

JOB DESCRIPTION

Name of the Post: Specialist in the Organised Crime Networks Unit (O6)

Reporting to: Senior Specialist in O6 Unit
Head of Unit O6 Unit

1. Background

Applications are invited for this position at the European Police Office (Europol).¹

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.

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

2. Purpose of the post

The Organised Crime Networks Unit (O6) within the Operations Department dedicates most of its resources to operational activities.

Projects are carried out against serious and organised crime networks, in particular in the West European Sphere, focusing on criminal groups, gangs and other criminal structures, which have their main threshold or activities in this region. All projects are based on Analysis Work Files (AWF) in which intelligence is collected, analysed and disseminated in support of live investigations in participating Member States.

Projects are target oriented, identifying and combating specific criminal organisations while reflecting regional approach. Member States that have a direct interest in combating specific criminal groups cooperate in various focal points. Contact is maintained with operational teams in Member States through Europol National Units and their Liaison Bureaus located at Europol.

Under the authority of the Head of the Organised Crime Networks Unit O6, the relevant AWF Manager and other Senior Specialists, the Specialist will deal with operational and strategic information or intelligence related to serious and organised crime groups, gangs and associated structures detected in or linked to the West European region. He/she will contribute to daily unit activities, processing relevant data and providing wide range of operational and organizational support to live investigations conducted by Member States.

3. Tasks and responsibilities

The Specialist will have to carry out the following main tasks:

- Provide support to investigations of serious and organised crime groups, gangs and structures particularly in the field of facilitated illegal immigration;
- Develop expertise and knowledge related to investigation of specific target groups, gangs and other associated criminal structures;
- Assist in facilitating the exchange of information between Member States and Europol;
- Notify the competent authorities of Member States about information concerning them and connections identified between criminal offences, forwarding all relevant information to the national units;
- Promote the efficient and effective use of the resources available at the national level for operational activities;
- Participate in gathering, inputting, collating and analysing data on specific operational enquiries;
- Draft intelligence analysis reports both of operational and strategic nature on unit level;
- Contribute to complex reports and analysis on departmental level;
- Perform miscellaneous administrative and organizational duties in support of the unit;

- Liaise with and assist to other serious and organised crime related projects when needed;
- Liaise with officers from law enforcement agencies throughout the EU, using the appropriate Europol channels;
- Receive and provide information and intelligence to enhance effectiveness of the investigations in Member States;
- Represent Europol at external meetings and conferences when needed;
- Provide expertise to the Europol Directorate members, contribute to Europol products and services;
- Contribute to business planning and projects development processes;
- Take part in joint operations and other operational and strategic initiatives with MS and other partners;
- Provide on-spot operational support to specific operational enquiries and events, when needed;
- Participate in on-call duty if and when required;
- Perform any other tasks 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 the Article 3 of the Europol Council Decision and enjoy full rights as a citizen of a Member State;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties pertaining to the position;²
- Produce evidence of a thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities

² 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) Conditions of Employment of Other Servants of the European Communities (CEOS)

b. Candidates must have

A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is three 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 years

- In addition to the above at least **3** years of relevant professional work experience gained following the award of the diploma.

4.2 Selection criteria:

a. Professional experience:

Essential:

- Experience of working in a high security environment;
- Have a solid background in intelligence handling and analysis awareness related to the investigation of serious and organized crime, linked to the West European sphere;
- Experience in investigation of various forms of crimes particularly in the field of facilitated illegal immigration;
- Experience in analysis of complex cases;
- Experience in handling large amounts of operational data;
- Experience in developing intelligence products.

Desirable:

- Experience of working in an international environment.

b. Professional knowledge:

Essential:

- Sound knowledge in the area of serious and organised crime, linked to the West European sphere ;

- Sound knowledge of law enforcement environment and practices, preferably at international level, related to investigation of serious and organised crime particularly in the field of facilitated illegal immigration;
- Knowledge of the competencies of law enforcement agencies and awareness of the role of the national and international stakeholders in the field of serious and organised crime.

Desirable:

- Knowledge of the EU legal framework in general and the area of law enforcement cooperation in particular;
- Knowledge in international and European legal initiatives aiming at combating serious and organised crime.

c. Technical skills and competencies:

Essential:

- Proficiency in using Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet;
- Excellent communication skills in English, both verbally and in writing;
- Familiarity with the use of special investigation techniques;
- Excellent organisational and analytical skills.

Desirable:

- Familiarity with the use of special analytical techniques and software.

d. Social skills and competencies:

Essential:

- Be capable of working effectively in an international, multi-cultural and multi-professional work environment;
- Ability to remain focused and calm under pressure and to handle a heavy work load;
- Ability to work at own initiative to solve complex problems;
- High degree of integrity and professional credibility.

5. Salary

Scale: AD6

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 available on Europol's website www.europol.europa.eu.

7. Additional Information

7.1 Main dates

Deadline for application:	12 October 2010
Recruitment procedure:	To be determined
Starting date of employment:	As soon as possible

7.2 Selection procedure

The selection procedure will be carried out in accordance with the EUROPOL RECRUITMENT GUIDELINES available on Europol's website www.europol.europa.eu.

7.2 Contact Details

For further details on the application process please call +31 (0) 70 353 1628 or +31 (0) 70 302 5298.
