

SPECIALIST IN THE LIAISON & STAKEHOLDER MANAGEMENT TEAM WITHIN THE HORIZONTAL OPERATIONAL SERVICE (HOS) AT EUROPOL – AD6

Restricted

Europol/2017/TA/AD6/320

ABOUT EUROPOL

This selection procedure is intended to establish a reserve list of successful candidates (indicative number is 3). There is currently 1 available vacant post.

Europol is a well-established and recognized organisation that became an EU agency in 2010. It is constantly looking for creative, self-reliant and energetic employees, who are up to the challenges involved in international crime-fighting, to work in its state-of-the-art headquarters in The Hague, the Netherlands.

It employs more than 1,000 personnel, including around 130 analysts, to identify and track the most dangerous criminal and terrorist networks in Europe. Our people come from a variety of professional backgrounds such as law enforcement, finance, legal, information technologies, human resources, communication, etc.

Working in close-knit teams, our specialists use their expertise and our cutting-edge technology to support investigations into serious organised crime and terrorism within and outside the EU.

Europol has:

- disrupted many criminal and terrorist networks
- contributed to the arrest of thousands of dangerous criminals
- helped recover millions of euros of crime proceeds
- helped hundreds of victims of trafficking and abuse, including children.

The working environment at Europol has a lot to offer. It is:

- highly collaborative
- intellectually stimulating
- multilingual

- multidisciplinary
- international

Prospective candidates should be prepared to work in a dynamic and fast-moving environment that requires a high level of flexibility, and should have the ability to perform well within a team.

Equal opportunity

Europol is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

We aim to create and maintain a healthy and attractive work environment that supports women and men in their career planning and in achieving a healthy work-life balance.

Employment at Europol is open to nationals of EU Member States. There is no nationality quota system in operation, but Europol is striving for a broad range of nationalities in order to keep a well-balanced geographical distribution among its staff members. Applications from female candidates are particularly encouraged.

If you would like to be part of a supportive team that allows you to make a strong contribution, and if you have seen a position that appeals to you, we'd like to hear from you.

BACKGROUND, MAIN PURPOSE AND TASKS OF THE POST

The **Operations Directorate** deals with the core business of Europol, improving the effectiveness and cooperation of the competent authorities in the Member States in preventing and combating serious and organised crime, as well as terrorism affecting the Member States. This requires close cooperation with the Liaison Bureaux at Europol and via them with the Operational Teams in the Member States.

Europol delivers a number of products and services to national law enforcement agencies to support them in their fight against international serious and organised crime, as well as terrorism.

Under Europol's organisational structure, the Operations Directorate hosts five distinct Departments: Front Office, European Serious Organised Crime Centre, European Cyber Crime Centre, European Counter Terrorism Centre, Horizontal Operational Services.

Horizontal Operational Services Department (HOS) delivers support across the Operations Directorate. These functions do not belong to one specific Centre but will deliver added value to all three Centres and the Front Office.

HOS will deliver support across the Operations Directorate. These functions do not belong to one specific Centre but will deliver added value to all three Centres and the Front Office.

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

- Coordinating & supporting stakeholders operational involvement throughout Europol Departments, units and operational projects. Maintaining and developing relationships, communication channels and contact points;
- Representing Europol at international meetings, conferences and other events by providing presentations, awareness and expert knowledge & advice;
- Organising, preparing and delivering conferences, meetings, visits and other fora for stakeholders;
- Delivering Europol's input into Regional Projects (e.g. Eastern Partnership Project, SEPCA, BSTF);
- Establish and maintain contacts with the Member States and Third Parties' Liaison Officers to encourage and support operational activities;
- Supporting Europol Liaison Bureaus to carry out their daily work and organising regular meetings;
- Prepare and maintain strategic reports as well as other documents on area of stakeholders' cooperation;
- Preparing summaries, briefings and presentations for management and other stakeholders;
- Perform any other duties in the area of competence as assigned by the line manager.

REQUIREMENTS - ELIGIBILITY CRITERIA

CANDIDATES MUST:

- Be a member of a competent authority in one of the Member States of the European Union in the meaning of Article 2 point (a) of the Europol Regulation 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 (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)
- 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.

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 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 as indicated 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 years

- In addition to the above at least 3 years of professional work experience gained after the award of the diploma.

REQUIREMENTS - SELECTION CRITERIA

a. Professional experience (assessed mainly during the Shortlisting phase):

Essential:

- Having served at least 10 years as an operational Law Enforcement officer;
- Proven experience in international law enforcement co-operation and/or experience in working in a multi-agency or international environment;
- Experience in co-ordination and administration of international projects.

Desirable:

- Work experience at Europol or other international law enforcement organisation;
- Experience in working with regional initiatives.

b. Professional knowledge (assessed during the Selection procedure - Written/Practical test and/or Interview): Essential:

- Expert knowledge of international law enforcement and judicial co-operation and respective frameworks; co-operation between international organisations and regional initiatives;
- Knowledge of police and judicial cooperation;
- Sound knowledge in the international and EU legal framework.

Desirable:

- Knowledge of languages of Balkan region and/or Eastern Europe.

c. General competencies (assessed during the Selection procedure - Written/Practical test and/or Interview): Communicating:

- Very good communication skills in English, both orally and in writing;
- Ability to draft clear and concise documents on complex matters for various audiences;

- Good presentation skills.

Analysing & problem solving:

- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- Excellent analytical and critical thinking skills;
- Competent user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet.

Delivering quality and results:

- High degree of commitment and flexibility;
- High level of customer and service-orientation.

Prioritising and organising:

- Good administrative and organisational skills.

Resilience:

- Very good interpersonal skills, with the ability to work well, both independently and in a team;
- Ability to remain effective under a heavy workload and demonstrate resistance to stress.

Living diversity:

- Ability to work effectively in an international and multi-cultural environment.

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.

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 in 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.

Detailed information on the selection procedure, including the appeal procedure is available in the Europol Recruitment Guidelines, which can be found on [Europol's website](#).

SALARY

Scale: **AD 6**

The basic monthly salary is **EUR 5,247.33** (step 1) or **EUR 5,467.83** (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.

TERMS AND CONDITIONS

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.

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: **SECRET UE/EU SECRET**.

CONTRACT OF EMPLOYMENT

The successful candidate will be recruited as Temporary Agent AD 6 pursuant to Article 2 (f) of CEOS, for a period of 5 years (full-time – 40 hours a week).

The contract may be renewed once for a period of 4 years.

The duration of the current contract of Europol staff members will be taken into account if they are successful in the selection procedure.

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](#).

ADDITIONAL INFORMATION

MAIN DATES

Deadline for application:

18 October 2017, 23:59 CET

Recruitment procedure:	November 2017
------------------------	---------------

Starting date of employment:	as soon as possible
------------------------------	---------------------

APPLICATION PROCESS AND SELECTION PROCEDURE

Please refer to the Europol Recruitment Guidelines available on [Europol's website](#) for further details on the application process and the selection procedure.

CONTACT DETAILS

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1298. You may also [contact us by email](#).

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 as part of the application process.

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 seven years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of five years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file. The Head of Unit Human Resources 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 a right of recourse to the Europol Data Protection Officer (Europol - Data Protection Office – Eisenhowerlaan 73, 2517 KK The Hague, The Netherlands) and the European Data Protection Supervisor (www.edps.europa.eu).

DEADLINE	18 October 2017
CONTRACT TYPE	Restricted Temporary Agent
UNIT/GROUP	Operations Directorate
REPORTS TO	Head of Department, Horizontal Operational Services

Source URL: <https://www.europol.europa.eu/careers-procurement/vacancies/vacancy/207>