



The Hague, 19 July 2012

File n°: Europol/2012/CA/FGIII/042

## JOB DESCRIPTION

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**Name of the post:** Office Assistant in the Management Board Secretariat – Contract Agent Function Group FGIII

**Reporting to:** Secretary of the Management Board

### 1. Background

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).

### 2. Purpose of the post

Provide administrative support to the activities of the Management Board Secretariat in fulfilling its responsibility to ensure the efficient work of the Management Board of Europol (MB).

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

### **3. Tasks and responsibilities**

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

- Carry out administrative, organisational and general support activities for the Management Board Secretariat, handling documentation (creating and/or importing documents into the DMS, disseminating outgoing documents, proof-reading documents), dealing with correspondence and maintaining up to date the list of MB members;
- Prepare documentation for meetings of the MB and its working groups (monitoring of the timely receipt of documentation from Europol, organizing the circulation of packages of documents ahead of the meetings, preparing documentation for the interpreters, ensuring the translation and dissemination of meeting documents);
- Ensure the overall organization of MB and working group meetings and their follow-up, including handling travel arrangement and claims of MB members;
- Assist the Presidency in organizing the MB meeting abroad or with MB-related events in The Hague;
- Manage common mailboxes, handle incoming and outgoing internal and external mail and handle incoming telephone calls;
- Arrange administrative matters for business trips such as initiating financial commitments and invoices, including travel claims in the ABAC system;
- Assist in drafting memos and other correspondence and register correspondence in the electronic Document Management System and take care of the archiving of documents;
- Liaise with the General Secretariat of the Council for the transmission of information originating from the MB, the OJEU (Official Journal of the European Union) in order to ensure the publication of official Europol documents and with the OPOCE (European Publication Office) and/or any other publisher in the case of the publications of MBS material;
- Perform any other tasks in the area of competence as requested by the Secretary of Management Board.

### **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 European Union and a satisfactory knowledge of another language to the extent necessary for the performance of the duties.

**b. Candidates must have**

- A level of post-secondary education attested by a diploma<sup>3</sup>;

**OR**

A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least 3 years;

**OR**

Professional training or professional experience of an equivalent level in a relevant area (e.g. Business Administration School) and after having completed the training, at least the number of years of relevant professional experience indicated in the table below:

**Table 1:**

<b>Duration of professional training</b>	<b>Professional experience</b>
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	1 year

**4.2 Selection criteria:**

**a. Professional experience:**

**Essential:**

- In addition to the 4.1b requirements **7** years of relevant professional work experience gained after the award of the diploma;
- Experience in drafting correspondence, combined with excellent ability to prepare and draft documentation in English;
- Experience in working with document management systems;

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<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

<sup>3</sup> When the official duration of the course is less than 3 years the difference shall be deducted from professional experience in accordance with Table 1

- Experience in managing information in accordance with confidentiality regulations.

**Desirable:**

- Experience of working in an international, multidisciplinary work environment, particularly as senior assistant to management positions.

**b. Professional knowledge:**

**Essential:**

- Confident user of MS Office applications (MS Word, Excel, PowerPoint and Outlook);
- Have a sound understanding of the structures, authorities and institutions in the Justice and Home Affairs domain of the European Union.

**Desirable:**

- Knowledge of additional languages of the European Union;

**c. Technical skills and competencies:**

**Essential:**

- Excellent communication skills in English, both verbally and in writing;
- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- Ability and experience in preparing clear and comprehensive reports, notes;
- Excellent organisational skills including the ability to organize, plan and track assignments.

**d. Social skills and competencies:**

**Essential:**

- Tact, discretion with a polite and customer focused approach;
- Good interpersonal skills with the ability to work both independently and in a team;
- High level of flexibility and willingness to take on different tasks and responsibilities;

- Understanding for diversity including the ability to co-operate with colleagues from different cultural backgrounds while displaying a high degree of integrity at all times.

## 5. Selection procedure

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.

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 FGIII, grade 8 (EUR **2 457, 08**), grade 9 (EUR **2 780, 03**) or grade 10 (EUR **3 145, 43**), 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
8	Up to 7 years
9	More than 7 years
10	More than 15 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.

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 Communities.

### **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 III** pursuant to Article 3a of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Communities, 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 Communities which are available on Europol's website [www.europol.europa.eu](http://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 the strictest confidence and in full compliance with all applicable data protection rules. The legal basis for the processing of personal data is the Staff Regulations of Officials of the European Communities and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and its implementing instruments.

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 the duration of the validity 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](http://www.europoljsb.consilium.europa.eu)). Applications sent to the DPO or JSB will not be processed and deleted.

## **9. Additional Information**

### **9.1 Main dates**

Deadline for application: 24 August 2012  
Recruitment procedure: September 2012  
Starting date of employment: as soon as possible

### **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](http://www.europol.europa.eu).

### **9.3 Contact Details**

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1628.