

## JOB DESCRIPTION

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**Name of the Post:** **Research Officer, Analysis and Knowledge Unit – Contract Agent FG IV**

**Reporting to:** **Senior Strategic Analyst, SOCTA (Serious Organised Crime Threat Assessment) Project Manager, Analysis and Knowledge Unit**

### 1. Background

Applications are invited for this position at the European Police Office (Europol).<sup>1</sup>

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](http://www.europol.europa.eu).

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

## **2. Purpose of the post**

The Analysis and Knowledge Unit is the centre for strategic knowledge and analysis, driving the development of the European Criminal Intelligence Model and EU policy cycle through the production of the Serious Organised Crime Threat Assessment (SOCTA) and other reports on e.g. new crime developments. The activities of the unit include a continuous scanning of the environment, the exploitation of open sources and identification of top EU criminal networks and of the key information requirements.

The Analysis and Knowledge Unit is the professional centre for analysis in Europe; and it pioneers new techniques through expert platforms and operational Research & Development, including the exploitation of forensic data and develops analytical methods, techniques and training.

Under the supervision of the Project Manager SOCTA, the successful candidate will provide support to the strategic analysts, in particular in the delivery of the 2013 SOCTA and related products, with a focus on the research and the testing of analytical findings. He/she will contribute to the overall quality of the reports, so the reports and the publications meet the highest quality standards.

## **3. Tasks and responsibilities**

The successful applicant will be responsible for the following tasks:

- Edit reports and other strategic documents in English to ensure accuracy, clarity, cohesion and conformity, including rewriting, abridging and restructuring text to improve readability and logical sequence;
- Conduct research on a wide range of issues within the field of responsibility;
- Contribute to the implementation of various projects within the field of responsibility;
- Perform any other duties in the area of competence as assigned by the Head of Unit.

## **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;

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- Be physically fit to perform the duties pertaining to the position;<sup>2</sup>
- 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 of at least three years attested by a diploma, preferably in the area of criminology, sociology or another social science;

**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:

<b>Duration of professional training</b>	<b>Professional experience</b>
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

## 4.2 Selection criteria:

### a. Professional experience:

#### Essential:

- In addition to the above, at least **1 year** of relevant professional work experience<sup>3</sup>;
- Experience in drafting and editing reports, preferably of a strategic nature, and of tailoring written content to different audiences;
- Experience in pro-actively and independently conducting research assignments.

#### Desirable:

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<sup>2</sup> 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.

<sup>3</sup> In case of a doctorate/PhD, the actual duration of the studies shall be taken into account, subject to a upper limit of 3 years.

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- Experience of producing or otherwise contributing to published works.

### **b. Professional knowledge:**

#### **Desirable:**

- Knowledge of the law enforcement environment and practices;
- Knowledge related to organised crime, terrorism and EU Justice and Home Affairs policies;
- Knowledge of strategic analysis techniques.

### **c. Technical skills and competencies:**

#### **Essential:**

- Excellent communication skills in English, both orally and in writing;
- Excellent drafting and editing skills, including ability to draft clear and concise policy documents on complex matters and to tailor content for various audiences;
- Good analytical and critical thinking skills;
- Strong research skills;
- Excellent organisational skills including the ability to plan own work load, exercise initiative and work independently;
- Confident user of MS Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet;
- High level of accuracy and an eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines.

### **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 multicultural 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,

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one from the concerned Unit or Department and one designated by the Staff Committee.

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:

<b>Grade</b>	<b>Proven professional experience</b>
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

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### 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

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 end of 6<sup>th</sup> month 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 **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](http://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

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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](http://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: 4 October 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](http://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) 70 353 1583.