

JOB DESCRIPTION

Name of the post: Senior Specialist – Personnel and Administration - in the Human Resources Unit (C5) – AD7

Reporting to: Head of the Human Resources Unit (C5)

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 main role of the Human Resources Unit is to ensure the efficient and effective management and development of staff within Europol.

The Human Resources Unit is responsible for the efficient and effective recruitment and relocation, appraisal management, training and professional development of the staff as well as the administration of all personnel matters.

The portfolio of Personnel and Administration includes the administration of salaries and claims, working arrangements of the staff (part-time, shifts, stand-by etc.) and related allowances and payments, leave administration including sick leave and health and safety matters, maintaining up-to-date the personnel files. The successful candidate will manage a team of 9 staff members to perform a customer oriented, effective HR administration.

3. Tasks and responsibilities

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

- Maintaining up-to date the administrative information of the staff in the HR System and supporting documents in the personal files;
- Ensuring efficient implementation of all administrative processes (salaries and allowances; leave administration; staff insurance; health and safety matters);
- Managing the implementation of the benefits to staff (privileges & immunities, fiscal benefits etc.) foreseen by the agreement between Europol and the Host State, handling individual related issues;
- Managing contracts and service legal agreements with external suppliers in the area of responsibility (medical services, PMO etc.) ensuring correctness of the services provided, invoices and payments;
- Providing professional advice, both verbal and in writing, to managers and staff in general on all administration aspects;
- Supervising the work of the Personnel and Administration group members;
- Ensuring efficient and effective contacts with the Commission, the network of other agencies, the Dutch authorities, and interact with other external organisations in relation to personnel administration issues;
- Contributing to develop the HR strategy aligning this with the main organisational strategy and put the strategy into action by providing advice and solutions on HR administration matters;
- Implementing and manage the HR system in the area of responsibility;
- Acting as Operational Verifying Agent in the area of responsibility;

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- Managing the development and implementation of the budget in the area of responsibility;
- Preparing for and participating in internal and external meetings and conferences in the area of Personnel and Administration;
- Contributing to develop the Multi Annual Staff Policy Plan (MASPP);
- Supporting the Head of Unit with providing advice on the administration of all Personnel administration matters;
- Participating in the inter-agency network and cooperate with the EU Commission in the area of responsibility;
- 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;
- 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 Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of the duties.

b. Candidates must have

- A level of education which corresponds to completed university studies attested by a diploma, preferably in the area of Social Sciences, Human Resources Management or Business Administration when the normal period of university education is four years or more;

OR

A level of education which corresponds to completed university studies attested by a diploma, preferably in the area of Social Sciences, Human Resources Management or Business

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

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Administration; and appropriate professional experience of at least one year when the normal period of university education is three years;

- In addition to the above at least **6** years of relevant professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in the areas mentioned under “tasks and responsibilities” obtained in the public sector or corporate environment as an HR administration expert;
- Experience of working in an international environment.

Desirable:

- Experience in drafting policy papers, reports in the areas of HR administration;
- Experience of working in a EU institution;
- Experience in using IT Systems applied to HR Management.

b. Professional knowledge:

Essential:

- In-depth knowledge of HR administration principles in the public sector with the ability to apply this effectively and a commitment to keeping up to date with recent developments;
- Knowledge of the Staff Regulations of Officials and the Conditions of employment of Servants of the European Communities and associated implementing provisions and policies.

Desirable:

- Knowledge of the Dutch Labour Law (ARBO).

c. Technical skills and competencies:

Essential:

- Excellent communication skills in English, both verbally and writing;
- Excellent drafting skills including writing of reports;

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- Competent user of IT applications in general and Microsoft Office applications (Word, Excel and Outlook) and the internet;
- Excellent organisational skills including the ability to establish clear priorities and work independently;
- Keen eye for details with good calculation skills.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills;
- Ability to manage a diverse team including the ability to motivate staff, effectively plan and monitor the work of other staff members and to provide guidance;
- Excellent organisational skills to manage heavy workload under time pressure;
- Ability to work effectively in an international and multi-cultural environment;
- Ability to display initiative, creativity, responsibility and integrity.

5. Salary

Scale: AD7

The basic monthly salary is **EUR 5,568.11** (step 1) or **EUR 5,802.09** (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 allowance and education 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.

6. Terms and conditions

6.1 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.

6.2 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.**

6.3 Contract of employment

The successful candidate will be recruited as Temporary Agent AD 7 pursuant to Article 2 (a) of CEOS, for a period of up to 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.

7. 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 Communities (Title III Chapter 1) and their implementing rules.

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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 (dpo@europol.europa.eu) and the Joint Supervisory Body (www.europoljsb.consilium.europa.eu).

8. Additional information

8.1 Main dates

Deadline for application: 22 March 2012
Recruitment procedure: to be determined
Starting date of employment: to be determined

8.2 Selection procedure

The selection procedure will be carried out in accordance with the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu.

8.3 Contact Details

For further details on the application process please call +31 (0) 70 302 5075 or +31 (0) 70 353 1628.