



The Hague, 30 March 2022

Reg. n°: Europol/2022/SNE/183

## NOTICE OF SECONDMENT

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**Title of secondment: Seconded National Expert in Analysis Project (AP) Cyborg, European Cyber Crime Centre (EC3), Operations Directorate**

**Reporting to: Head of Team, AP Cyborg**

*This selection procedure is intended to establish a reserve list of successful candidates. It is envisaged to start using the reserve list in Q2/Q3 2022.*

*Europol retains the right to make use of the reserve list to select candidates for similar secondments within the organisation, should business needs require so.*

### 1. Organisational Context

#### **Organisational setting:**

The SNE will be assigned to the Analysis Project (AP) Cyborg in the European Cyber Crime Centre (EC3), Operations Directorate.

Mandate of the Directorate:

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 (MS). 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.

The European Cybercrime Centre (EC3) serves as the centre for the Member States' fight against cybercrime in the European Union, delivering operational and investigative support to the Member States on complex cybercrime investigations. It also provides support to the European Union's institutions and Member States in building operational and analytical capacity for investigations and cooperation with external partners.

Operations EC3 is responsible for delivering the operational services of EC3. EC3 Operations has five teams, being the four Analysis Projects Cyborg, Terminal, Twins, and Dark Web and the Cyber Intelligence Team. From EC3 Operations there is also the link with the Joint Cybercrime Action Taskforce (J-CAT).

Analysis Project (AP) Cyborg supports the EU Member States in preventing and combating different forms of cyber criminality affecting critical infrastructure and information systems.

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AP Cyborg's mandate encompasses crimes directed against the computers and network infrastructures of the European Union, as well as crimes committed online.

This covers a broad range of high-tech crimes such as: Malware (code creation and distribution), Ransomware, Hacking, Phishing, Intrusion, DDoS, among others.

### **Purpose of the secondment:**

The SNE will contribute to the delivery of operational products and services foreseen in the Europol Work Programme in the areas of cyber-dependent crime (AP Cyborg).

### **Reporting lines:**

The SNE will report to and work under the supervision of the Head of Team AP Cyborg.

## **2. Functions and duties**

The SNE will carry out the following main functions and duties:

- Facilitate the exchange of information, providing advice and operational support in the field of cybercrime;
- Assist law enforcement agencies during joint investigations and operations focussing on cybercrime;
- Produce technical reports based on the tasks assigned;
- Perform forensic analysis on contributed devices with the purpose of data extraction and ingestion in Europol databases;
- Keep up-to-date with relevant developments in cybercrime and technology that may impact law enforcement environment;
- Participate in meetings, working groups and conferences and present results from the work developed by the team if and when required;
- Provide on-the-spot operational support to specific operational enquiries and events if and when required.

## **3. Requirements - Eligibility criteria**

### **Candidates must:**

- Be a member of a competent authority in the meaning of the Article 2a) of the Europol Regulation and enjoy full rights as a citizen of a Member State;
- Produce evidence of a thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another language of the European Union in accordance with the decision of the Management Board on the internal language arrangements of Europol as referred to in Article 64(2) of the Europol Regulation, with the understanding that the SNE will have to carry out his / her duties in a mainly English-speaking environment;
- Have at least three years of professional experience in the field of law enforcement, which is relevant to the duties to be carried out during the secondment.

## 4. Requirements - Selection criteria

### a. Professional experience (assessed mainly during the shortlisting):

#### Essential:

- At least 2 years of experience in law enforcement working supporting cybercrime units dealing with cyber-dependent crime;
- Experience performing digital forensic analysis on computers, servers, network and volatile memory;
- Experience in programming and/or scripting required to process large volumes of data (e.g. Python);

#### Desirable:

- Experience using SQL (e.g. MySQL, MSSQL) and NoSQL (e.g. Elasticsearch, Apache Solr, MongoDB) databases;
- Experience in computer network services installation and administration on various operating systems (e.g. Windows, Linux, FreeBSD). Law enforcement working experience at international level;
- Working experience in a central cybercrime unit.

### b. Professional knowledge (assessed during the selection procedure):

#### Essential

- Knowledge of the law enforcement techniques and analysis methods applied to cyber-dependent crimes;
- In depth knowledge of computer and network forensics;
- Sound knowledge of programming and/or scripting;
- Sound knowledge of malware analysis.

### c. General competencies (assessed during the selection procedure):

#### Essential:

##### 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.

##### Analysing & problem solving:

- Excellent analytical and critical thinking skills;
- Keen eye for detail with the ability to maintain standards of accuracy under pressure of tight deadlines;
- 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.

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### **Resilience:**

- Ability to work well under pressure, both independently and in a team;
- Very good interpersonal skills, including the ability to effectively liaise with other departments, groups and teams as well as with external partners;

### **Living diversity:**

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

## **5. How to apply**

Member States are invited to nominate their Seconded National Experts according to the selection criteria and profile, as specified in this document.

Candidates endorsed by the national competent authorities are required to complete the SNE application form available on Europol's website in English.

The application form must be accompanied by a letter from the sending authority to the Executive Director of Europol expressing willingness to second the candidate.

Applications must be filled in electronically, duly signed and submitted by means of email to Europol's Human Resources Unit, HR Operational Support Team, to [C2-12@europol.europa.eu](mailto:C2-12@europol.europa.eu) via the Europol National Unit of the Member State concerned, and, if necessary, the respective Liaison Bureau. Candidates who do not provide all necessary information or do not comply with any of the above will not be considered.

Applications must be received by Europol at the latest on the day of the deadline specified in this notice of secondment. Applications received after the deadline will not be accepted. Receipt of all applications is confirmed by an email of acknowledgement. Candidates may check the progress of the relevant selection procedure on [Europol's website](#).

## **6. Selection procedure**

The Deputy Executive Director of Europol's Capabilities Directorate (DEDC) sets up a Selection Committee, chaired by the Head of the relevant Directorate or a senior representative, and composed of a representative of the respective Unit, as well as of the Human Resources Unit.

The Selection Committee establishes the pass-mark for interview and a written test or comparable practical exercise. The pass-mark for shortlisting is established as 60% of the total maximum score.

The Selection Committee assesses the applications received in order to make an initial selection of candidates meeting all eligibility criteria and examines their qualifications, experience and skills against the selection criteria set out in this notice of secondment. Candidates scoring above the pass-mark are invited to participate in a selection procedure.

The Selection Committee will invite the 5 highest scoring candidates (shortlisted). All candidates having a score equal to the 5<sup>th</sup> highest scoring candidate will be included to the list of invited candidates.

The Selection Committee conducts an interview with the shortlisted candidates performed remotely in order to evaluate their language skills, to assess their experience and qualifications and determine whether they possess the key skills required. The shortlisted candidates will also be invited to participate in a written test performed remotely.

## 7. Secondment and Reserve list

After the selection procedure has taken place, the Selection Committee establishes a list of successful candidates. Candidates are successful if they score above the pre-defined pass-mark for interview and a written test or comparable practical exercise.

The list shall be shared with the Deputy Executive Director Capabilities Directorate (DEDC) in order to establish a Reserve List. Reserve Lists of successful candidates are valid for 3 years (36 months). Candidates who attend the selection procedure will be informed of the outcome, i.e. whether they have been successful or not.

Europol retains the right to make use of the Reserve List to select candidates for similar secondments within the organisation, should business needs require so. Inclusion on the Reserve List does not guarantee secondment.

The secondment of a successful candidate is finally effected by an exchange of letters referred to in Article 4(4) of the MB Decision on SNEs, specifying the details of the secondment, including as regards its duration.

## 8. 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 Europol, 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 rules on the secondment of national experts to Europol of 5 October 2021.

## 9. Enquiries / measures of redress

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 related to a selection procedure should be addressed to the HR Operational Support Team at the following email address: [C2-12@europol.europa.eu](mailto:C2-12@europol.europa.eu).

As regards requests for the reason(s) candidates were found to be ineligible, the scores obtained at specific stages of the selection procedure or available measures of redress, candidates are referred to the Europol Recruitment Guidelines for SNEs available on Europol's website for further information.

## 10. Additional information

### Equal opportunity

Europol is an equal opportunity employer. We accept applications without distinction on grounds of gender, sexual orientation, national, ethnic or social origin, religion or beliefs, family situation, age, disability, or other non-merit factors. Our employment

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decisions are based on business needs, job requirements and qualifications, experience and skills.

We live diversity and provide an inclusive work environment to all. We strive to recruit, develop and retain a diverse and talented workforce through application of equal opportunity and impartiality.

### Privacy statement

Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, applies to the processing of personal data carried out in the process of selection and recruitment of Seconded National Experts at Europol following the application of this Regulation to all administrative personal data held by Europol in accordance with Article 46 of the Europol Regulation.

For additional information, candidates are referred to the applicable privacy notice available on our [website](#).

### Security screening

Selected candidates are required to furnish a valid security clearance certificate before the start of the secondment. Failure to obtain or provide the requisite security clearance certificate at the requested level before the start of the secondment may render the offer of secondment invalid.

In case the security clearance certificate expires within six months of the start of the secondment, the renewal procedure will be initiated expeditiously. Europol may at any time terminate the secondment if the result of the security screening is not positive or the necessary security clearance level is not granted /extended.

The security clearance level required for this secondment is: **CONFIDENTIEL UE/EU CONFIDENTIAL**.

Europol reserves the right to request a higher level of Security Clearance, depending on the area the successful candidate is recruited to.

### Main dates

Publication date:	<b>30 March 2022</b>
Deadline for application:	<b>11 May 2022 23:59 CET</b>
Selection procedure:	<b>May - June</b>

### Contact details

For further details on the application process please call +31 (0) 70 353 1319 or +31 (0) 70 353 1340.