

## NOTICE OF SECONDMENT

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**Name of the post:** 'Cost free' Seconded National Experts (Guest Officer) – to be deployed for secondary security checks<sup>1</sup>

**Reporting to:** Head of Team, Deployment management – O57

**Head of Unit, Strategic Direct Support – O5-C**

*This selection procedure is intended to establish a reserve list of successful candidates (indicative number is 150).*

### 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

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<sup>1</sup> "Secondary Security Checks" are Europol's activities in the context of strengthening controls at the external borders of the EU, in particular at the "hot spots" in support of the screening process, in accordance with the conclusions of the Council of the EU and of the Member States meeting within the Council on Counter-Terrorism held on 20 November 2015" Management Board Decision laying down the rules on the secondment of National Experts of 3 May 2018.

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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 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 Council in its conclusions of 20 November 2015 and 10 March 2016 tasked Europol with implementing a guest officers concept to support the screening process, in particular by reinforcing secondary security controls within the migration hotspots framework. The intention is to help Member States in identifying the movement and activity of suspected criminals and terrorists and thereby contribute to stronger border security.

The Europol Management Board has endorsed Europol's Operational Plan for secondary security checks, which sets out the main elements of our deployment to hotspots our use of guest officers.

Europol could be required to deploy up to 50 officers at a time to meet the required needs. In order to allow for rotation to take place, Europol will need a pool of up to 200 officers to be available for deployment.

The SNEs deployed by Europol to hotspots will carry out the following main duties:

- Support the implementation of the hotspot model in any designated destination in accordance with the EU RTF arrangements and with the prevalent EU priorities;
- Reinforce security at the external borders of the EU, in particular by supporting, facilitating and conducting secondary security checks;
- Enhance operational cooperation between the concerned national authorities and EU Agencies involved at the hotspots, with a view to acquiring relevant information that will help in the identification of potential terrorist and criminal threats;
- Support the establishment of an effective process for secondary security checks, in coordination with the concerned national authorities and EU Agencies involved at the hotspots;
- Reinforce the process for secondary security checks by exchanging best practice in this area;
- Encourage referrals for secondary security checks from frontline actors at

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the hotspots on the basis of criteria and indicators as outlined in the relevant annex;

- Perform checks against EUROPOL's systems, including SOC, CT, 18.6 databases, the EIS and others;
- Refer cases for forensic support by EUROPOL staff where relevant, including data extraction on data carriers, such as mobile phones and memory cards, under the authority of the host state;
- When qualified, provide such forensic support directly, under the authority of the host state;
- Collect and assess information that can lead to the detection of potential terrorist and criminal threats, with a particular focus on smuggling and trafficking offences;
- Ensure that relevant information is referred to Europol for further dissemination as necessary under the authority of the host state;
- Reinforce and consolidate Europol's relationship with the national authorities and the EU Agencies involved with a view to enhancing overall cooperation;
- Keep abreast of all developments within the area of operation;
- Report regularly to Europol on the daily activities undertaken;
- Operate under the guidance of the designated Europol manager or team leader for the area of operation.

### **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 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):

##### **Essential:**

- A minimum of 3 years' experience working in a law enforcement organisation, supporting and/or conducting investigations;
- Experience in the gathering, handling and development of intelligence;
- Experience in international law enforcement cooperation;
- Experience in the fields of facilitation of illegal immigration, organised crime or counter-terrorism;
- Experience in investigative interviewing.

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### **Desirable:**

- Experience in working with FRONTEX or other EU Agencies;
- Experience with other EU systems such as SIS II;
- Experience in other international deployments/missions.

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

#### **Essential:**

- Knowledge of the law enforcement environment and practices at the international level;
- Knowledge of organised criminal networks, of criminal flows, and of modi operandi related to the facilitation of illegal immigration, organised crime and terrorism;
- A good understanding of the geo-political situation of major third countries of origin;

#### **Desirable:**

- Knowledge of other languages relevant to the area of operation, such as Greek, Italian, French or Arabic;

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

#### • **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

MS are invited to nominate their experts according to the selection criteria and profile, as specified in this document.

The SNEs would be expected to be deployed for periods of not less than 3 months. They will be included in a pool of officers, which will be used for future deployments. Several deployments can take place during the period of secondment, depending on the operational need. Ideally, agreement is reached so as to ensure that selected and trained officers are deployed within this pool for a total maximum period of 4 years.

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 Executive 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 Unit as well as the Recruitment Team determines candidates' suitability by assessing their skills, experience and qualifications in relation to the notice of secondment and will make an initial selection from the applications received.

The Selection Committee will invite the 150 highest scoring candidates (short-listed). All candidates having a score equal to the 150<sup>th</sup> highest scoring candidate will be included to the list of invited candidates.

The Selection Committee then conducts at least a structured skype or 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 Skype or telephone interview the Selection Committee makes a recommendation for the Executive 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 Executive Director and effected by an exchange of letters between the Executive 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 Management Board of Europol laying down rules on the secondment of National Experts to Europol of 3 May 2018.

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](#).

#### Training

Europol will provide training prior to deployment. Costs related to the training, such

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as travel, accommodation and daily subsistence allowances will be covered by Europol. Europol will contact the SNEs, before the training, in order to arrange their travel and hotel bookings. As part of the training, SNEs will be acquainted with and given access to the MobileXpense, Europol's travel management system. They will use this application to insert their travel arrangements and request reimbursement.

### 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 for long-stay mission, paid by the agency.

### 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 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.

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### 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](mailto: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: ~~5 November 2018~~

**Deadline extended to: 26 November 2018**

### 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) 703 02 52 35 or +31 (0) 70 353 1298. You may also [contact us by email](#).