



The Hague, 25 August 2010

File n°: Europol/2010/TA/AD8/014

## JOB DESCRIPTION

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**Name of the Post:** Senior Specialist in the Office of the Director – AD8

**Reporting to:** Head of the Office of the Director– G1

### 1. Background

Applications are invited for this position at the European Police Office (Europol).<sup>1</sup> Europol is located in The Hague, The Netherlands, and its main tasks are the following:

- a) to collect, store, process, analyse and exchange information and intelligence;
- b) to aid investigations in the Member States, in particular by forwarding all relevant information to the national units;
- c) to ask the competent authorities of the Member States concerned to initiate, conduct or coordinate investigations and to suggest the setting up of joint investigation teams in specific cases;
- d) to provide intelligence and analytical support to Member States in connection with major international events;
- e) to prepare threat assessments, strategic analyses and general situation reports relating to its objective, including organised crime threat assessments.

For more information please visit Europol's website [www.europol.europa.eu](http://www.europol.europa.eu).

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<sup>1</sup> Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

## **2. Purpose of the post**

The Office of the Director focuses on management support and coordination of key corporate interests, stakeholder management, performance and risk management and inter-departmental cooperation.

The services provided by the Unit include administrative and other support to the Director and the Deputy Director of the Governance Department, including registering and handling incoming and outgoing mail, reporting and following-up tasking by the Director and DDG, preparing draft correspondence, speech writing, preparing and supporting relevant meetings, overseeing the preparation of Briefing Notes and preparing mission trips as well as providing the secretariat function to meetings of the Europol Directorate.

The successful candidate will provide support and advice to the Director as well as the Head of the Governance Department in corporate issues.

## **3. Tasks and responsibilities**

The successful applicant will have to assist the Head of Unit in carrying out the following main duties:

- Oversee and manage the daily work, including line management responsibilities, of the staff of the Office of the Director in support of the Head of Unit;
- Coordinate and contribute to the provision of policy advice on a range of corporate issues;
- Develop and promote Unit relationships with others internally so as to foster effective inter-departmental cooperation in Europol;
- Provide briefing, speeches and speaking notes for the Director and Deputy Director Governance in support of their duties;
- Participate in and where appropriate provide leadership for projects and developments across Europol in which G1 have an interest;
- Represent the Unit and Europol (as appropriate) in internal and external meetings and conferences (including presentations in the field of the unit's competence);
- Support the Head of Unit in Department and Unit budget planning and resource management;
- Perform any other task requested by the Head of Unit in the area of competence.

## 4. Requirements

### 4.1 Eligibility criteria:

#### a. Candidates must

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to the suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;<sup>2</sup>
- Produce evidence of a thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of the duties.

#### b. Candidates must

- Possess a level of education which corresponds to completed university studies attested by a diploma, preferably in the area of Business Administration or related subject, when the normal period of university education is 4 years or more;

#### OR

Possess a level of education which corresponds to completed university studies attested by a diploma, preferably in the area of Business Administration or related subject, and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years;

- In addition to the above at least **9 years** of relevant professional work experience gained following the award of the diploma.

### 4.2 Selection criteria:

#### a. Professional experience:

##### Essential:

- Out of the 9 years of relevant professional work experience gained after the award of the diploma, at least 3 years of experience of working at corporate governance level in a similar position;
- Experience in drafting correspondence in particular briefing notes, speeches and memos.

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<sup>2</sup> 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

- Experience in managing relations and partnerships;
- Experience in policy development and/or implementation.

**Desirable:**

- Experience in the law enforcement environment;
- Experience in management of staff including monitoring and assessing staff performance.
- Experience in project management.

**b. Professional knowledge:**

**Essential:**

- Sound knowledge of the European Union's Justice and Home Affairs policy framework, agencies and institutions;
- Knowledge of cabinet administrative practices and procedures.

**Desirable:**

- Good knowledge of law enforcement cooperation at the international level.

**c. Technical skills and competencies:**

**Essential:**

- Good written and oral communication skills in English, both verbally and in writing;
- Competent user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet;
- Ability to co-operate with other departments, units and agencies;
- Ability to organise and manage work in an efficient manner, to meet deadlines and to establish clear priorities;
- Be quality oriented and accurate with an eye for detail.

**d. Social skills and competencies:**

- Be friendly, polite and customer focused with a high level of flexibility;
- Stress resistance, with the ability to remain calm and focused under pressure and to handle a heavy work load;
- Be discrete, objective and loyal;
- Be capable of co-operating with other colleagues from different cultural backgrounds while displaying a high degree of integrity at all times;

- Good interpersonal skills and ability to function both as an independent professional as well as a member of a team;
- Ability to manage a team.

## 5. Salary

### Scale: AD 8

The basic monthly salary is EUR 6181,38 (step 1).

In addition, if applicable, allowances such as expatriation allowance, household allowance, dependent child allowance and education 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.

## 6. Terms and conditions

### 6.1 Probation period

Engagement for this position is subject to the successful completion of a probationary period of 6 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.

### 6.2 Security screening and certificate of good conduct

In order to ensure that all candidates who have successfully passed a selection procedure comply with the security standards and do not have a criminal record we request all successful candidates to apply for a national “certificate of good conduct” at the time an offer of employment is made.

The certificate of good conduct provides evidence that the candidate is suitable to be employed by Europol. However, the national certificate of good conduct **does not substitute a full security clearance that must be carried out for all Europol staff in accordance with the clearance level determined for the position.**

### 6.3 Contract of employment

The successful candidate will be recruited as **Temporary Agent AD 8** pursuant to Article 2 (a) of CEOS, for a period of 5 years. The contract may be renewed.

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.

## **7. Additional Information**

### **7.1 Main dates:**

Deadline for application: 6 October 2010  
Recruitment procedure: November 2010  
Starting date of employment: to be determined

### **7.2 Contact Details:**

Please consult the EUROPOL RECRUITMENT GUIDELINES on [www.europol.europa.eu](http://www.europol.europa.eu) for further details on the application process and the selection procedure or call +31 (0) 70 353 1527 or +31 (0) 70 302 5298.

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