
VACANCY NOTICE

Name of the post: **Senior Specialist – Relation and Innovation Officer within the Counter-Terrorism and Financial Intelligence business area in the Operations Department (AD7)**

Reporting to: **Business Manager Financial Intelligence**

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 (MS), 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.

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 main purpose of the post

The Operations Department deals with the core business of Europol, improving the effectiveness and cooperation of the competent authorities in the Member States in preventing and combating serious and organised crime, as well as terrorism affecting the Member States. This requires close cooperation with the Liaison Bureaux at Europol and via them with the Operational Teams in the Member States.

A team of experts that supports the department management and carries out coordination tasks that concerns the functioning of the entire department is set up in the Operations Department Management Office (ODMO). ODMO monitors the administrative and operational information flow of the Operations Department and facilitates and supports managerial decision-making with a special focus on OD strategic relations, strategy implementation, business planning and finance.

Under the line management of the Deputy Director leading the Operations Department, the post holder will be engaged in the delivery of business and technology innovation to the Operations Department Management and coordinate cross departmental issues.

3. Tasks and responsibilities

The successful candidate will have to carry out the following duties:

- Promote business and technology innovation within the Operations Department, with emphasis on economic crime related projects and the FIU.net related activities;
- Engage with stakeholders to discover new solutions and approaches to operational problems;
- Initiate and recognize promising ideas and finds ways to introduce them into future plans at minimal costs;
- Follow customer responses to new ideas, track and analyse the success of new products or services, and respond to customer questions or concerns;
- Incubate and prototype effective new ideas and innovative strategies for product development and business opportunities together with the Capabilities Department;
- Monitor research and development of other industries and organizations to spot new opportunities and trends in innovation;
- Provide advice to product development teams to implement solutions;
- Enhance Europol's ability to exploit financial intelligence with the aim of supporting investigations of the MS;
- Represent Europol at conferences as well as at specialised fora;
- Any other tasks in the area of competence.

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 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, preferably in the area of Computer Science and/or Product Development attested by a diploma when the normal period of university education is 4 years or more;

Or

- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is three 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 **6** years of relevant professional work experience gained in the area of ICT after the award of the diploma.

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) CEOS.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in state-of-the-art business and technology innovations in the areas of privacy, security, governance, agility, collaboration, big data analysis, data mining, transformation, visualization, and distributed computing;
- Experience in the field of running projects preferably in support of MS' Financial Intelligence Units;
- Experience in leading teams and managing operational and strategic activities preferably in support of Financial Intelligence Units;
- Work experience in a complex public sector environment.

Desirable:

- Experience in complex international, multi-disciplinary and politically sensitive environments;
- Experience in software engineering and prototyping, network, database, application and information management and development.

b. Professional knowledge:

Essential:

- Strong knowledge of the business and technology innovation preferably within the working field of FIUs.

c. Technical skills and competencies:

Essential:

- Excellent communication skills in English, both verbally and in writing;
- Excellent organisational skills including the ability to establish clear priorities, exercise initiative and work independently;
- Superior problem solving and analytical skills;
- Possess an inquisitive and creative mind, and ability to explore and simplify complex problems and identify opportunities;
- Able to work creatively within a budget and use innovation to find ways of more effectively managing resources;
- Excellent presentation skills;
- Excellent PC skills with professional competence on the Microsoft Office product suite, preferably full understanding of the FIU net system.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to persuasively sell ideas;
- Ability to collaborate with executives, customers, suppliers and development teams;
- Must be independent and self-directed but also able to work in a team;
- Ability to manage a diverse team including the ability to provide guidance, motivate staff and set direction;
- Ability to work effectively in an international and multi-cultural environment.

5. Selection procedure³

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** temporary agent posts, the Contracting Authority shall designate up to two additional members of the Selection Committee if so requested by the Chairperson of the Management Board. The additional members shall consist of 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.

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 **5612.65** (step 1) or EUR **5848.50** (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, (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.

³ 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 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 AD7** pursuant to Article 2 (f) of CEOS, for a period of 5 years⁴ (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.

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 bases for the processing of personal data are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules.

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

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 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: **11 July 2016**
Recruitment procedure: September/October 2016
Starting date: To be confirmed

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 1298 or +31 (0) 70 302 5033.