



JOB DESCRIPTION

Name of the post:	Product Management Officer Prüm Helpdesk - with the Business Demand & Products Unit of Europol
Reporting to:	Senior Specialist with the Business Demand & Products Unit Head of the Business Demand & Products Unit

1. Background

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.

¹ Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

2. Purpose of the post

The Business Demand & Products Unit (C2) is responsible for the coherent management of the entire business products portfolio. This includes the management of the Europol core applications from a business perspective. Existing products and new initiatives are (further) developed in the framework of projects.

The objective of setting up a Prüm helpdesk originates from Council Decisions 2008/615/JHA and 2008/616/JHA ('Prüm Decisions') aiming to provide law enforcement agencies in Member States with additional tools for fighting serious crime and terrorism, in particular by enhancing the automated data exchange regarding DNA, fingerprints and Vehicle Registration Data (VRD).

Under the supervision of the Head of the Unit, the successful candidate will support the establishment of a 'Prüm helpdesk' at Europol. The successful candidate is monitoring the close cooperation with the technical staff of the Prüm Helpdesk at Europol, the Mobile Competency Team that assists Member States to implement Prüm arrangements and experts in the Member States involved in the exchange of information.

This entails the management of the activities that ensure the professional delivery of both the technical (system related) and the business products (training, procedures, communication) of the initiative.

The Prüm helpdesk intends to offer assistance to Member States in the implementation of the Prüm Decisions.

3. Tasks and responsibilities

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

- Assist the Mobile Competency Team in the establishment and the integration of the Prüm helpdesk at Europol;
- Analyse the practical business processes and requirements related to the information exchange of DNA and fingerprints;
- Prepare and present policy papers or reports as required in the relevant fields of competence and provide specialised briefings;
- Participate in internal and external projects and working groups involving the implementation of the Prüm helpdesk at national level as and when required;
- Ensure the availability of up to date information relevant for the Prüm users on the Europol Platform for Experts;
- Contribute to the preparation of training material and to the delivery of specific training;
- Organise meetings at Europol and attend external meetings for the establishment of the Prüm helpdesk;
- Liaise with relevant competent authorities in the Member States and third parties involved as appropriate;
- Perform any other tasks in the area of competence as assigned by the Head of Unit.

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 the 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 criminology or science studies of at least three years 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 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 relevant professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience in processing of forensic data;
- Experience of managing projects;

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 82(3)(d) Conditions of Employment of Other Servants of the European Union

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- Experience of change management following the introduction of new technology.

Desirable:

- Experience of information management in a law enforcement environment including the drafting and implementation of policies, procedures and guidelines.

b. Professional knowledge

Essential:

- Sound understanding of information management as a discipline;
- Sound knowledge of product management;
- Knowledge of the organisation of forensic DNA and fingerprints identification and vehicle registers in the European Union.

Desirable:

- Knowledge of the EU legal framework;
- Knowledge of law enforcement processes and co-operation as well as intelligence models.
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c. Technical skills and competencies:

Essential:

- Excellent communication skills in English, both verbally and in writing;
- Excellent organisational skills and the ability to work effectively and efficiently under pressure;
- Good analytical skills;
- Proficient user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet;
- Proficient user of databases, networks and applications;
- Ability to manage projects and familiarity with project management terminology and methodology;
- Ability to draft clear and concise policy documents on complex matters for various audiences.

d. Social skills and competencies:

Essential:

- Excellent interpersonal skills with the ability to develop and maintain effective working relationships with a wide range of internal and external stakeholders;
- Ability to work effectively in an international and multi-cultural environment;

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- High degree of commitment, responsibility and flexibility;
- Ability to display initiative and a drive for improvement.

5. Selection procedure

The Contracting Authority sets up a Selection Committee which consists of three members, one from the Human Resources Unit of Europol, one from the concerned Unit or Department and one designated by the Staff Committee.

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

The successful candidate will be engaged in Function Group IV, grade 13 (EUR **3 145, 45**), grade 14 (EUR **3 558, 90**) or grade 16 (EUR **4 555, 99**), subject to years of professional experience.

In line with applicable implementing rules the professional experience gained after the education required for the grades above is as follows:

Grade	Proven professional experience
13	Up to 7 years
14	More than 7 years
16	More than 20 years

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child allowance and education allowance may be granted.

Europol offers a comprehensive welfare package comprising additional benefits such as medical and unemployment insurance as well as a pension scheme.

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Salaries are subject to a community tax but are exempt from national taxation.

7. Terms and conditions

7.1 Probation period

Engagement at Europol is subject to the successful completion of a probationary period of **9 months**. Within the above 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 Title IV, Article 84 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

7.2 Security screening and certificate of good conduct

In order to ensure that all candidates who have successfully passed a selection procedure comply with the security standards and do not have a criminal record we request all successful candidates to apply for a "certificate of good conduct" at the time an offer of employment is made.

The certificate of good conduct provides evidence that the candidate is suitable to be employed by Europol. However, the certificate of good conduct **does not substitute a full security clearance that must be carried out for all Europol staff in accordance with the clearance level determined for the position.**

7.3 Contract of employment

The successful candidate will be recruited as **Contract Agent in Function Group FGIV** pursuant to Article 3a of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, for a period of **2** years. 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 Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union 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

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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:	30 December 2011
Recruitment procedure:	January-February 2012
Starting date of employment:	to be determined

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.

9.3 Contact details

For further details on the application process please call +31 (0) 70 353 1467 or +31 (0) 70 302 5298.