The Hague, 30 March 2016

Reg. nº: Europol/2016/TA/AD7/244

VACANCY NOTICE

Name of the Post: **Senior Specialist – ICT Solutions Architect (AD7), within the ICT Business Area**

Reporting to: **Senior Specialist in the Architecture Team**

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 main purpose of the post

The ICT Business Area has the responsibility for developing and operating high-quality ICT solutions and capabilities supporting the core mission and support processes of Europol. Some 110 internal staff members are responsible for developing, delivering and maintaining information management and communication technology capabilities that ensure enhanced criminal information exchange between Europol Member States.

The selected candidate will work in a team of enterprise and solution architects, each one predominantly focused in the specific architecture domain area for which they are most competent, but all closely cooperating as a team, coordinated by a Senior Specialist in the Architecture Team who reports to the Head of ICT Business Area.

The selected candidate will cooperate closely with software and infrastructure engineering and ICT Operations teams, providing hands-on architecture guidance and contributing to solution engineering, technical product management and system administration in the domain area of decentralised solutions.

3. Tasks and responsibilities

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

- Translate business requirements into solutions architecture and designs, producing baseline and target solution architecture documentation, and their respective roadmaps aligned with the business strategy on one side and with the overall ICT evolution on the other side;
- Liaise with key stakeholders to support planning and execution of ICT changes and development initiatives;
- Assume quality assurance roles in ICT development projects;
- As needed, act as Technical Product Manager of selected systems and platforms, taking responsibility for the ICT product throughout its life cycle;
- Monitor and/or participate to selected EU, law enforcement, or other relevant forums, and sponsor internal adoption of interfaces and standards supporting the delivery and support of decentralised solutions;

Related to his or her specific area of competence, (s)he will:

- Produce, maintain, update, disseminate and expand the set of architecture standards, guidelines and reference architectures for the implementation and support of decentralised and datacentre-based solutions, with a primary focus on decentralised information exchange, case management and decentralised analysis and cross-matching solutions like FIU.net;
- Identify and specify ICT architecture components required to enable the delivery of decentralised as well as datacenter-based solutions, providing guidance and review for their implementation and configuration, with as much detail as needed from time to time;
- As needed, participate in solution engineering and system administration activities, in cooperation with software and infrastructure engineering and ICT operations teams;
- Drive the evaluation and selection of the technical products that are required to implement decentralised and datacentre-based ICT solutions, like FIU.net;
- Assess business cases, project proposals, and project deliverables, to determine feasibility, impact on, and compliance with, the overall ICT architecture and landscape.

- Any other tasks as assigned 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;[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 education which corresponds to completed university studies, preferably in the area of ICT Engineering or Computer Science, 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, preferably in the area of ICT Engineering or Computer Science attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is 3 years.
- **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.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Solutions architecture experience: professional experience in the processes and methods of an established architecture function, involved in architecture definition, specification, change management and in providing architecture supervision and support to ICT delivery projects;
- Professional experience with solution architecture and software engineering of JEE and/or .NET web-based enterprise solutions, including middleware and infrastructure;
- Professional experience with complex agile software development;

[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

- Professional experience in the following domain areas:
  - Information governance and architecture;
  - Data integration;
  - Web services architecture and standards;
  - Privacy solutions;

Desirable:

- Work experience in a complex public sector environment, or at least in a highly regulated environment with an articulated governance model;
- Experience with the Archimate modelling standard;
- Experience of working in an international, multi-disciplinary environment;
- Experience in the following domain areas:
  - Cryptographic technologies;
  - Anonymised and Pseudonymised matching, e.g. FIU-net;
  - Virtualisation technologies and products;
  - Information security;
  - ICT networking;

b. Professional knowledge:

Essential:

- Knowledge of the concepts, methods, techniques, and representative products in the following domain areas:
  - Information architectures and standards, meta-data management, master data management, data modelling and design, data quality management;
  - Data integration solutions, ETL solutions;
  - Web services architecture and development standards, API design;
  - Privacy solutions, privacy by design techniques;
- Knowledge of Architecture Modelling techniques: conceptualisation, modelling, and visualisation of architecture models and designs;
- Ability to produce well structured, quality documentation that appropriately addresses stakeholders' needs;
- Knowledge in the following domains:
  - Cryptography and cryptographic technologies;
  - Virtualisation technologies and products;
  - Information security;
  - ICT network architectures, protocols and standards, covering LAN, WAN, wireless, VPN and public networks;
- Knowledge and experience in ICT solutions specific to the Law Enforcement and Justice areas.

c. Technical skills and competencies:

Essential:

- Excellent communication skills in English, both orally and in writing;
- Strong analytical and problem solving skills including the ability to anticipate potential problems, determine and implement solutions;
- Excellent organizational skills with the ability to organize, plan and track assignments for consultant's work;
- Excellent PC skills with professional competence on the Microsoft Office product suite.

Desirable:

- Experience in using Enterprise Architecture tools, such as Casewise Corporate Modeller or Sparx Enterprise Architect.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure, both independently and in a team;
- High level of customer-orientation;
- Ability to manage a diverse team including the ability to motivate staff, effectively plan and monitor the work of other staff members, provide guidance and set direction;
- Ability to establish and maintain effective working relations with co-workers in an international and multi-disciplinary work environment;
- High degree of commitment and flexibility.

5. Selection procedure[3]

The Contracting Authority sets up a Selection Committee which consists of three members, one from the Business Area Administration/Recruitment and Selection Team of Europol, one from the concerned Business Area 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 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.

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

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, dependent child allowance and education 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 requested level of Security Clearance for this post is up to **UE CONFIDENTIEL/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 years[4] (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 www.europol.europa.eu.

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.

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). Applications sent to the DPO or JSB will not be processed and will be deleted.

9. Additional Information

9.1 Deadline for application: 27 May 2016

Selection procedure: to be confirmed

Starting date: to be determined

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

9.2 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.