



The Hague, 18 November 2011

File n°: Europol/2011/TA/AST3/062

JOB DESCRIPTION

Name of the post: Assistant to the Deputy Director of Europol –
Temporary Agent - AST3

Reporting to: Deputy Director

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 Deputy Director of the Governance Department is responsible for the overall coordination of departmental matters.

The Assistant to the Deputy Director of the Governance Department will be recruited mainly to carry out and manage administrative functions and provide general support to the Deputy Director of Europol.

The post holder will also interlink and support the work of the Secretariat of the Office of the Director.

The recruitment is intended to establish a reserve list for future appointment of successful candidates to vacant positions of Assistant to the Deputy Director in all Departments of Europol.

3. Tasks and responsibilities

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

- Ensure the adequate flow of documentation to and from the Deputy Director;
- Progress and to follow up of commitments, actions, tasks and deadlines on behalf of the Deputy Director;
- Create and assemble preparation folders for meetings of the Deputy Director including indexes and content related documentation;
- Assist with the preparation of meetings for the Deputy Director, including minute taking and appropriate follow-up;
- Prepare and draft correspondence for the Deputy Director;
- Manage the event and commitment calendar of the Deputy Director inside the organisation and with external stakeholders;
- Manage administration related to business trips;
- Prepare report and/or analysis related to the activities of the Department;
- Archive files in the Document Management System (DMS) of Europol and in hard-copy format;
- Take care of ad hoc tasks identified and defined by the Deputy Director;
- To support the work of the Secretariat of the Office of the Director;
- Perform any other tasks in the area of competence as requested by the Deputy Director.

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;

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- 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 post-secondary education attested by a diploma;³

OR

Possess a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years;

Table 1:

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	1 year

- **In addition** to the above at least **5** years of relevant professional work experience gained after the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in working as an assistant in a cabinet or secretariat of a public organisation or ministry;
- Experience in creating internal and external correspondence;
- Experience in working in a multi-disciplinary or international organisation;
- Experience in managing information in accordance with confidentiality regulations.

Desirable:

- Experience of working with Document Management Systems.

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

³ When the official duration of the course is **less than 3 years** the difference shall be deducted from professional experience in accordance with Table 1

b. Professional knowledge:

Essential:

- Knowledge of office administrative practices and procedures;
- General knowledge of the structures, authorities and institutions in the Justice and Home Affairs domain of the European Union.

Desirable:

- Background knowledge about working in a law enforcement environment.

c. Technical skills and competencies:

Essential:

- Good oral and written communication skills in English with the ability to communicate information effectively to wide range of internal and external stakeholders;
- Confident user of Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook), and the internet;
- Good organisational and analytical skills as well as a high sense of professionalism;
- Excellent drafting skills;
- Keen eye for detail with the ability to maintain standards of accuracy.

d. Social skills and competencies:

Essential:

- Tact, discretion with a polite and customer focused approach;
- Show absolute discretion and a keen sense of diplomacy;
- High level of initiative and creativity;
- High level of interpersonal skills with the ability to work well in a team as well as independently;
- High level of flexibility and willingness to take on different responsibilities and work extended hours at short notice.

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.

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For **restricted posts** 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

Scale: AST3

The basic monthly salary is EUR **3.397,73** (step 1) or EUR **3.540,50** (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

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 Temporary Agent AST 3 pursuant to Article 2 (a) of CEOS, for a period of 5 years.

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 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 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: 19 December 2011
Recruitment procedure: January-February 2012
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 1467 or +31 (0) 70 302 5075.