

VACANCY NOTICE

Name of the post: **Specialist in the Document & Digital Forensics Teams within the European Cybercrime Centre in the Operations Directorate (AD6)**

Reporting to: **Senior Specialist EC3**

This selection procedure is intended to establish a reserve list of successful candidates (indicative number is 3).

1. About Europol

Europol is a young and growing 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.

Europol 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.

A solid track record

Europol has:

- disrupted many criminal and terrorist networks
- contributed to the arrest of thousands of dangerous criminals
- helped recover millions of euros
- 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.

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.

2. Background main purpose and tasks of the post

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.

EC3 is the collective voice of European cybercrime investigators across law enforcement and the Head of Unit Strategy is responsible for the coordination and delivery of all strategic products and external liaison.

The Document & Digital Forensics Teams offers a wide range of products and services to the competent national authorities of Member States and other partners in order to support them in preventing and combating serious and organised crimes and terrorism. The Laboratory operates according to the requirements of the ISO/IEC 17020:2012 norm.

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

- Deliver computer forensic examinations;
- Conduct on-the-spot support;
- Provide specialised knowledge and technical support in the field of expertise of Europol's Forensic Lab;
- Liaise with the competent authorities in the EU Member States, EU bodies, third countries and organisations in the field of digital forensics;
- Support projects of the unit, prepare, organise and chair meetings, training courses and conferences and represent Europol at specialised conferences on European and international level;
- Study new developments in the area of computer forensics;
- Draft documents and reports independently and in co-operation with other units and support business planning processes;

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- Contribute to the development of methods, techniques and tools used by Europol and keep up to date with developments of computer forensic services;
- Any other duties in the area of competence as assigned by the Line Manager.

3. Requirements - Eligibility criteria

a. 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 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.

b. 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 year

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

4. Requirements - Selection criteria

Selection criteria:

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

Essential:

- Advanced experience in computer forensics;
- Good experience in mobile forensics;

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- Experience in on-the-spot support.

Desirable:

- Experience of working in an international and multi-cultural environment;
- Experience in international law enforcement operations.

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

Essential:

- In depth knowledge of artefacts;
- In depth knowledge of major operating systems.

Desirable:

- Programming skills;
- Good knowledge in network forensics.

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.

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.

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.

For **restricted posts** the Selection Committee may also include up to two additional members designated by the Contracting Authority on a proposal from the

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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 4 highest scoring candidates (short-listed). All candidates having a score equal to the 4th highest scoring candidate will be included to 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 on Europol's website.

6. Salary

Scale: AD6

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.

7. Terms and conditions

7.1 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.

7.2 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.

7.3 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 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 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

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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).

9. Additional information

9.1 Main dates

Deadline for application: 6 November 2017
Recruitment procedure: December 2017/January 2018
Starting date of employment: as soon as possible

9.2 Application process and selection procedure

Please refer to the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu for further details on the application process and the selection procedure.

9.3 Contact details

For further details on the application process please call +31 (0) 70 353 1583 or +31 (0) 70 353 1298