



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

No SNE.2024.01 - Secoded national expert on law enforcement

EMCDDA

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.

On 2 July 2024, the EMCDDA will become the European Union Drugs Agency (EUDA) ⁽¹⁾.

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 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: <https://www.emcdda.europa.eu/>

Position

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.

Main duties

- The successful applicant will be requested to perform the following main tasks and responsibilities, under the guidance of the Head of the Drug markets, crime and supply reduction sector:
- 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;

⁽¹⁾ https://www.emcdda.europa.eu/news/2023/6/new-legislation-grants-europe-stronger-powers-tackle-current-and-future-drug-problems_en



- 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 law enforcement 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.

1. Job requirements

1.1. Eligibility requirements

Introduction

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.

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

**General
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.

**Professional
experience
requirements**

- 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.

**Language
requirements**

- 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 (B2 level).
 - an SNE from a non-Member State of the EU must produce evidence of a thorough knowledge of one Community language necessary for the performance of his/her duties.
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1.2. Essential requirements

Introduction

All eligible applications, according to the afore-mentioned criteria, will be assessed against the requirements listed below solely based on the information provided by the candidates in their application.

Please note that non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.

On the basis of the application

1. 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 in point 1.1;
 2. degree in a field relevant to law enforcement;
 3. evidence of working in a law enforcement body and experience of performing strategic analysis related to drug markets;
 4. evidence of working at national and/or international level on drug issues;
 5. evidence of networking experience at international level both within the law enforcement community and with relevant partners outside law enforcement;
 6. evidence of presenting results and/or findings of studies in written form and orally.
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On the basis of the interview

1. expert knowledge on drug markets and awareness of data collection and analysis methods;
 2. knowledge and awareness of international drug issues;
 3. knowledge of the functioning of the European Union institutions and, in particular, of the role of the EMCDDA and its partners;
 4. proven capacity to work in a team, under tight schedules and towards objectives;
 5. excellent oral communication skills in command of the English oral language.
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On the basis of the written test

1. ability to analyse data, carry out strategic analysis and present findings in a clear and concise way;
 2. excellent written communication skills in English.
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1.3. Advantageous requirements

Introduction	Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
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On the basis of the application	<ol style="list-style-type: none">1. evidence of capacity to understand methodological issues relevant to reporting on law enforcement and on data generated by law enforcement;2. knowledge of additional languages.
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On the basis of the interview	<ol style="list-style-type: none">1. ability to network both within the law enforcement community and with relevant partners outside law enforcement;2. ability to plan own work, manage conflicting priorities and use time efficiently.
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On the basis of the written test	<ol style="list-style-type: none">1. ability to analyse and interpret drug-related data and information, understand the limitations and draw conclusions;2. ability to communicate ideas clearly.
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2. Submission of applications

2.1. Overview

Procedure	<p>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.2024.01@emcdda.europa.eu.</p> <p>Applications shall include the following documents:</p> <ul style="list-style-type: none">• a motivation letter (maximum 1 A4 page);• an application form duly signed and completed (see attached); and• a detailed curriculum vitae in European format (see https://europass.cedefop.europa.eu/en/documents/curriculum-vitae). <p>Candidates should ensure that they clearly indicate how they meet the selection criteria in their application.</p> <p>All sections of the application should be completed in English in order to facilitate the selection procedure.</p>
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Deadline for applications

The closing date for the submission of applications is 05/07/2024 at 23.59, Lisbon time.

2.2. Selection procedure

Selection on files

- The selection on files is the phase during which the selection committee assess, on the basis of each application file received, whether candidates meet the requirements set for admission, eligibility and selection.
 - The essential requirements have a maximum of 10 points each. Non-compliance with at least one of the essential selection criteria will result in the exclusion of the candidate from the selection process.
 - The advantageous requirements have a maximum of 5 points each. Advantageous criteria constitute additional assets and will not result in exclusion, if not fulfilled.
 - 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 and with the advantageous requirements.
 - The maximum number of invitees for an interview shall be 10. This ceiling may be adapted, depending on the number of applications received, by decision of the appointing authority/authority authorised to conclude employment contracts. 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.
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Interview and written test

- The selected candidates will be invited to carry out an interview and a written test.
 - Interviews will be held by the selection committee, either at the EMCDDA premises or remotely (online).
 - The candidates will be assessed on the basis of the essential requirements mentioned above out of a maximum of 10 points each and the advantageous requirements above out of a maximum of 5 points each.
 - Candidates will be asked to undergo a written test, either at the EMCDDA premises or remotely (online).
 - The candidates will be assessed on the basis of the essential requirements mentioned above and a maximum of 30 marking points will be available for this purpose.
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Reserve list

- 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 authority/authority authorised to conclude employment contracts of the EMCDDA.

- Only candidates who reach 70% of the marking points can be included in the reserve list for appointment.
- On the basis of the adopted reserve list, the appointing authority/authority authorised to conclude employment contracts 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 31/12/2026 and may be extended by decision of the EMCDDA appointing authority/authority authorised to conclude employment contracts.

Selection committee

The selection committee for this selection procedure will be composed as follows:

- Danilo Ballotta (chairperson and member designated by the EMCDDA Staff Committee)
- Andrew Cunningham (member)
- Teodora Groshkova (member)

The selection committee's work and deliberations are strictly confidential and any contact, either 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.

Information on the process

Due to the large volume of applications, only candidates selected for interview will be contacted. Candidates who have not been contacted by the EMCDDA by 30/09/2024 should consider that their application has been unsuccessful.

For up-to-date information on the process of this selection procedure, please visit the EMCDDA's website at the following link:
<https://www.emcdda.europa.eu/about/jobs>

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



3. Conditions of employment

Legal framework

National experts are seconded to the EMCDDA according to the European Commission's rules that apply by analogy. Please read 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.

Place of employment

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

Remuneration

An SNE shall be entitled, throughout the period of secondment, to subsistence allowances as follows: a daily allowance of €161.63 (from 1 January 2024 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 (<https://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.

For more information consult our website: https://www.emcdda.europa.eu/drugs-library/decision-adoption-emcdda-provisions-use-seconded-national-experts_en

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.

Seconded National Experts 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 their institution. They shall carry out the duties assigned objectively, impartially and in keeping with the duty of loyalty to the EMCDDA and to the European Union.

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: https://www.emcdda.europa.eu/about/data-protection_en.

4. Request for review and appeal procedure

Request for review

A candidate who feels that a mistake has been made during the selection procedure may ask to have it application reconsidered by sending, within 20 calendar days from 30/09/2024, a request for review, quoting the number of the selection procedure concerned to the Chairperson of the selection committee at the following address:

EMCDDA
Chairperson of the selection committee
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

Appeal procedure

If a candidate considers that it has been adversely affected by a particular decision, it can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Union, at the following address:

The EMCDDA Director
Praça Europa 1, Cais do Sodré
1249-289 Lisbon
Portugal

The complaint must be lodged within three months. The time limit for initiating this type of procedure (see Staff Regulations <https://eurlex.europa.eu>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

Like all citizens of the European Union, can make a complaint to the European Ombudsman:

European Ombudsman
1 avenue du Président Robert Schuman — CS 30403



European Monitoring Centre
for Drugs and Drug Addiction

67001 Strasbourg Cedex
FRANCE

<http://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

5. EMCDDA contact

E-mail : Recruitment@emcdda.europa.eu

Recruiter: Leila Mekkaoui

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