

JOB DESCRIPTION

Name of the Post: **Second Officer in the Coordination Unit of the Serious Crime Department (SCCU)**

Reporting to: **Head of the Coordination Unit of the Serious Crime Department**

1. Purpose of the post

The Serious Crime Department (SCD) is responsible for developing Europol strategies in the aspect of effective operational and investigative support to Member States, in order to meet the requirements of the law enforcement agencies of the EU Member States.

The Coordination Unit of the SC Department ensures a coordinated approach at departmental level and is responsible for facilitating organisational matters that require departmental input.

The purpose of the post is to contribute to the daily work of the SCD. The post holder will carry out support functions for the Head of the SC Department, and assist the work of the Coordination Unit with particular focus on providing secretariat services to the Heads of Europol National Units meetings.

2. Tasks and Responsibilities

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

- Act as permanent secretariat for the Heads of Europol National Units (HENUs) meetings, including duties as Europol's contact and liaison point for the Chairman of the HENUs;
- Coordinate the internal preparation of HENUs meetings including taking minutes and drafting conclusions;
- Monitor and coordinate follow-up actions resulting from the HENUs meetings with the relevant units across the organisation;
- Check the quality of relevant documents for HENUs meetings;
- Draft briefing notes for HENUs meetings for the Directorate as well as for the Heads of Europol National Units Chairman if required;

- Upload documents on the Electronic Library for Meeting documents (ELMO);
- Prepare meeting documentation for Directorate members participating in HENUs meetings;
- Support the work of the unit with regards to departmental input regarding Management Board issues;
- Perform any other duties as required by the Head of the Coordination Unit.

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;**
- Possess a level of education that corresponds to completed studies (e.g. university, polytechnic or university of applied sciences) or comparable administrative education attested by a diploma (e.g. Police Officer's school);
- Have a minimum of 5 years of work experience in the operational law enforcement environment.

3.2 Specific skills and competencies required for the post:

The post holder should:

a. Professional experience:

Essential:

- Have a minimum of 3 years of practical work experience relevant to the position including experience of international law enforcement co-operation and cross-border activities in fighting serious crime.

- Possess work experience in a staff or coordination unit within a law enforcement organisation.

Desirable:

- Have experience in working in an international environment;
- Have experience in using document management systems.

b. Professional knowledge:

Essential:

- Possess sound knowledge of the international law enforcement community in general and in particular the structures of the European Union, as well as policies and activities in combating organised crime and terrorism.

Desirable:

- Have working knowledge on the Europol cooperation framework and on the role of the Europol National Units in particular.

c. Technical skills and competencies:

Essential:

- Possess excellent drafting and proof-reading skills, as HENUs documentation is produced in English;
- Be a proficient user of MS Word, Excel, Outlook, PowerPoint and the internet;
- Possess a high level of accuracy;
- Have excellent organisational skills including the ability to work under pressure;
- Possess excellent analytical skills.

Desirable:

- Demonstrate good minute taking skills.

d. Social skills and competencies:

Essential:

- Possess a high level of interpersonal skills with the ability to work well within a team;

- Possess excellent oral and written communication skills including the ability to tactfully deal with sensitive matters or people;
- Display a high level of professionalism, creativity and flexibility;
- Have a high sense of responsibility and integrity, and display initiative and commitment;
- Be capable of working effectively in an international, multi-professional work environment.

4. Salary

Scale: 8

The basic salary is EUR 4 134, 46.

(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 289.03 (net) - per dependant child;
- EUR 628.33 (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:	10/08/2009
Recruitment procedure:	27/08/2009 and 28/08/2009
Starting date of employment:	as soon as possible

5.2 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 consult the EUROPOL RECRUITMENT GUIDELINES on www.europol.europa.eu or call +31 (0) 70 302 5298 or +31 (0) 70 353 1628.