINT techniques;
- Good communication skills in English, both orally and in writing;
- Excellent analytical and critical thinking skills;
- Good administrative and organisational skills;

Desirable:

- Competent user of i2 Analyst's Notebook v6-8¹.

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 commitment and flexibility.

4. Duration of the secondment

- Deadline for receiving proposals: **11 February 2016**
- Duration of the secondment: 1 year with a possible extension up to 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

¹ The I2 Analyst's Notebook (ANB) technical skills are assessed through **version 8** of the I2 ANB software.

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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 group as well as the Human Resources Unit 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/Skype interview (and a written test via computer) 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 written test or comparable practical exercise and an interview.

On the basis of the outcome of the telephone interview or of 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 1628.