



The Hague, 19 October 2016

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## Notice of Secondment

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Europol is currently looking for **'Cost free' Seconded National Experts (Guest Officer) – to be deployed for secondary security checks in migration hotspots**

Europol applies a policy of equal opportunity for men and women and accepts applications without distinction on ground of sex, race colour, ethnic or social origin, genetic characteristics, and language, religious, political or other convictions and opinions, financial situation, disability, age sexual orientation, marital status or family situation. Applications from female candidates are particularly encouraged. Secondment at Europol is open to nationals of the EU Member States, members of competent authorities. There is no national quota system in operation but Europol is required to strive for a broad range of nationalities in order to keep a well-balanced geographical distribution.

### 1. Background and purpose of the post

The Council in its conclusions of 20 November 2015 and 10 March 2016 tasked Europol with implementing a guest officers concept to support the screening process, in particular by reinforcing secondary security controls within the migration hotspots framework. The intention is to help Member States in identifying the movement and activity of suspected criminals and terrorists and thereby contribute to stronger border security.

The Europol Management Board has endorsed Europol's Operational Plan for secondary security checks, which sets out the main elements of our deployment to hotspots and our use of guest officers.

Europol could be required to deploy up to 50 officers at a time to meet the pressures at the hotspots. In order to allow for rotation to take place, Europol will need a pool of up to 200 officers to be available for deployment.

**The recruitment is intended to establish a Reserve List for future appointment of successful candidate(s) to vacant 'cost free' SNE – Guest Officer positions.**

## **2. Tasks and responsibilities**

The SNEs deployed by Europol to hotspots will carry out the following main duties:

- Support the implementation of the hotspot model in any designated destination in accordance with the EU RTF arrangements and with the prevalent EU priorities;
- Reinforce security at the external borders of the EU, in particular by supporting, facilitating and conducting secondary security checks;
- Enhance operational cooperation between the concerned national authorities and EU Agencies involved at the hotspots, with a view to acquiring relevant information that will help in the identification of potential terrorist and criminal threats;
- Support the establishment of an effective process for secondary security checks, in coordination with the concerned national authorities and EU Agencies involved at the hotspots;
- Reinforce the process for secondary security checks by exchanging best practice in this area;
- Encourage referrals for secondary security checks from frontline actors at the hotspots on the basis of criteria and indicators as outlined in the relevant annex;
- Perform checks against EUROPOL's systems, including AWF SOC, AWF CT, 10.4 database, and the EIS;
- Refer cases for forensic support by EUROPOL staff where relevant, including data extraction on data carriers, such as mobile phones and memory cards, under the authority of the host state;
- When qualified, provide such forensic support directly, under the authority of the host state;
- Collect and assess information that can lead to the detection of potential terrorist and criminal threats, with a particular focus on smuggling and trafficking offences;
- Ensure that relevant information is referred to Europol for further dissemination as necessary under the authority of the host state;
- Reinforce and consolidate Europol's relationship with the national authorities and the EU Agencies involved with a view to enhancing overall cooperation;
- Keep abreast of all developments within the area of operation;
- Report regularly to Europol on the daily activities undertaken;
- Operate under the guidance of the designated Europol manager or team leader for the area of operation.

### 3. Requirements

#### 3.1 Eligibility criteria:

##### a. Candidates must

- Be a member of a competent authority in one of the Member States of the European Union in the meaning of the Article 3 of the Europol Council Decision;
- Produce evidence of a thorough knowledge of one Community language and a satisfactory knowledge of a second language;
- Possess at least 3 years<sup>1</sup> of professional experience in the field of law enforcement relevant to the duties to be carried out during the secondment.

#### 3.2 Selection criteria:

##### a. Professional Experience

###### Essential:

- A minimum of 3 years' experience working in a law enforcement organisation, supporting and/or conducting investigations;
- Experience in the gathering, handling and development of intelligence;
- Experience in international law enforcement cooperation;
- Experience in the fields of facilitation of illegal immigration, organised crime or counter-terrorism;
- Experience in investigative interviewing;

###### Desirable:

- Experience in working with FRONTEX or other EU Agencies;
- Experience with other EU systems such as SIS II;

##### b. Professional knowledge:

###### Essential:

- Knowledge of the law enforcement environment and practices at the international level;
- Knowledge of organised criminal networks, of criminal flows, and of modi operandi related to the facilitation of illegal immigration, organised crime and terrorism;
- A good understanding of the geo-political situation of major third countries of origin;

###### Desirable:

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<sup>1</sup> Pursuant to Article 27(4) of the MB Decision, in exceptional cases, justified by the interest of the service, a professional experience of between one and three years may however be sufficient for SNE seconded to Europol for Secondary Security Checks

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- Knowledge of other languages relevant to the area of operation, such as Greek, Italian or Arabic;

### c. Technical skills and competencies:

#### Essential:

- Good communication skills in English;
- Strong organisational skills, including the ability to set priorities and show initiative;
- Good computer skills, including knowledge of basic MS office applications, and the general operation of computer systems and databases;

### d. Social skills and competencies:

#### Essential:

- Good interpersonal skills, with the ability to work both independently and as part of team;
- Ability to work effectively in an international and multi-cultural environment;
- Ability to work under stress;
- High degree of flexibility and commitment;

## 4. Duration of the secondment

- Deadline for receiving proposals: **28 November 2016**
- Selection: **December 2016 (Skype interview)**

## 5. Terms and conditions

The SNE shall remain in the service of the sending authority throughout the period of secondment and shall continue to be paid by that employer. The sending authority shall also be responsible for all social rights, particularly social security and pension entitlements.

During the period of secondment the SNE is entitled to a daily subsistence allowance paid by the agency, and may also be eligible for a monthly allowance depending on the distance from the place of origin. If the SNE receives any allowance from other sources similar to the subsistence allowance paid by Europol, this amount shall be deducted.

Detailed rules regarding the secondment of national experts to Europol are described in the Management Board Decision laying down the rules on the secondment of National Experts of 12 May 2016.

## **6. Additional information**

### **6.1 Application process**

MS are invited to nominate their experts according to the selection criteria and profile, as specified in this document.

The SNEs would be expected to be deployed for periods of not less than 2 months. They will be included in a pool of officers, which will be used for future deployments. Several deployments can take place during the period of secondment, depending on the operational need. Ideally, agreement is reached so as to ensure that selected and trained officers are retained within this deployment pool for a period of 3 years.

Nominations should be sent to Europol's Recruitment and Selection Unit (c52@europol.europa.eu) via the respective national units. Original signed letters should then also be referred to Europol's Recruitment and Selection Unit.

### **6.2 Selection procedure**

A Selection Committee chaired by the Head of the relevant Department or a senior representative and composed by a representative of the respective group as well as the Human Resources Unit determines the suitability of candidates by assessing their skills, experience and qualifications in relation to the notice of secondment and will make an initial selection from the applications received.

For the initial selection, the operational contributions from the competent service to the project to which the SNE will be seconded will be taken into account.

The Selection Committee might conduct a telephone/Skype interview with the shortlisted candidates in order to evaluate their language skills, to validate their experience and assess whether they possess the key skills required.

On the basis of the outcome of the telephone interview or the selection procedure the Selection Committee makes a recommendation for the Director to endorse.

The secondment is finally authorised by the Director and effected by an exchange of letters between the Director and the seconding authority, specifying the details of the secondment as described in the MB Decision.

Detailed rules regarding the secondment of national experts to Europol are described in the Decision of the Director on the selection procedure for Seconded National Experts of 16 May 2016.

### **Training**

Europol will provide training prior to deployment. Costs related to the training, such as travel, accommodation and daily subsistence allowances will be covered by Europol. Europol will contact the SNEs, before the training, in order to arrange their travel and hotel bookings. As part of the training, SNEs will be acquainted with and given access to the

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MobileXpense, Europol's travel management system. They will use this application to insert their travel arrangements and request reimbursement.

### **6.3 Contact details:**

Please consult [www.europol.europa.eu](http://www.europol.europa.eu) for further details or call +31 (0) 70 353 1298 or +31 (0) 70 353 1583.