



The Hague, 04 September 2012

Reg. n°: Europol/2012/TA/AD7/085

JOB DESCRIPTION

Name of the post: Senior Specialist – Information Assurance - in the Security Unit – AD7

Reporting to: Head of Security Unit (G5)

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.

2. Purpose of the post

The main role of the Security Unit is to ensure that Europol personnel, information, buildings and equipment are adequately protected against threats to their security and that safety rules are respected and implemented.

Under the supervision of the Head of Unit, the postholder will support the Security Coordinator and Security Officer in establishing the assurance that Europol

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

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information systems will protect the information they handle and will function as they need to, under the control of legitimate users.

3. Tasks and responsibilities

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

- Ensure that information risks are managed effectively, collectively and proportionately;
- Develop, implement and disseminate internal security-related policies, standards, procedures and guidelines for the Agency;
- Provide assurance that Europol's information systems and the information carried by these systems are adequately protected throughout their lifecycles;
- Provide awareness sessions on information assurance issues, threats, vulnerabilities and best practice to Europol management and staff;
- Contribute to the monitoring, reviewing and developing of the Europol Information Security Management System;
- Perform security assessments, inspection, reviews and audits on information systems, to ensure full compliance with Europol security policies, standards, procedures and guidelines;
- Represent Europol at specialised meetings and conferences;
- Give presentations to visitors to Europol;
- Report regularly on security to the Security Coordinator and/or to relevant stakeholders;
- Facilitate and coordinate the information security governance and management bodies, including the Information Security Steering Group and the ICT Security Coordination Group;
- Liaise with relevant national and EU security authorities and services on matters related to the information security of the Agency;
- Contribute to the development of the Business Continuity Plan, monitor its performance and test its effectiveness;
- Any other duties in the area of competence as assigned by the Head of Unit.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must

- Have the full rights as a citizen of a Member State;
- 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;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.

b. Candidates must have

- A level of education which corresponds to completed university studies, preferably in the area of Information Technology, Information Systems or Computer Science, attested by a diploma when the normal period of university education is four years or more;

OR

A level of education which corresponds to completed university studies, preferably in the area of Information Technology, Information Systems or Computer Science, attested by a diploma 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 in the area of Information Security gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in establishing Information Security Management Systems (preferably according to ISO/IEC 27001 requirements);
- Experience in conducting information risk and business impact assessments;
- Experience in drafting and implementing security policies, standards, guidelines and procedures in the area of information security;
- Experience in producing and delivering information security training and awareness sessions;
- Experience in dealing with sensitive and classified information and intelligence.

Desirable:

- Experience in working in an international, multidisciplinary work environment;
- Experience in management of information security projects;
- Experience in security accreditation of information 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) Conditions of Employment of Other Servants of the European Union (CEOS)

b. Professional knowledge:

Essential:

- Knowledge of implementation and auditing of international information security standards, such as ISO/IEC 27001;
- Knowledge of information security processes such as risk analysis, incident management, security monitoring and access control;
- Knowledge of development and implementation of security policies, standards, procedures and guidelines;
- Knowledge of web application and infrastructure security best practices;
- Knowledge of IT security products and technologies;
- Knowledge of cryptographic processes and products;

Desirable:

- Professional certifications in the field of Information Security (such as CISSP, CISA, CISM);
- Knowledge of the SANS Critical Controls and OWASP Top Ten Risks.

c. Technical skills and competencies:

Essential:

- Excellent communication skills in English, both verbally and in writing;
- Ability to analyse technical problems and provide practical solutions;
- Proficient user of IT applications in general and Microsoft Office applications (Word, Excel, PowerPoint and Outlook) and the internet;
- Good presentation skills;
- Ability to manage projects and familiarity with project management terminology and methodology;
- Excellent organisational skills including the ability to establish clear priorities, exercise initiative and work independently;

Desirable:

- Professional certifications in the field of Project Management (such as Prince2, PMP).

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 manage a diverse team including the ability to motivate staff, effectively plan and monitor the work of other staff members and to provide guidance;
- Ability to work effectively in an international and multi-cultural environment;
- High degree of commitment and flexibility.

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: 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 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: SECRET UE/EU SECRET

7.3 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 **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 basis for the processing of personal data is 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.

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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 (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:	18 October 2012
Recruitment procedure:	November 2012
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.