

NOTICE OF SECONDMENT

Name of the post: **Seconded National Expert in the Empact Support Team**

Reporting to: **Head of Team - EMPACT Support Team - O55**

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

1. About Europol

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.

Europol employs more than 1,000 personnel, including around 160 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 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

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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 colleagues 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 **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, and Horizontal Operational Services.

05 Horizontal Operational Services (HOS)

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.

Under the direction of the Head of the Horizontal Operational Services, who oversees the activities of the EMPACT Support Team, the Seconded National Expert (SNE) will contribute to the work of the EMPACT Support Team as the representative of the Romanian – Finnish - Croatian Trio Presidency.

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

1. In the field of monitoring the EMPACT projects' progress:

- Coordinate, support and align the progress reports by the EMPACT drivers;
- Submit these reports for discussion in the six-monthly meeting of the National EMPACT Coordinators;
- Evaluate the progress with a view to formulate proposals to adjust or even discontinue failing projects;
- Encourage and facilitate communication and collaboration between the crime priorities having common goals and/or interdependencies.

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2. In the field of administrative and logistical support to the EMPACT projects:

Facilitate the tasks of the Drivers, including:

- Support the EMPACT groups when drafting the Operational Action Plans;
- Meeting support, including preparation of the agenda, invitations and drafting of minutes;
- Drafting reports for relevant bodies, including COSI, trio Presidency, etc.;
- Provision of supporting documentation;
- Provision of methodological project support;
- Ensure regular contact and liaison with the drivers;
- Identify best practice and share this amongst the Empact projects;
- Ensure regular contacts and information with concerned EU agencies and bodies.

3. 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 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;
- 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.

4. Requirements - Selection criteria

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

- Experience in project management, strategy planning and implementation, measurement tools;
- Knowledge of and experience in working in the law enforcement environment in (one of) the Romanian – Finnish – Croatian Trio Presidency countries.

Desirable:

- Experience in working in an international Law enforcement environment.

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

- Thorough knowledge of the EU internal security framework, its strategic and operational mechanism, the various for a involved in shaping the EU internal security architecture;
- Good understanding of political and operational priorities in the EU with

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regard to law enforcement issues and cooperation;

- Comprehensive knowledge of the EU Policy Cycle;
- Good knowledge in international law enforcement co-operation, regulations and procedures.

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.

Prioritising and organising:

- Good administrative and organisational skills.

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. Selection procedure

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 Human Resources Unit – Recruitment and Selection – 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.

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 Recruitment and Selection team determines candidates' suitability by assessing their skills, experience and qualifications in relation to the notice of secondment

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and will make an initial selection from the applications received.

For the initial selection, the operational contributions from the competent service to the project to which the expert will be seconded will be taken into account. The Selection Committee then conducts at least a structured telephone interview with the shortlisted candidates in English in order to evaluate their language skills, validate their experience and assess whether they possess the key skills required.

On the basis of the initial assessment of the application and the outcome of the telephone interview the Selection Committee makes a recommendation for the Director to endorse. If no recommendation can be made following the assessment of the application form and the telephone interview a further interview can be arranged, if necessary face-to-face at Europol.

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 20 May 2016.

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](#).

6. Salary

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.**

7. Terms and conditions

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 3 May 2018.

8. Additional information

Privacy Notice

Regulation 45/2001 applies to the processing of personal data carried out in the process of selection and recruitment of staff 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.

Data controller

The controller of the processing operation upon your personal data is the Head of the Human Resources Unit.

Purpose of the collection of data

The data submitted is processed in order to assess the suitability of candidates for a position at Europol as Seconded National Expert (SNE), and to administrate the

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documentation related to the selection. The data collected in order to comply with this purpose are the ones required in the application form plus all data provided by the data subject in paper or electronic format.

Legal bases for processing personal data

The legal bases for the processing of personal data for Seconded National Experts are:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules;
- Management Board Decision laying down rules on the secondment of national experts to Europol of 3 May 2018;
- Decision of the Europol Director on the selection procedure for Seconded National Experts of 20 May 2016.

Recipients of the data

Recipients of the data for the positions of Seconded National Experts are Europol staff employed in the Administration Department dealing with HR and financial matters, the members of the Selection Committee, the Deputy Executive Director Capabilities and the Executive Director.

Data storage and retention

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.

Rights as data subject

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Contact in case of queries concerning the processing of personal data

Candidates have a right of recourse to the Europol Data Protection Officer (Europol - Data Protection Officer - Eisenhowerlaan 73, 2517 KK The Hague, The Netherlands) and the European Data Protection Supervisor (edps@edps.europa.eu)

Kindly note that opposing to this processing operation will automatically exclude you from being considered for the recruitment and selection procedure.

MAIN DATES

Deadline for application: 10 September 2018

Duration of the secondment: 18 months

Starting date of employment: To be determined

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.

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CONTACT DETAILS

For further details on the application process please call + 31 (0) 703 02 52 35 or +31 (0) 70 353 1298. You may also [contact us by email](#).