

JOB DESCRIPTION

Name of the Post: Project Manager in the European Cyber Crime Centre (EC3) Programme, Operations Department – Contract Agent FG IV

Reporting to: Senior Specialist, EC3 Programme Manager, Operations Department Management Office (ODMO)

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 EU Commission has proposed Europol to host the European Cyber Crime Centre (EC3) which should start its activities in January 2013. The implementation of the centre is under the responsibility of the EC3 implementation team. This team will lead the activities of the EC3 programme.

Under the direction of the **Senior Specialist, EC3 Programme Manager**, ODMO, the successful candidate will contribute to the work of the EC3 implementation team, providing project management and programme support to the EC3 programme. This position is not involved in the operational deliveries of Europol.

3. Tasks and responsibilities

The successful applicant will be responsible for the following tasks:

- Assist the programme in the establishment and the integration of new resources (HR, IT, Finance) in Europol;
- Analyse the practical business processes and requirements related to the EC3 programme;
- Manage internal and external projects and working groups;
- Prepare and present policy papers or reports as required in the relevant fields of competence and provide specialised briefings;
- Ensure the availability of up-to-date information for the EC3 Programme Manager/other project managers;
- Contribute to the preparation of training materials and to the delivery of specific trainings;
- Organise meetings at Europol and attend external meetings, within the area of responsibility;
- Liaise with the relevant competent authorities in the Member States and third parties involved as appropriate;
- Perform any other tasks in the area of competence as assigned by the EC3 Programme 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 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

- A level of education which corresponds to completed university studies preferably in the area of criminology or science studies of at least three years attested by a diploma;

OR

- Professional training of an equivalent level in a relevant area 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 year

- In addition to the above at least 3 years of relevant professional work experience gained following the award of the qualifications mentioned under section 4.1 b.

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 project management;
- Experience in change management;
- Experience in drafting policies;

Desirable:

- Experience in business analysis;

b. Professional knowledge:

Essential:

- Knowledge of project management methodologies;
- Knowledge of training design and delivery;

Desirable:

- Knowledge of product management methodologies;

c. Technical skills and competencies:

Essential:

- Good analytical and critical thinking skills;
- Excellent communication skills in English, both orally and in writing;
- Good organisational skills including the ability to establish clear priorities;
- Computer literacy: MS Office applications and internet;
- Excellent presentation skills;
- Ability to manage projects and familiarity with project management terminology and methodology;

Desirable:

- Prince 2 or other Project Management certification;

d. Social skills and competencies:

Essential:

- Excellent 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 initiative, flexibility, commitment and creativity in view of problem solving and improving existing processes.

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.

The Selection Committee may also include up to two additional members designated by the Contracting Authority on a proposal from the Management Board. The additional member(s) will be either a representative from the Presidency or a representative from 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. 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

The successful candidate will be engaged in Function Group IV, grade 13 (EUR **3 145, 45**), grade 14 (EUR **3 558, 90**) or grade 16 (EUR **4 555, 99**), subject to years of professional experience.

In line with applicable implementing rules the professional experience gained after the education required for the grades above is as follows:

Grade	Proven professional experience
13	Up to 7 years
14	More than 7 years
16	More than 20 years

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child allowance and education allowance may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical and unemployment insurance as well as a pension scheme.

Salaries are subject to a community tax but are exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement at Europol is subject to the successful completion of a probationary period of **9 months**. Within the above 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 Title IV, Article 84 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

7.2 Security screening and certificate of good conduct

In order to ensure that all candidates who have successfully passed a selection procedure comply with the security standards and do not have a criminal record we request all successful candidates to apply for a national "certificate of good conduct" at the time an offer of employment is made.

The certificate of good conduct provides evidence that the candidate is suitable to be employed by Europol. However, the national certificate of good conduct **does not substitute a full security clearance that must be carried out for all Europol staff in accordance with the clearance level determined for the position.**

7.3 Contract of employment

The successful candidate will be recruited as **Contract Agent in Function Group FGIV** pursuant to Article 3a of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, for a period of 2 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 Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union 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 basis for the processing of personal data 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

Europol Public Information

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 Unit of the Human Resources Unit 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:	20 July 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) 70 302 5075 or +31 (0) 70 353 1628.