

## **JOB DESCRIPTION**

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**Name of the Post:** Specialist in the Counter Terrorism Unit (O4) – AD6

**Reporting to:** Senior Specialist in the Counter Terrorism Unit (O4) – AD6  
Head of the Counter Terrorism Unit (O4)

### **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 Counter Terrorism Unit is delivering a wide range of products and services towards and in cooperation with the competent authorities in the Member States. In its support the Terrorism Unit combines the core competencies analysis, information coordination and expertise in the area of counter terrorism in general, non proliferation, weapons and explosives, xenophobia and racism.

The post holder will support and develop programs, products and services, especially in the area of the terrorist usage of the internet.

## **3. Tasks and responsibilities**

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

- Draft strategic reports and assessments on the fight against different terrorist groups and organisations;
- Provide intelligence support for major criminal investigations into terrorism and terrorist activities;
- Develop knowledge in the specific crime areas of Europol from a European Union perspective which are of particular interest to enforcement authorities of the Member States. This requires researching the general background, maintaining and updating information, establishing liaison with investigating officers and other bodies regarding developments in these specialist areas;
- Keep an active interest in the way current intelligence is handled by participants in Europol and contribute to the development of methods and techniques used by Europol and keep abreast of analytical developments;
- Search open source information systems for information relevant to specific projects;
- Ensure development of relationships with law enforcement agencies in Member States and with other organisations in respect of terrorism matters;
- Represent Europol at specialised conferences as well as at international meetings;
- Give presentations to visitors to Europol on the role of the Terrorism Unit and give trainings on related subjects;
- Participate as Europol representative in Joint Investigation Teams (JIT);
- Assist in the organisation of trainings, conferences or seminars;
- Participate in on-call duty if and when required;
- Any other duties in the area of competence as assigned by the Head of Unit.

## 4. Requirements

### 4.1 Eligibility criteria:

#### a. Candidates must

- Be a member of a competent authority in the meaning of Article 3 of the European Council Decision;
- 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 have

- Possess a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is at least 3 years;

#### OR

Professional training of an equivalent level in a relevant area (e.g. Police Officer's School) and after having completed the training, at least the number of years of relevant professional experience indicated in the table below:

Duration of professional training	Professional experience
More than 6 months and up to 1 year	3 years
More than 1 year and up to 2 years	2 years
More than 2 years and up to 3 years	1 year

- In addition to the above at least **3 years** of relevant professional work experience gained in the operational law enforcement environment after the award of the diploma.

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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

## **4.2 Selection criteria:**

### **a. Professional experience:**

#### **Essential:**

- Have experience in the operational law enforcement environment, including experience related to counter terrorism investigations;
- Participated in international investigations;
- Experience in matters relating to international police cooperation.

#### **Desirable:**

- Participated in international working groups against terrorism;
- Experience of working in a multi-agency or international environment;
- Experience in operational analysis.

### **b. Professional knowledge:**

#### **Essential:**

- Knowledge of and experience with working in the area of the use of the internet by terrorist and extremist organisations;
- Knowledge of communication and propaganda methods of terrorist and extremists groups and organisations;
- Knowledge of the law enforcement environment and practices, preferably at international level;
- Knowledge of the Arabic language.

#### **Desirable:**

- Knowledge of one of the languages Pashtu, Urdu or Turkish.

### **c. Technical skills and competencies:**

#### **Essential:**

- Possess excellent analytical skills;
- Be computer literate, not only with basic software but also in respect of searching open sources with particular emphasis on MS Word, Excel and PowerPoint.

#### **Desirable:**

- Possess good training skills.

#### **d. Social skills and competencies:**

- Possess a high level of interpersonal skills including the ability to work well within a team;
- Possess good written and oral communication skills, including the ability to tactfully deal with sensitive matters or people;
- Have sound judgement;
- Display a high level of professionalism, creativity and flexibility;
- Be integer and display initiative and commitment;
- Be capable of working effectively in an international, multi-professional work environment.

## **5. Salary**

### **Scale: AD 6**

The basic monthly salary is EUR **4 828, 65 (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 6** 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:	7 October 2010
Recruitment procedure:	to be determined
Starting date of employment:	as soon as possible

### **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 1628 or +31 (0) 70 302 5298.