



The Hague, 10 June 2014

File n°: Europol/2014/TA/AD6/161

## VACANCY NOTICE

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**Name of the post:** Specialist within the Administration Business Area (AD6)

**Reporting to:** Senior Specialist - HR-Coordinator

### 1. About Europol

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.

For more information please visit Europol's website [www.europol.europa.eu](http://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.**

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

## 2. Background and main purpose of the post

The Business Area “**Administration**” has approximately 70 staff members and responsible for ensuring the delivery of the following services:

1. Planning and managing the recruitment, administration and development of Europol’s staff, in the interests of the service and in compliance with the Staff Regulations and other applicable provisions;
2. Developing and implementing Europol’s policies, processes and procedures related to financial planning and administration;
3. Administrative responsibility for the office of the Accounting Officer;
4. Planning and implementing tender procedures for goods and services and coordinating the management of all contracts;
5. Overall responsibility for asset management.

The purpose of the post is to assist the Senior Specialist – HR Coordinator with the development and implementation of a proactive and co-ordinated approach to Human Resources Management within Europol.

## 3. Tasks and responsibilities

The successful candidate will be required to carry out the following duties:

- Support the HR Coordinator in the operational and strategic management of the work of HR teams;
- To assist in developing and coordinating the implementation of the HR strategy, in aligning this with the main organisational strategy and in putting the strategy into action by providing advice and solutions on HR matters;
- In cooperation with responsible HR teams develop and update the HR processes, policies, guidelines and manuals;
- Contribute to the HR input in the annual programming document and work plan, to corporate reports (KPI’s, monthly and quarterly reports, etc.) and to documents and briefing material for management meetings and forums;
- To contribute to the HR related aspects of the Common Approach to agencies and related Roadmap implementation amongst others the interagency benchmark exercise;
- To contribute to the development of a corporate awareness programme, communication approach and training to managers and staff on the HR processes and applicable regulations;
- To assist in organising procurement and managing HR related support contracts and service level agreements;
- To assist in the coordination of the cooperation with the Staff Committee in HR related matters;
- To contribute to organisational/ staff surveys, to analyse their results with regards to HRM, to draft proposals for corrective measures and changes in the HR Strategy if needed and to support their implementation;
- To collect and provide HR contribution to audits, under the supervision of the Internal Control Coordinator;
- To act as main contact point with the Commission and internal coordinator of the processes related to the ECAS account;

- At the request of the Head of Administration, to take the lead in projects involving HR teams and more widely across the organisation; to contribute to cross-Europol projects having an HR component;
- To perform any other tasks in the area of competence as assigned by the line management.

## 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 the suitability for the performance of the duties;
- 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 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 when the normal period of university education is at least 3 years;
- In addition to the above at least **3 years** of professional experience gained after the award of the diploma.

### 4.2 Selection criteria:

#### a. Professional experience:

##### Essential:

- At least 5 years of experience of working in the areas mentioned under section 3 "Tasks and Responsibilities" above;
- Experience in providing professional HR advice in a broad range of operational issues;
- Experience in drafting HRM strategic and policy documents (policies, guidelines, procedures) and analytical reports.

##### Desirable:

- Experience of working in an EU Institution / Agency in the areas mentioned under tasks and responsibilities;

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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

- Experience of working in an international, multi-disciplinary environment;
- Experience in drafting tenders and organising procurement in HR area.

**b. Professional knowledge:**

**Essential:**

- Knowledge of the main HRM principles, practices and processes.

**Desirable:**

- Knowledge of the EUSR and CEOS and relevant implementing rules.

**c. Technical skills and competencies:**

**Essential:**

- Excellent communication skills in English, both verbally and in writing, with the ability to communicate with a variety of stakeholders and audiences at different levels;
- Excellent analytical and integrating skills including the ability to understand and present complex materials clearly and to take a helicopter view when required;
- Excellent planning and organisational skills, including the ability to establish clear priorities and work independently;
- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- Proficient user of Microsoft Office applications and the Internet.

**d. Social skills and competencies:**

**Essential:**

- Excellent interpersonal and influencing skills, including the ability to effectively liaise with other departments, groups, teams and different stakeholders (e.g. senior management, Staff Committee) as well as with external partners;
- High degree of integrity, discretion and confidentiality;
- Ability to work well under pressure, both independently and in a team;
- Ability to display commitment and service-orientation;
- Ability to display initiative, flexibility and creativity in view of problem solving.

## 5. Selection procedure<sup>3</sup>

The Contracting Authority – which in the case of Europol is the Director - sets up a Selection Committee which consists of three members, one member from Europol human resources, one member from the relevant service and one person designated by the Staff Committee.

<sup>3</sup> Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, on Europol's website.

For **non-restricted** temporary agent posts, particularly for the selection procedures of experts, the Selection Committee may include up to two additional members designated by the Contracting Authority on a proposal from the Chairperson of the Management Board. The additional member(s) will be either a representative of the Presidency or one representative of 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.

The Selection Committee will invite the 5 highest scoring candidates (short-listed). All candidates having a score equal to the 5<sup>th</sup> 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.

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 Selection and Recruitment Team.

## 6. Salary

### Scale: AD6

The basic monthly salary is EUR **4921, 28** (step 1) or EUR **5128, 07** (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, (stand-by) shifts, 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 **9 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 minimum requested level of Security Clearance for this post is: **CONFIDENTIAL UE/EU CONFIDENTIAL**.

## 7.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD6** pursuant to Article 2 (f) of CEOS, for a period of 5 years<sup>4</sup> (full-time – 40 hours a week). The contract may be renewed once for a period of 4 years. 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 EC Staff Regulations which are available on Europol's website.

## 8. Data protection

The data submitted are 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 as part of the application process. 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.

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 applicants added to the reserve list 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 the Administration Business Area 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](#).

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<sup>4</sup> For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

## **9. Additional information**

### **9.1 Main dates**

Deadline for application: **15 August 2014**

Recruitment procedure: To be determined

Starting date of employment: To be determined

### **9.2 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](http://www.europol.europa.eu).

### **9.3 Contact Details**

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 302 5075.