The Hague, 26 July 2016

Reg. nº: Europol/2016/TA/AD7/263

VACANCY NOTICE

Name of the post: **Senior Specialist within the Serious & Organised Crime Business Area (SOC-O2) in the Operations Department (AD7)**

Reporting to: **Business Manager Organised Crime Networks Group**

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 purpose of the post

Within the European Serious and Organised Crime Centre of the Operations Department, the Operations Proliferation Group dedicates most of its resources to operational activities. Projects are carried out against organised crime networks. These projects are supported by an Analysis Work File (AWF) – Focal Point, through which intelligence is collected, analysed and disseminated in support of live investigations in participating Member States.

Under the supervision of the Business Manager and the Team Leader (Drugs Cluster Manager), the successful candidate will be responsible for the area of combating production and trafficking of synthetic drugs. This will be achieved by supporting MS investigations and operations, providing a high level of expert guidance, identifying 'customer' requirements, proposing initiatives and delivering timely, relevant products and services to Europol stakeholders.

In addition, the successful candidate will support the activities of the European Multidisciplinary Platform Against Criminal Threat (EMPACT) Group dedicated to the EU Law Enforcement priority 2014-1017 on Synthetic Drugs.

3. Tasks and responsibilities

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

- Take a key role in project oriented activities, with a specific emphasis on serious and organised crime projects;
- Enhance Europol's ability to exploit criminal intelligence with the aim of supporting investigations of the MS;
- Provide specialised knowledge and experience to operational activities aimed to fight organised crime especially related to Synthetic Drugs trafficking;
- Identify, initiate and assist in producing analytical outputs (operational and strategic) and other relevant intelligence products;
- 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 focal point(s);
- Support the team leader and the Business Manager in policy and other strategic matters carried out by Europol or EU institutions and Agencies in the field of serious and organised crime, especially related to Synthetic Drugs trafficking;
- Represent Europol at specialised conferences and other events;
- Any other duties in the area of competence as assigned by the team leader and the Business Manager Operations Proliferation Group.

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

- 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;

  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	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 work experience gained following 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) Conditions of Employment of Other Servants of the European Union (CEOS)

4.2 Selection criteria:

a. Professional experience:

Essential:

- Expertise in the field of serious and organised crime particularly concerning drug related crimes especially, but not exclusively, the production and trafficking of Synthetic drugs. **(Please provide in your application real case examples, indicating your role in the investigation, specifying the drugs area)**;
- Experience of liaison and cooperation on operational, strategic or policy matters gained in an international cooperation environment;
- Experience in leading teams and managing operational and strategic activities;
- Experience in drafting policy papers and other reports.

Desirable:

- Working experience in an international, multicultural environment.

b. Professional knowledge:

Essential:

- Sound knowledge of the law enforcement environment and practices, preferably at international level in the area of drug related crimes, especially Synthetic drugs trafficking;
- Knowledge in international strategic co-operation related to drug related crimes;
- Knowledge of international legal frameworks and cooperation with regard to drug related crimes, especially Synthetic drugs trafficking;
- Knowledge of the EU and Europol legal framework.

Desirable:

- Experience in dismantling Synthetic drugs laboratories.

c. Technical skills and competencies:

Essential:

- Computer literacy: Microsoft Office applications (MS Word, Excel, PowerPoint, Outlook, Visio) and internet;
- 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;
- Excellent presentation skills;
- Ability to manage projects and familiarity with project management terminology and methodology.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to work well under pressure;
- Highly developed negotiation skills and the ability to influence others;
- 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;
- Ability to work effectively in an international and multi-cultural environment;
- High degree of commitment and flexibility.

5. Selection procedure[3]

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. 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.

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

6. Salary

Scale: AD7

The basic monthly salary is EUR **5 747,35** (step 1) or EUR **5 988,86** (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.

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: CONFIDENTIEL 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[4] (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 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 basis for the processing of personal data are 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 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 Unit of the Human Resources Unit 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 Main dates

Deadline for application:	15 September 2016
Recruitment procedure:	October/November 2016
Starting date of employment:	as soon as possible

9.2 Application process and 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.

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

9.3 Contact details

For further details on the application process please call +31 (0) 70 353 1298 or +31 (0) 70 353 1583