



## CALL FOR EXPRESSIONS OF INTEREST FOR THE SELECTION OF SECONDED NATIONAL EXPERTS

### No. SNE.2016.01 - Scientific analyst on law enforcement

The EMCDDA is one of the European Union's decentralised agencies. Established in 1993 and based in Lisbon, it is the central source of comprehensive information on drugs and drug addiction in Europe.

The EMCDDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation. The EMCDDA actively encourages applications from women.

For further information on the EMCDDA, please visit <http://www.emcdda.europa.eu/>.

### 1. General conditions

The EMCDDA wishes to set up a reserve list of candidates interested in a fixed-term work opportunity as Seconded National Expert (SNE).

SNEs are staff employed by a national, regional or local public administration or a public intergovernmental organisation (IGO), seconded to the EMCDDA so that the agency can benefit from the high level of their professional knowledge and experience — in particular in areas where such expertise is not readily available. National Authorities profit from the exchange of professional experience that takes place during the secondment.

SNEs must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay their salary, to maintain their administrative status throughout the period of secondment and to inform the EMCDDA's Human resources management sector (HRMS) of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all their social rights, particularly social security and pension. The SNE's employer shall therefore explicitly express its agreement for the secondment prior to the application.

The termination of or change in the SNE's administrative status may lead to the termination of their secondment by the EMCDDA without notice.

The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, the EMCDDA Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

SNEs shall assist EMCDDA officials or temporary staff. They may not perform middle or senior management duties.

## 1.1. Job profile

The job holder, under the supervision of the Head of the Drug markets, crime and supply reduction sector (MARS) within the Supply reduction and new trends unit (SAT) will contribute to the development, further enhancement and promotion of the scientific competences of the EMCDDA in the area of drug supply reduction, in particular as regards law enforcement.

In order to ensure effective execution of tasks, the vehicular language for this post has been defined as English.

## 1.2. Main duties

The successful applicant will be requested to contribute to the following tasks:

- to assist in the conceptualisation, development and implementation of the monitoring of drug supply reduction in Europe, particularly in the field of law enforcement;
- to contribute to the development of high-quality data reporting tools and instruments;
- to liaise with relevant operational, policy and information collection bodies at national, European and international levels and with relevant scientific EMCDDA staff;
- to support the development of a network of experts in the field of drug supply at the EMCDDA;
- to analyse and report on European data on markets, crime and drug supply reduction;
- to monitor and analyse the main developments in drug-supply reduction activities and policies in Europe with a particular focus on law enforcement bodies and organisations;
- to carry out the administrative and organisational tasks necessary for the successful implementation of the above-mentioned activities and tasks (including the preparation of work plans, meetings, contracts and ad-hoc reporting tasks);
- to represent the EMCDDA in relevant scientific and institutional meetings and training events;
- any other tasks assigned by the Head of sector or the Head of unit.

## 2. Job requirements

### 2.1. Eligibility requirements

In accordance with the EMCDDA rules on the secondment of national experts, eligibility requirements are:

- be employed by a national, regional or local public administration or an IGO;
- be a national of an EU Member State or of any third country that has entered into an agreement with the Centre on the basis of Article 300 of the Treaty;
- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- have at least three years' experience of administrative, legal, scientific, technical, advisory or supervisory functions;
- produce evidence of a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the required duties. An SNE from a non-member country must produce evidence

of a thorough knowledge of one Community language necessary for the performance of his/her duties.

The non-compliance with one of these requirements is a condition for exclusion of applicants.

## **2.2. Essential requirements**

Eligible candidates will then be evaluated as follows:

a- On the basis of the paper application by assessing the following:

- Evidence of at least 12 months of work with the current employer, in the drug area, on permanent or contract basis, on top of the years required above in point 2.1;
- degree in fields relevant to law enforcement;
- evidence of working in a law enforcement body and experience of performing strategic analysis;
- evidence of working at national and/or international level on drug issues;
- evidence of networking experience at international level both within the law enforcement community and with relevant partners outside law enforcement;
- evidence of presenting results and/or findings of studies in written and orally;
- proven ability to draft technical reports and papers;
- proven ability to communicate effectively with different target groups;
- proven capacity to work in a team, under tight schedules and towards objectives.

b- On the basis of the interview and the written tests by assessing the following:

- working experience in law enforcement bodies, and in particular capacity to carry out strategic analysis;
- knowledge and capacity to deal with drug issues at national and/or international level;
- ability to network both within the law enforcement community and with relevant partners outside law enforcement;
- ability to communicate effectively and to explain complex matters in a simple way;
- good knowledge of Microsoft Office suite.

## **2.3. Advantageous requirements**

The non-compliance with the advantageous requirements is not a condition for exclusion of applicants as they will be taken into account as assets while assessing each application. Advantageous requirements will only be assessed once along the whole selection procedure, either during its first or second phase, according to the concerned skills. The advantageous requirements are as follows:

a- On the basis of the paper application by assessing the following:

- evidence of capacity to understand methodological issues relevant to reporting on law enforcement;
- evidence of experience of reporting and analysing drug data;
- excellent command of the English language ;
- additional linguistic skills.

b- On the basis of the interview and the written tests by assessing the following:

- specific knowledge of the drugs field, including reporting on drug data;
- capacity to understand methodological issues relevant to reporting on law enforcement;



- knowledge of the functioning of the European Union institutions and, in particular, of the role of the EMCDDA and its partners
- excellent command of the English language;
- ability to plan own work, manage conflicting priorities and to use time efficiently;
- experience of working in a multicultural/multilingual environment;
- additional linguistic skills.

### 3. Submission of applications

Applications must be sent by the Permanent Representation to the following e-mail address before the deadline: [SNE.2016.01@emcdda.europa.eu](mailto:SNE.2016.01@emcdda.europa.eu). Please liaise with your Permanent Representation to ensure that your application meets the deadline.

**The closing date for submission of applications is: 30/09/2016 at 17h00, Lisbon time.**

For applications to be valid, applicants shall include the following documents:

- a motivation letter, in English or in French (maximum 1 A4 page);
- an application form duly signed and completed; and
- a detailed Curriculum Vitae in English or in French in European format (see <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>).

NB: All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to the EMCDDA during this selection procedure will be kept in the EMCDDA's files and will not be returned to applicants. Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to the EMCDDA.

For further details please read carefully the 'Privacy statement' as published in the EMCDDA website at the following link: <http://www.emcdda.europa.eu/html.cfm/index49260EN.html>.

### 4. Selection procedure

The selection will be carried out in two phases:

(1) In the first phase, the selection panel shall assess, on the basis of each application file received, that candidates meet the requirements set for admission, eligibility and selection. Failure to comply with one of the eligibility requirements (set out in 2.1. above) shall result in the exclusion of the applicant concerned from the selection procedure.

On this basis, the selection committee will select the candidates that obtain at least 60 % of the total points available to rank their compliance with the essential requirements (set out in 2.2.a. above) out of a maximum of 10 points each, and with the advantageous requirements (set out in 2.3.a. above) out of a maximum of 5 points each.

(2) The second phase will consist of an interview and tests. If deemed appropriate a telephone interview may take place. The applicants will be asked general questions on the EMCDDA and the EU, as well as specific questions relating to the job, their educational background, professional and working experience, capacities and abilities and any other relevant matter that could be in support of the application. Finally, the candidate should be given the opportunity to ask any questions they may have.

Please note that the selection committee's work and deliberations are strictly confidential and that any contact, direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

Due to the large volume of applications, only candidates selected for the second phase will be contacted. Candidates who have not been contacted by the EMCDDA by 30/11/2016 should consider that their application has been unsuccessful.

Applicants invited for the second phase may be entitled to a flat-rate contribution towards travelling and subsistence expenses. Information will be provided together with the invitation letter.

## **5. Reserve list for appointment purposes**

The work of the selection committee ends with the preparation of a draft reserve list of candidates considered suitable to occupy the position advertised, to be proposed to and approved by the appointing/contracting authority of the EMCDDA.

Only candidates who reach 70 % of the marking points available for the second phase can be included in the reserve list for appointment. On the basis of the adopted reserve list, the appointing/contracting authority of the EMCDDA may offer a contract of engagement. Candidates shall note that the inclusion in the reserve list does not guarantee that recruitment, which will depend, among other things, on availability of vacant posts and budget.

The established reserve list may be used in order to fill similar positions within the EMCDDA.

The reserve list will be valid until 31/12/2018 and may be extended by decision of the EMCDDA appointing/contracting authority.

## **6. Conditions of employment**

### **6.1. Legal framework**

National experts are seconded to the EMCDDA according to the European Commission's rules that apply by analogy. Please read carefully these rules before applying to make sure that you fulfil the eligibility criteria.

The initial period of secondment is two years with possibility for extension once or more, up to a total period not exceeding four years.

The place of employment will be Lisbon, Portugal, where the EMCDDA has its seat.

### **6.2. Pay and welfare benefits**

An SNE shall be entitled, throughout the period of secondment, to subsistence allowances (daily allowance and monthly allowance). Please refer to the rules applicable at the EMCDDA ([www.emcdda.europa.eu/about/jobs](http://www.emcdda.europa.eu/about/jobs)).

The subsistence allowances for SNEs seconded to an EU Member State other than Belgium or Luxembourg shall be subject to the weighting factor set by the Council pursuant to Article 64 of the Staff Regulations.

The adjustments to remuneration adopted by the Council pursuant to Article 65 of the Staff Regulations shall apply automatically to the subsistence allowances in the month following their adoption.

### **6.3. Declaration of commitment to serve public interest independently**

An SNE engaged by the EMCDDA is required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

SNEs are required to carry out their duties and conduct solely with the interests of the EMCDDA and of the European Community in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside the institution. SNEs shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Community.

### **7. EMCDDA contact person**

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