

JOB DESCRIPTION

Name of the Post: **Analytical Assistant in the Analysis Unit (SC7) – minimum 5 posts**

Reporting to: **Head of the Analysis Unit**

1. Purpose of the post

The Analysis Unit currently has 95 members of staff providing a wide range of analytical services within the following main areas: Operational analysis, Strategic analysis, Training, Awareness and Policy.

The Analysis Unit dedicates most of its resources to operational analysis activities linked to the various Analysis Work Files (AWF).

Under the supervision of the Head of the Analysis Unit, the selected candidates will be partaking in Europol's activities in the field of collecting, processing and analysing operational or strategic criminal intelligence.

2. Tasks and Responsibilities

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

- Assist the analysts in gathering, collating and inputting of information and intelligence within operational work;
- Assist the analysts in gathering, and if necessary inputting, of information and intelligence for strategic reports;
- Carry out routine searches and maintain the record of searches of specific databases, and liaise with the analysts (Head of Unit, First Officer or Second Officer) in respect of complex and in-depth searches and results;
- Collate reports in respect of analytical matters emanating from meetings of Working Groups, Heads of the Europol National Units, Intelligence Groups, and Experts in Mandated Fields;
- Review selective newspapers, magazine and other periodicals for articles for use by the Analysis Unit;

- Conduct miscellaneous administrative duties in support of the Analysis Unit e.g. minute taking, photocopying, filing, resource development, etc.

3. Requirements

3.1 General requirements (Art. 24 of the Europol Staff Regulations)

The post holder should:

- **Be a member of a competent authority in one of the Member States of the European Union and enjoy full rights as a citizen;**
- **Have an excellent oral and written command of at least two official languages of the European Union, including English;**
- **Have fulfilled any obligations imposed on him/her by the laws concerning military services;**
- **Produce appropriate character references as to the suitability for the performance of the duties;**
- **Be physically fit to perform the duties;**
- Have a minimum of 3 years experience in the law enforcement environment dealing with operational or strategic criminal intelligence analysis.

3.2 Specific skills and competencies required for the post:

The post holder should have:

a. Professional experience:

Essential:

- Experience in handling large amounts of (criminal intelligence) data.

b. Professional knowledge:

Essential:

- Sound knowledge of the law enforcement environment and practices;
- Knowledge of analysis methods.

Desirable:

- Knowledge of specialised analysis software;
- Received training on operational analysis.

c. Technical skills and competencies:

The post holder should:

Essential:

- Be a proficient user of MS Office applications (MS Word, Excel, PowerPoint and Access) and be able to conduct research using open sources;
- Possess good administrative and organisational skills.

d. Social skills and competencies:

Essential:

- Have the ability to work under pressure both independently and in a team/group;
- Be capable of working effectively in an international and multi-cultural environment;
- Have excellent written and oral communication skills;
- Be highly motivated and flexible.

4. Salary

Scale: 9

The basic salary is EUR 3 583, 44.

(Tax deductions and social contributions within Europol amount to approximately 10-15%)

In addition, when relevant, family allowances can be granted:

- 5% of the basic salary – household allowance;
- EUR 284.20 (net) - per dependant child;
- EUR 617.83 (net) – expatriation allowance

Additional benefits (annual trip home, education allowance, rent and other allowances, excellent health insurance, etc.)

5. Additional Information

5.1 Main dates:

Deadline for application: 10 June 2009
Recruitment procedure: 1 & 2 July 2009
Starting date of employment: 1) as soon as possible (x3)
3) 1 September 2009 (x2)

5.2 Selection procedure:

All short listed candidates will be invited to attend a written examination as well as an interview. Both parts of the selection will concentrate on the competencies outlined on this job description but will specifically test the ability to use MS Office applications in English as well as the ability to handle large amount of data.

5.3 Contact details:

Should you have further questions on the details of the above position, or should you require any guidance on completing the application form please visit www.europol.europa.eu or call +31 (0) 70 302 5298 or +31 (0) 70 353 1628.