



The Hague, 8 September 2010

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JOB DESCRIPTION

Name of the Post: Specialist in the Criminal Finances & Technology Unit (O3) – AD6

Reporting to: Senior Specialist in the Criminal Finances & Technology Unit (O3) – Intellectual Property Crime (IPC)
Head of the Criminal Finances & Technology Unit (O3)

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 Criminal Finances and Technology Unit is responsible for Europol's activities in the field of preventing and combating financial, economic and cyber crimes, particularly in the area of intellectual property rights infringements, fraud and swindling, environmental crime, money laundering, corruption, criminal asset recovery, child abuse on the internet, computer forensics and customs cooperation.

Under the line management of the Head of Unit and Senior Specialist of the Analytical Work File (AWF) COPY who are responsible for the IPC programme (which includes counterfeiting, piracy and all connected issues), the post holder will be particularly responsible for supporting the continuity and the development of project dealing with strategic and operational information or intelligence related to this crime phenomenon.

3. Tasks and responsibilities

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

- **On an operational level:**

Assist the Senior Specialist in the handling of operational data with the aim to contribute to the identification, disruption and dismantling of Organised Crime (OC) networks involved in financial crime and criminal financing:

- Support, coordinate and facilitate operational and expert meetings;
- Support and actively promote a target oriented approach in the AWF COPY;
- Support major criminal investigations, joint operations and Joint Investigation Teams with EU MS and other partners;

- **On a strategic level;**

Support the Senior Specialist in developing and implementing initiatives taken by Europol and Europol's partners in order to improve cross border law enforcement co-operation and relevant private sector partnerships in the field of IPC:

- Support the organisation of meetings and conferences related to IPC related projects;
- Assist in exploring and developing projects in this area.
- Implement and ensure the update of relevant content of the O3 secured website "Financial Crime Information Centre" (FCIC)

such as subjects related to international, European and Member States' (MS) legislation on financial crime and criminal financing.

- Assist in developing standardised training modules and support the delivery of training and awareness sessions.
- Provide expertise to MS and to other partners of Europol;
- Contribute to the elaboration of strategic and operational reports;
- Assist in the drafting of briefing notes, situation and operational reports on ongoing and emerging subjects;
- Give presentations on IPC related topics, raising awareness on the role of Europol and explaining the process of cooperation. Represent Europol at specialised conferences and fora at EU and international level.
- Participate in on-call duty if and when required;
- Any other duties in the area of competences 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 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 the 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 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 when the normal period of university education is at least 3 years;

OR

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) CEOS

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 have 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 in investigations and intelligence related to financial crime and criminal financing in general and IPC on national and international level;
- Possess a track record as an investigator dealing with operational issues;

Desirable:

- Work experience in an international environment.

b. Professional knowledge:

Essential:

- Sound knowledge of competent law enforcement agencies and on the role of other competent organisations in the area of financial crime and criminal financing in general and IPC specifically;
- Be familiar with investigative techniques and cross border co-operation;
- Sound knowledge on international and European legislation regarding financial crime and criminal financing in general and IPC more specifically.

Desirable:

- Have working knowledge of customs procedures and co-operation with customs authorities;
- Knowledge of illicit trade in counterfeit pharmaceuticals and of the production and distribution of pirated products.

c. Technical skills and competencies:

Essential:

- A law enforcement background including training in intelligence and investigations;
- Excellent communication skills in English, both verbally and in writing;
- Awareness of investigative techniques commonly employed in the area of IPC;
- In-depth knowledge on trends, modus operandi and techniques including the ability to apply this knowledge effectively;
- Commitment to keep up to date with recent developments;
- Be a confident user of PC hardware and software, preferably Microsoft ® applications such as MS-Office and the internet.

Desirable:

- Possess basic knowledge of criminal analysis tools (e.g. i-base);
- Have basic knowledge of Europol's legal framework.

d. Social skills and competencies:

- Be highly motivated;
- Be stress resistant, with the ability to remain calm and focused under pressure and to handle a heavy work load;
- Be able to work both as an independent professional and as a member of a team;
- Possess the ability to organise and manage work in an efficient manner, to meet deadlines and to establish clear priorities;
- Be capable of operating effectively in an international and multi-cultural work environment;
- Possess excellent written and oral communication skills, including the ability to adapt the communication style to suit various audiences and needs;

- Have a confident manner;
- Display a high level of flexibility;
- Possess high levels of corporate spirit and integrity

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:	4 November 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 for further details on the application process and the selection procedure or call +31 (0) 70 353 1628 or +31 (0) 70 302 5298.
