



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

No. SNE.2023.01 - 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. Applications from women and disabled candidates are encouraged. SNEs applications are assessed solely on the basis of their merit, and as per Staff Regulations, the EMCDDA recruits staff on a broadest possible geographical basis from nationals of all Member States of the European Union.

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

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

1. Job profile

1.1. Overall purpose

The job holder will work as an SNE under the supervision of the Head of the drug markets, crime and supply reduction sector within the risks to public safety and security unit. The SNE will contribute to the development, further enhancement and promotion of the competences of the EMCDDA in the area of drug supply and drug supply reduction, in particular regarding the practices of law enforcement. The post supports the EMCDDA's strategy to contribute to a more secure Europe.

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

1.2. Main duties

Under the guidance of the Head of sector, the successful applicant will:

- assist in the conceptualisation, development and implementation of the monitoring of drug supply reduction in Europe, particularly in the field of law enforcement;
- contribute to the development of high-quality data reporting tools and instruments;
- liaise with relevant operational, policy and information collection bodies at national, European and international levels and with relevant scientific EMCDDA staff;
- support the development of a network of experts in the field of drug supply at the EMCDDA;
- analyse and report on European data on markets, crime and drug supply reduction;
- 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;

- 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);
- 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. General conditions for Seconded National Experts

National experts are 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. Proof of such agreement will be requested from applicants during the recruitment process.

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.

2.2 Eligibility requirements

In addition to the above, and 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.

2.3. Essential requirements

The essential requirements will be evaluated as follows:

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

- at least 12 months of work with the current employer, in the drug area, on a permanent or contract basis, on top of the years required in point 2.2;
- degree in a field relevant to law enforcement;
- evidence of working in a law enforcement body and experience of performing strategic analysis related to drug markets;
- evidence of working at national and/or international level on drug issues;
- evidence of presenting results and/or findings of studies in written form and orally;
- evidence of working in a team, under tight schedules and towards objectives.

b- On the basis of the interview by assessing the following:

- expert knowledge on drug markets and awareness of data collection and analysis methods;
- knowledge and awareness of international drug issues;
- 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 oral language.

c- On the basis of the written test by assessing the following:

- ability to analyse data, carry out strategic analysis and present findings in a clear and concise way;
- excellent command of the English written language.

2.4. Advantageous requirements

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 and on data generated by law enforcement;
- knowledge of additional languages.

b- On the basis of the interview by assessing the following:

- ability to network both within the law enforcement community and with relevant partners outside law enforcement;
- ability to plan own work, manage conflicting priorities and use time efficiently;



c- On the basis of the written test by assessing the following:

- ability to analyse and interpret drug-related data and information, understand the limitations and draw conclusions;
- ability to communicate ideas clearly.

3. Submission of applications

Your application for a secondment must be submitted by the Permanent Representation of the Member State that intends to second you, to the following e-mail: SNE.2023.01@emcdda.europa.eu.

Applications shall include the following documents:

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

Candidates should ensure that they clearly indicate how they meet the selection criteria in their application.

The deadline for submission of applications is 31/08/2023.

4. Selection procedure

The selection will be carried out in two phases:

Phase 1: The selection committee will analyse the applications to verify the candidates' eligibility, by assessing their compliance with the relevant requirements, as set out in this call for expression of interest (see section 2.2. above).

The selection committee will then select the eligible candidates who have obtained at least 60 % of the total points available to rank their compliance with the established essential requirements (as set out in section 2.3.a. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.4.a above, a maximum of five marking points being available for each advantageous requirement).

Non-compliance with at least one of the criteria for eligibility or one of the essential selection criteria will result in the exclusion of the candidate from the selection process. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.

The best-ranked candidates, up to a maximum number of 10, will be invited to the next phase of the selection process. This number may be changed by decision of the appointing/contracting authority, depending on the number of applications received. Should the case arise that there are various candidates scoring the same number of points in the 10th ranking, the number of candidates to be invited will be increased accordingly to accommodate this.

Phase 2: This phase will consist of a written test and an interview to be held by the selection committee, either at the EMCDDA's premises or remotely (online). During the interviews the selection committee will assess the compliance of the invited candidates with the established essential requirements (as set out in section 2.3. b. above, a maximum of 10 marking points being available for each essential requirement) and with the established advantageous requirements (as set out in section 2.4.b above, a maximum of five marking points being available for each advantageous requirement). Candidates will be asked to undergo a written test related to the nature of the duties to be performed. Pursuant to the relevant essential and advantageous requirements (as set out in sections 2.3.c and 2.4.c above) the selection committee will assess the result of the written tests anonymously, a maximum of 30 marking points being available for this purpose.



The final assessment will reflect the results of the interview and the written test.

The selection committee for this selection procedure is composed as follows:

Klaudia Palczak (chairperson)
Andrew Cunningham (member)
Teodora Groshkova (member)
Hélder Travado (member appointed by the EMCDDA Staff Committee)

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.

Candidates who have not been contacted by the EMCDDA by 30/11/2023 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 31/12/2025 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 as follows: a daily allowance of 150.75 € (from 1 July 2023 for Portugal) and a monthly allowance, which amount is based on the distance between Lisbon and the place of origin. For further details, please refer to the rules applicable at the EMCDDA (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. Protection of personal data

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> .

8. EMCDDA contact person

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