



The Hague, 31 October 2012

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JOB DESCRIPTION

Name of the Post: **HR Specialist in the Administration Business Area – Personnel and Administration Team - AD5**

Reporting to: **HR Senior Specialist in the Administration Business Area – Personnel and Administration Team**
Head of Administration

1. Background

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.

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

2. Purpose of the post

The Business Area "**Administration**" has approximately 70 staff members and responsible for ensuring the delivery of the following services:

1. Planning and managing the recruitment, administration and development of Europol's staff, in the interests of the service and in compliance with the Staff Regulations and other applicable provisions;
2. Developing and implementing Europol's policies, processes and procedures related to financial planning and administration;
3. Administrative responsibility for the office of the Accounting Officer;
4. Planning and implementing tender procedures for goods and services and coordinating the management of all contracts;
5. Overall responsibility for asset management.

The successful candidate will be mainly responsible for supporting the Senior Specialist in the handling of the administration of all personnel related matters.

3. Tasks and responsibilities

The successful applicant will have to carry out main duties within the following areas:

- Implement the Staff Regulations of officials and the Conditions of Employment of Other Servants of the European Union, the Europol Staff Regulations, the Local Staff Regulations and all related implementing rules and internal legal acts taking into account organisational and individual needs;
- Administer Europol's employment contracts, assignments and secondments in line with the applicable legal framework and organisational policy;
- Administer contracts of external contractors related to the Personnel and Administration group;
- Implement reassignments in line with the applicable legal framework and organisational policy;
- Handle requests and provide advice on all Personnel and Administration related matters;
- Liaise with relevant European Commission services, EU Agencies and Dutch authorities in relation to Personnel and Administration matters and participate in relevant internal and external meetings;
- Take part in the maintenance and update of the HR database, within area of responsibility;
- Perform any other tasks in the areas of competence as assigned by line management.

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

- Possess a level of education which corresponds to completed **university studies preferable in the Public Administration related fields**, attested by a diploma when the normal period of university education is at least **3** years.

4.2 Selection criteria:

a. Professional experience:

Essential:

- At least 2 years of experience in the areas mentioned under tasks and responsibilities obtained in the public sector, corporate or consultancy environment as HR expert;
- Experience in providing professional HR advice in a broad range of operational issues including staff matters and employment contracts;
- Experience of handling confidential information.

Desirable:

- Studies or trainings in law;
- Experience of working in an EU Institution/Agency in the areas mentioned under tasks and responsibilities;
- Experience of working in an international, multi-disciplinary 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

b. Professional knowledge:

Essential:

- Sound knowledge in the area of Human Resources Management.

Desirable:

- Knowledge of the Staff Regulations and Conditions of Employment of Other Servants of the EU and associated implementing provisions and policies or of similar legal frameworks;
- Knowledge in the area of employment law;
- Knowledge of French and Dutch (in order to liaise with relevant European Commission services, EU Agencies and Dutch authorities in relation to Personnel and Administration issues).

c. Technical skills and competencies:

Essential:

- Excellent communication skills in English, both verbally and in writing;
- Excellent planning and organisational skills;
- Excellent analytical skills, with the ability to quickly summarise complex issues in order to brief staff and colleagues as well as management;
- Keen eye for detail and ability to provide accurate and consistent HR advice within the deadlines;
- Flexibility to work with three different legal frameworks simultaneously;
- Ability to deal with sensitive and confidential issues;
- Proficient user of MS Office applications, including Excel and Outlook.

c. Social skills and competencies:

Essential:

- Excellent interpersonal skills, including the ability to effectively liaise with other departments, units and groups as well as with external partners;
- Stress resistance;
- Ability to function both as an independent professional as well as a member of a team;
- Service oriented approach.

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 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.

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: AD5

The basic monthly salary is EUR **4 349, 59** (step 1) or EUR **4 532, 36** (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 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: [CONFIDENTIEL UE/EU CONFIDENTIAL](#).

7.3 Contract of employment

The successful candidate will be recruited as Temporary Agent AD5 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 www.europol.europa.eu.

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

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 Administration 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 November 2012
Recruitment procedure: to be determined
Starting date of employment: as soon as possible

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 1628.