



The Hague, 16 June 2015

Reg. n°: Europol/2015/TA/AD6/198

VACANCY NOTICE

Name of the post: Specialist - Technical - within the European Cybercrime Centre (EC3) Business Area in the Operations Department – AD6 – 1 post

Reporting to: Senior Specialist, Team Leader in the European Cybercrime Centre (Operations)

1. About Europol and the European Cybercrime Centre

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.

Following the Commission's communication "*Tackling Crime in our Digital Age: Establishing a European Cybercrime Centre*" (8543/12), the Council endorsed on 6 June 2012 the setting-up of such a centre at Europol. The European Cybercrime Centre (EC3) is part of Europol's existing structure to facilitate cross-working with other crime areas.

The EC3 started its activities in January 2013 to '*serve as the European cybercrime information focal point*' in the fight against cybercrime in the European Union, deliver operational and investigative support to the Member States on cybercrime and support the European Union's institutions and Member States in building operational and analytical capacity for investigations and cooperation with external partners.

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 purpose of the posts

The European Cybercrime Centre (EC3) is one of four business areas in the Europol Operations Department (OD), which is responsible for delivering operational and investigative support to the services in the Member States competent to fight organised crime and terrorism. EC3 aims at strengthening the efforts of law enforcement (LE), EU Agencies and other partners in the prevention and combating of various forms of cybercrime.

EC3 Operations includes 4 teams. 3 of them target criminal activities in the areas (Focal Points) of Child exploitation, Frauds and Cyber intrusion respectively. The 4th team - Cyber Intelligence - searches the web detecting criminal activities, enriches the information found with other operational or strategic information stored in the Centre, disseminates the enhanced information to internal and external operational teams and acts as helpdesk for cyber investigators.

This advertisement is aimed to recruit a Specialist – Technical - for the Team of EC3 in charge of Child Sexual Exploitation (FP Twins).

Under the supervision of the Team Leader, the successful candidates will be responsible for the delivery of operational products and services foreseen in the Europol Work Programme.

3. Tasks and responsibilities

Under the supervision of the Line Manager, the successful candidate will carry out the following main duties:

- Perform forensic examinations (Live and Post-Mortem, Workstation, Server, Storage and Mobile Devices) and report on findings relevant to operations supported by FP Twins;
- Pre-process large volumes of structured and unstructured data to prepare it for analysis by FP Twins analysts;
- Develop and maintain pre-processing systems and tools in use at Focal Point Twins;
- Provide ad-hoc programming support to operations supported by FP Twins;
- Deliver training in the field of computer facilitated Child Exploitation;
- Advise operational investigators on investigations against child sexual exploitation;
- Liaise with the relevant competent authorities in the Member States and third parties;
- Support on-going large operations and investigations;
- Provide specialist guidance to, and participate in Joint Investigation Teams (JITs);
- Establish close contacts with the Member States and Third Parties' Liaison Officers to encourage and support operational activities in the field of responsibility of the Twins team;
- Any other duties in the area of competence as assigned by the team leader of the Twins team and the Head of EC3-Operations.

4. Requirements

4.1 Eligibility criteria:

a. Candidates must

- Be a member of a competent authority in the meaning of the Article 3 of the Europol Council Decision and enjoy 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;
- 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

- Possess 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;

OR

- Professional training of an equivalent level in a relevant area (e.g. Police Officer's School) and after having completed the training, at least the number of years of relevant professional experience indicated in the table below:

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 and up to 3 years	1 year

- **In addition** to the above at least **3** years of work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- At least 1 years of experience in law enforcement units fighting child sexual exploitation and 3 years policing experience dealing with technical investigations;
- Experience in computer forensic examinations;
- Experience in pre-processing large amounts of structured and unstructured data;

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)

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Desirable:

- Law enforcement working experience at international level;
- Experience in delivering technical training;

b. Professional knowledge:

Essential:

- Excellent knowledge of investigative techniques in the field of child sexual exploitation and victim identification;
- Good knowledge of computer forensics;
- Good knowledge of data processing techniques including the use of Database Management systems, Natural Language Processing and Text Mining.

Desirable:

- Knowledge of the use of special investigation techniques with regards to cybercrime.

c. Technical skills and competencies:

Essential:

- Computer literacy, not only with basic MS Office applications (MS Word, Excel, Outlook and PowerPoint) and operating systems but also with respect to networks and the internet;
- Capability of using computer forensic toolkits (e.g. Encase, FTK, X-Ways);
- Good communication and presentation skills in English, both orally and in writing;
- Programming and/or scripting skills (e.g. C/C++, Perl, Python, PHP, Java);
- Hands-on experience with text mining and Natural Language Processing.

Desirable:

- Background in computer science or informatics;
- Hands-on experience with Linux forensics and administration;
- Experience with MVC frameworks;
- Excellent organisational skills including the ability to establish clear priorities, exercise initiative and work independently.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure;
- Ability to work effectively in an international and multi-cultural environment;
- Stress resistance;
- 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 **restricted posts** the Selection Committee may also include up to two additional members designated by the Contracting Authority on a proposal from the Management Board. The additional member(s) will be either a representative from the Presidency or a representative from 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 5th 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 **4960, 64** (step 1) or EUR **5169, 10** (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 years³ (full-time – 40 hours a week). The contract may be renewed once for a period of 4 years.

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

³ For the internal candidates the duration of the current contract will be taken into account in the total duration of the contract.

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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](#).

9. Additional information

9.1 Main dates

Deadline for application:	11 September 2015
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.

9.3 Contact Details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1628.