



The Hague, 3 February 2016

Reg. n°: Europol/2016/TA/AD6/213

VACANCY NOTICE

Name of the post: **Specialist - for Document Forensic, Quality Management within the European Cybercrime Centre (EC3) AD6**

Reporting to: **Team Leader Cyber Forensic Expertise in the European Cybercrime Centre**

1. About Europol and the European Cybercrime Centre

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.

Following the Commission's communication "Tackling Crime in our Digital Age: Establishing a European Cybercrime Centre" (8543/12), the Council endorsed on 6 June 2012 the setting-up of such a centre at Europol. The European Cybercrime Centre (EC3) is part of Europol's existing structure to facilitate cross-working with other crime areas.

The EC3 started activities in January 2013 to 'serve as the European cybercrime information focal point' in the fight against cybercrime in the European Union, deliver operational and investigative support to the Member States on cybercrime and support the European Union's institutions and Member States in building operational and analytical capacity for investigations and cooperation with external partners.

For more information please visit Europol's website www.europol.europa.eu.

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

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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.

2. Background and the main purpose of the post

The European Cybercrime Centre (EC3) is one of four business areas in the Europol Operations Department (OD), which is responsible for delivering operational, investigative and technical support to the services in the Member States competent to fight organised crime and terrorism. EC3 aims at strengthening the efforts of law enforcement, EU Agencies and other partners in the field of cybercrime. Furthermore, forensic capacities and expertise provided by Europol are allocated at the EC3.

The Forensic Laboratory of Europol offers a wide range of products and services to the competent national authorities of Member States and other partners in order to support them in preventing and combating serious and organised crimes and terrorism. The Laboratory operates according to the requirements of the ISO/IEC 17020:2012 norm and is in a process of the ISO Accreditation.

This advertisement is aimed to recruit a Specialist for the Cyber Forensic Expertise team of EC3. The successful candidate will be responsible for carrying out duties of the Lab's Quality Manager in accordance with the ISO/IEC 17020:2012 norm and for providing expert knowledge in technical/forensic examination of counterfeit currency and documents, especially in the field of identification of printing techniques, devices and raw materials, in order to support the Member States and other Europol's partners in the fight against serious and organised crime and terrorism.

3. Tasks and responsibilities

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

- Carry out responsibilities of the Quality Manager of the Europol's Document Laboratory in accordance with the ISO/IEC 17020:2012 norm; ensure compliance of the products and services delivered with the quality standards applicable;
- Conduct technical and forensic examinations of banknotes and documents in Europol's Document Laboratory and provide 'on the spot' support;
- Provide specialised knowledge and technical/forensic 'on the spot' support in the field of expertise of Europol's Document Laboratory;
- Liaise with the competent authorities in the EU Member States, EU bodies, third countries and organisations in the field of currency and document counterfeiting;
- Support projects of the unit, prepare, organise and chair meetings, training courses and conferences and represent Europol at specialised conferences on European and international level;

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- Study new developments in the area of counterfeit currency, other means of payment and security printing;
- Draft documents and reports independently and in co-operation with other units and support business planning processes;
- Contribute to the development of methods, techniques and tools used by Europol and keep up to date with developments of forensic services;
- Perform any other related task assigned by the Line Manager or by the responsible Business Manager of EC3.

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

- Possess 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;

OR

- Professional training of an equivalent level in a relevant area (e.g. Police Officer's School) and after having completed the training, at least the number of years of relevant professional experience indicated in the table below:

Duration of professional training	Professional experience
More than 6 months and up to 1 year	3 years
More than 1 year and up to 2 years	2 years
More than 2 years and up to 3 years	1 years

- **In addition** to the above at least 3 years of work experience gained following the award of the diploma.

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

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in conducting technical investigations and forensic examination of counterfeit currency and documents;
- Experience in process management, development, implementation and management of forensic Quality Management Systems.

Desirable:

- Experience of working in an international law enforcement environment;
- Experience in drafting strategic and operational reports;
- Experience of working in an international and multi-cultural environment.

b. Professional knowledge:

Essential:

- In depth knowledge of investigative and forensic techniques in the area of the examination of counterfeit currency and documents;
- Excellent knowledge of the ISO/IEC 17020:2012 standard;
- Knowledge of the EU and Europol legal framework;
- Excellent knowledge and skills in project management;
- Knowledge in the field of the technical investigation on printing devices and mobile forensics.

c. Technical skills and competencies:

Essential:

- Ability to conduct forensic examination of documents and counterfeit currencies, including the use of forensic tools and equipment;
- Excellent communication skills in English, both verbally and in writing;
- Excellent organisational skills including the ability to establish clear priorities, exercise initiative and work in a team.
- Computer literacy: Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook), image editing software and internet;
- Very good presentation skills;
- Ability to draft clear and concise documents on complex matters for various audiences.

d. Social skills and competencies:

Essential:

- Good interpersonal skills with the ability to work well under pressure;

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- Ability to establish and maintain effective working relations with co-workers in an international and multi-cultural environment;
- Ability to display initiative, flexibility and creativity in view of problem solving;
- High degree of commitment and service-orientation.

5. Selection procedure³

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 Unit 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.

The Selection Committee will invite the 5 highest scoring candidates (short-listed). All candidates having a score equal to the 5th highest scoring candidate will be included to the list of invited candidates.

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 **4.960,64** (step 1) or EUR **5.169,10** (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.

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

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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 9 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 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 AD 6 pursuant to Article 2 (f) of CEOS, for a period of 5 years⁴ (full-time – 40 hours a week).

The contract may be renewed once for a period of 4 years. Only in highly exceptional cases, Europol grants third contracts of an indefinite nature.

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 www.europol.europa.eu.

⁴ For the internal candidates, the duration of the current contract will be taken into account in the total duration of the contract.

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:	14 March 2016
Recruitment procedure:	April/May 2016
Starting date of employment:	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 1298 or +31 (0) 70 302 5033.