



The Hague, 17 October 2022

Reg. n°: Europol/2022/SNE/199

NOTICE OF SECONDMENT

Title of secondment: Seconded National Expert in all Departments within the Operations Directorate

Reporting to: Head of the concerned Team

This selection procedure is intended to establish a reserve list of successful candidates. It is envisaged to start using the reserve list in Q1/Q2 2023.

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 Seconded National Expert may be located in all areas of the Operations Directorate.

The Operations Directorate hosts the following distinct Departments: Operational and Analysis Centre, European Serious Organised Crime Centre, European Cyber Crime Centre, European Counter Terrorism Centre, European Financial and Economic Crime Centre.

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.

Purpose of the Secondment:

The Seconded National Expert will be contributing to Europol's activities by collecting, processing, cross-checking and analysing criminal intelligence in various fields and reporting on the identified cross-matches.

Reporting lines:

The SNE reports to the concerned Head of Team.

2. Functions and duties

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

- Perform analytical tasks, including the gathering, collating and analysis of data in various crime areas;
- Draft analytical reports on different topics;
- Process high volumes of data in the most efficient and effective way;
- Provide on-the-spot analytical support in connection with specific operational activities and events if and when required;
- Support the information exchange between Europol, the Member States and Europol's third partners;
- Participate in meetings, working groups and conferences and present analytical results as and when required;
- Conduct miscellaneous administrative duties related to the operational workflow.

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:

- Experience of working as a criminal intelligence analyst, processing and analysing operational data in the context of criminal investigations;
- Investigative experience obtained in one of the EU Member States;
- Experience in using analytical tools for operational analysis such as IBM i2, SIREN investigative platform, GraphXR, Neo4J, QGIS, OCKHAM Mercure, Maltego or similar. **Candidates are required to indicate in their application form which software they have used and their level of skill for each one;**

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- Experience in drafting operational intelligence reports in various crime areas in support of live investigations. **Candidates are requested to provide in their application real case examples including what impact analytical support had on the investigation.**

Desirable:

- Experience in delivering operational analysis training. **Candidates are requested to provide specific examples in their application form.**
- Experience in analysis techniques of large and complex data sets such as open source, geospatial, digital forensic, financial or cybercrime data. **Candidates are requested to provide specific examples of techniques used in their application form.**
- Experience programming applications and queries for data analysis (e.g. data exploration, data analytics, scripting and graphical analysis). **Candidates are requested to provide specific examples in their application form.**

b. Professional knowledge (assessed during the selection procedure)

Essential:

- Knowledge of operational analysis techniques and tools;
- Knowledge of law enforcement investigative techniques and methods;
- Ability to process large amounts of data;
- Ability to draft analysis reports;
- Knowledge of Europol's data protection regime as it applies to the processing and analysis of data;
- Training in the area of operational analysis, preferably confirmed by a certificate.

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 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 15 highest scoring candidates (shortlisted). All candidates having a score equal to the 15th 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

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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.

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 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 [Europol's 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: **17 October 2022**

Deadline for application: **30 November 2022, 23:59 Amsterdam Time Zone**

Selection procedure: **January 2023**

Contact details

For further details on the application process please call +31 (0) 70 353 1152 or +31 (0) 70 302 5033.