



The Hague, 18 November 2014
Reg. n°: Europol/2014/CA/FGIII/053

VACANCY NOTICE

Name of the post: Communication Assistants at Europol within the Corporate Communications Group (Contract Agent Function Group FG III) at least 2 posts

Reporting to: Business Manager Corporate Communications Group

1. About Europol

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.

Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Employment at Europol is open to nationals of the EU Member States. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well balanced geographical distribution among its staff members.

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

2. Background and the main purpose of the post

The principal function of the Corporate Communications Unit is to promote awareness of Europol. The activities of the Corporate Communications Unit cover looking after internal and external communication strategies, handling of press and media contacts and public request as well as organising PR events and visits. The Corporate Communications Unit is also responsible for open sources research, media analyses and producing publications.

The successful candidate/s will contribute to the daily work of the Corporate Communications Unit by coordinating and implementing internal and external communication, media and PR activities, especially the organization of events and marketing campaigns. The candidate will also support other activities of the unit (e.g. Open Sources, graphic design and web management).

This selection procedure is also intended to establish a reserve list of successful candidates for eventual future vacant posts within the Corporate Communication Group at Europol.

3. Tasks and responsibilities

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

- The post focuses on the tasks of the corporate communication unit, such as implementation of Europol's communication strategy and sustaining corporate identity;
- Assist in coordinating PR and media work;
- Assist in organising internal and external communication;
- Assist in coordinating events and visits involving high level stakeholders;
- Development and maintenance of Europol's intranet and internet, social media and web presence; as well as the creation, graphic design and production of Europol's publications (paper based and digital);
- Carry out administrative and budget related tasks;
- Open Sources research and drafting reports;
- Any other duties in the area of competence of the unit 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;

Europol Public Information

- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to the 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 post-secondary education attested by a diploma;³

OR

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 |

4.2 Selection criteria:

a. Professional experience:

Essential:

- In addition to the 4.1b requirements, at least 2 years of relevant professional work experience in the areas related to Sections 3 (Tasks and responsibilities);
- Experience in PR and Media work;
- Experience with social media management;
- Experience with media monitoring;
- Experience in organizing seminars and meetings;
- Participation in corporate communication projects;

Desirable:

- Experience in graphic and/or web design;

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 82(3)(d) Conditions of Employment of Other Servants of the European Union

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

Europol Public Information

- Experience in working in an international environment.

b. Professional knowledge:

Essential:

- Knowledge of open sources and media monitoring tools;
- Knowledge of social media dynamics and use in corporate environment;
- Knowledge of Web management.

Desirable:

- Training in protocol and diplomatic relations.

c. Technical skills and competencies:

Essential:

- Proficient user of Adobe CS suite products especially Photoshop, Illustrator and InDesign;
- Excellent communication skills in English, both orally and in writing;
- Proficient user of IT applications in general and Microsoft Office applications (Word, Excel, PowerPoint and Outlook) and the internet;

Desirable:

The following experience will be considered as an advantage:

- Knowledge of web design software and web related languages (Adobe Dreamweaver, Flash, HTML, CSS, Javascript);
- Electronic publications design and production (creation of ePUB's, electronic publications for tablets, etc.);
- Video editing (Adobe Premiere and After Effects);
- Knowledge of Content Management Systems (CMS);

d. Social skills and competencies:

Essential:

- Interpersonal skills with the ability to work well in a team as well as independently;
- Ability to display initiative, flexibility and creativity in view of problem solving;
- Excellent interpersonal skills including the capacity to work in an international or multi-cultural environment;
- Organisation skills, with the ability to work well under pressure.

5. Selection procedure⁴

The Contracting Authority sets up a Selection Committee which consists of 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 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.

The Selection Committee will invite the 10 highest scoring candidates (short-listed). All candidates having a score equal to the 10th highest scoring candidate will be included to the list of invited candidates.

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 FGIII, grade 8 (EUR **2 476, 74**), grade 9 (EUR **2 802, 28**) or grade 10 (EUR **3 170, 6**), subject to years of professional experience.

| Grade | Proven professional experience |
|-------|--------------------------------|
| 8 | Up to 7 years |
| 9 | More than 7 years |
| 10 | More than 15 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.

⁴ Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

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

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: **CONFIDENTIAL UE/EU CONFIDENTIAL**

7.3 Contract of employment

The successful candidate/s will be recruited as **Contract Agent in Function Group III** 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 **2-5** years⁵ (full-time – 40 hours a week). The contract may be renewed. Only in highly exceptional cases, Europol grants third contracts of an indefinite nature.

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.

⁵ For the internal candidates, the duration of the current contract will be taken into account in the total duration of the contract.

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 Business Administration 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).

9. Additional information

9.1 Main dates

| | |
|------------------------------|------------------|
| Deadline for application: | 18 December 2014 |
| Recruitment procedure: | February 2015 |
| Starting date of employment: | To be confirmed |

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) 70 302 5075.