



The Hague, 7 May 2015

Reg. n°: Europol/2015/TA/AD7/189

## VACANCY NOTICE

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**Name of the post:** Senior Specialist within the Corporate Communications Group (AD7)

**Reporting to:** Business Manager Corporate Communications Group

### 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, including organised crime threat assessments.

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 the main purpose of the post**

The successful candidate will join the Europol Corporate Communications Group and will report to the Business Manager of Corporate Communications (within the Corporate Affairs Bureau Business Area, Governance Department). The Corporate Communications Group deals with communications, media, Open Sources and public relations. The successful applicant will be responsible for providing support and advice in all fields of public relations and communications to Europol management including writing briefings, speaking points and other documents.

## **3. Tasks and responsibilities**

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

- Maintaining extensive and positive relationships with national and international media through:
  - Drafting press releases and related documents;
  - Dealing with press activities including press conferences and public events;
  - Monitoring and responding to media requests;
  - Being one of the first contact points for journalists and media professionals;
  - Handling information channels and platforms.
- Enhancing the visibility of Europol, including via social media platforms;
- Planning, preparing and implementing public relations and communications policies and strategies;
- Evaluating and responding to requests from the public;
- Planning, preparing and organising high level visits, meetings and conferences;
- Planning and contributing to initiatives to develop Europol's Internet website and Intranet;
- Planning and supporting the production of Europol publications;
- Support the Business Manager in strategic matters carried out by Europol in the field of communication;
- Represent Europol at specialised conferences as well as at specialised fora;
- Any other related tasks, as required by the Line Manager.

## 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;<sup>2</sup>
- 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 education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; preferably in areas related to the post (e.g. journalism, communications, political science, international or public relations etc.)

OR

- 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; preferably in areas related to the post (e.g. journalism, communications, political science, international or public relations etc.)

OR

- Professional training of an equivalent level in a relevant area (e.g. journalism, communications, political science, international or public relations etc.) and after having completed the training, at least the number of years of relevant professional experience indicated in the table below:

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| Duration of professional training   | Professional experience |
|-------------------------------------|-------------------------|
| More than 6 months and up to 1 year | 4 years                 |
| More than 1 year and up to 2 years  | 3 years                 |
| More than 2 years and up to 3 years | 2 years                 |
| More than 3 years                   | 1 year                  |

- In addition to the above at least **6 years** of professional experience gained after the award of the qualifications mentioned under section 4.1 b.

<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

## 4.2 Selection criteria:

### a. Professional experience:

#### Essential:

- At least five years' professional experience in the areas of expertise that are most relevant to the tasks set out in section 3, preferably in a multi-disciplinary and/or multicultural environment.

#### Desirable:

- Experience in security related information research and monitoring;
- Awareness of key media issues within the law enforcement sector;
- Experience working in an EU institution or similar multi-disciplinary/ multicultural environment.

### b. Professional knowledge:

#### Essential:

- Knowledge and understanding in the areas of expertise that are most relevant to the tasks set out in section 3.

#### Desirable:

- Knowledge of international affairs in security, criminal justice and EU police cooperation;
- Knowledge of public procurement rules and guidelines.

### 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 and to convey complex information in a clear, concise and effective way;
- Computer literacy, including MS Word, Excel, and PowerPoint;
- Excellent drafting skills;
- Very good presentation skills;
- Proven ability to provide clear and specific advice for all relevant public relations issues.

### d. Social skills and competencies:

#### Essential:

- Excellent interpersonal skills including the ability to work well in a team as well as independently, the capacity to work in an international or multi-cultural environment and the ability to network and communicate across all levels of stakeholders;
- Ability to display initiative, flexibility and creativity in view of problem solving;
- 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;
- Organisation skills, with the ability to work well under pressure and to meet demanding deadlines.

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

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.

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. 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 Selection and Recruitment team.

## 6. Salary

### Scale: AD7

The basic monthly salary is EUR **5 612,65** (step 1) or EUR **5 848,50** (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.**

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<sup>3</sup> 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 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 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 AD 7 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. 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 [www.europol.europa.eu](http://www.europol.europa.eu).

## 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

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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.

## Europol Public Information

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](#).

### 9. Additional information

#### 9.1 Main dates

|                              |                 |
|------------------------------|-----------------|
| Deadline for application:    | 15 July 2015    |
| Recruitment procedure:       | To be confirmed |
| 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](http://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.