



The Hague, 6 October 2016

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Notice of Secondment

Europol is currently looking for **Seconded National Experts - in the Operational Centre**

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. Secondment at Europol is open to nationals of the EU Member States, members of competent authorities. 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.

1. Background and purpose of the post

In December 2015 Europol's Management Board approved the new Europol Strategy, which sets out the overall framework in which Europol will operate in the next five years (2016-2020). Europol will mainly focus on EU information management and operational support to MS.

The support delivery request from the Operations Department is clearly growing from coordinating operations and providing analysis and expertise towards providing an EU response to common threats, providing more support to front-line officers and providing support to live investigations.

The new strategy and new tasks have led to a reorganisation of the Operations Department with a Front Office (first line of response), three Centres: the European Cyber Crime Centre (EC3), the Serious Organised Crime Centre (ESOCC) including the European Migrant Smuggling Centre (EMSC) and the European Counter Terrorism Centre (ECTC). In addition one Horizontal Operational Support Business Area has been established.

The Operational Centre will be the principle information hub by providing real-time and relevant services to its stakeholders within and outside of Europol and will present up-to-date business intelligence to management enabling decision making on a permanent 24/7 basis.

The main tasks of the Operational Centre are:

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1. Operational Information Management
2. Real-time monitoring of information and operational activities
3. Support to Operations - Coordination of operations
4. Business Intelligence – Reporting to Management

Under the supervision of a Senior Analyst/Senior Specialist, the successful candidate(s) will be contributing to Europol's activities, processing information into Europol's systems, cross checking the information and reporting on the hits, trends and intelligence patterns identified.

The recruitment is intended to establish a Reserve List for future appointment of successful candidate(s) to vacant SNE positions of the Central Information Hub.

2. Tasks and responsibilities

The successful candidate will carry out the following main duties:

- Gather, collate, process (input) and assist in assessing information and intelligence received;
- Process high volumes of data in the most efficient and effective way;
- Support the information exchange between Europol, the Member States and Europol's third partners;
- Carry out routine searches in Europol's and other available databases;
- Conduct miscellaneous administrative duties related to the operational workflow;
- Participate in shifts work as and when required;
- Perform any other duties in the area of competence as assigned by the line manager.

The SNE will be involved in the handling of sensitive data, for which an appropriate level of security clearance is requested in accordance with the nature of the business area EU Confidential.

3. Requirements

3.1 Eligibility criteria:

a. Candidates must

- Be a member of a competent authority in one of the Member States of the European Union in the meaning of the Article 3 of the Europol Council Decision;
- Produce evidence of a thorough knowledge of one Community language and a satisfactory knowledge of a second language;

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- Possess at least 3 years of professional experience in the field of law enforcement relevant to the duties to be carried out during the secondment.

3.2 Selection criteria:

a. Professional experience:

Essential:

- At least 2 years of relevant professional work experience gained in the law enforcement operational support, after the award of the diploma;
- Experience in assessing, processing and handling large amounts of operational data in the context of criminal investigations;

Desirable:

- Recent experience in supporting analysis process;
- Experience with using international information systems such as the Europol Information System (EIS) and Schengen Information System (SIS) ;
- Working experience in an international, multicultural environment.

b. Professional knowledge:

Essential:

- Knowledge of the law enforcement environment and practices;
- Knowledge of various systems used for processing law enforcement information.
- Good knowledge of database structures.

c. Technical skills and competencies:

Essential:

- Computer literacy: not only MS Office applications but also with respect to OSINT techniques;
- Good communication skills in English, both orally and in writing;
- Good administrative and organisational skills;

d. Social skills and competencies:

Essential:

- Good interpersonal skills with the ability to work well under pressure, both independently and in a team;
- Ability to work effectively in an international and multi-cultural environment;

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- High degree of commitment and flexibility.

4. Duration of the secondment

- Deadline for receiving proposals: **7 November 2016**
- Duration of the secondment: 1 year with a possible extension up to 3 years

5. Terms and conditions

The SNE shall remain in the service of the sending authority throughout the period of secondment and shall continue to be paid by that employer. The sending authority shall also be responsible for all social rights, particularly social security and pension entitlements.

During the period of secondment the SNE is entitled to a daily subsistence allowance paid by the agency, and may also be eligible for a monthly allowance depending on the distance from the place of origin. If the SNE receives any allowance from other sources similar to the subsistence allowance paid by Europol, this amount shall be deducted.

Detailed rules regarding the secondment of national experts to Europol are described in the Management Board Decision laying down the rules on the secondment of National Experts of 8 July 2009.

6. Additional information

6.1 Application process

Candidates endorsed by the national competent authorities are required to complete the application form available on Europol's website in English and submit the original application form together with 2 copies via their Europol National Unit, and, if necessary, the Liaison Bureau to the Recruitment and Selection team at Europol. The application form must be accompanied by a letter from the sending authority to the Director of Europol expressing willingness to second the candidate.

Applications must be sent to Europol by the date of the deadline indicated on the vacancy notice at the latest. The stamp on the envelop serves as proof of the sending date. Applications received after the deadline cannot be accepted.

6.2 Selection procedure

A Selection Committee chaired by the Head of the relevant Department or a senior representative and composed by a representative of the respective group as well as the Human Resources Unit determines the suitability of candidates by assessing their skills, experience and qualifications in relation to the notice of secondment and will make an initial selection from the applications received.

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For the initial selection, the operational contributions from the competent service to the project to which the SNE will be seconded will be taken into account.

The Selection Committee might conduct a telephone/Skype interview (and a written test via computer) with the shortlisted candidates in order to evaluate their language skills, to validate their experience and assess whether they possess the key skills required.

Depending on the profile of the secondment, the tasks and responsibilities pertaining to the position and the skills required, shortlisted candidates might be invited to attend a selection procedure at Europol, consisting of a written test or comparable practical exercise and an interview.

On the basis of the outcome of the telephone interview or the selection procedure the Selection Committee makes a recommendation for the Director to endorse.

The secondment is finally authorised by the Director and effected by an exchange of letters between the Director and the seconding authority, specifying the details of the secondment as described in the MB Decision.

Detailed rules regarding the secondment of national experts to Europol are described in the Decision of the Director on the selection procedure for Seconded National Experts of 22 February 2011.

6.3 Contact details:

Please consult www.europol.europa.eu for further details or call +31 (0) 70 353 1298 or +31 (0) 70 353 1583.