

SELECTION OF TEMPORARY STAFF FOR DIRECTORATE-GENERAL HOME AFFAIRS (HOME)

The Commission is organising a selection procedure to fill one administrator post within Directorate-General Home Affairs, Directorate A "Internal Security", Unit A1 "Crisis management and Fight against terrorism".

GENERAL CONDITIONS

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Communities¹, which include being a national of a Member State of the European Union.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

TYPE AND DURATION OF CONTRACT

The successful candidate(s) may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants of the European Communities in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff². The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The duration of the contract will also take account of the relevant provisions in the Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (six years over a twelve-year period)³.

PLACE OF EMPLOYMENT

Washington, USA

LEVEL

AD8 (as an indication, basic monthly starting salary of € 6 181,38 to € 6 441.13)

¹ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

² http://europa.eu/epso/apply/today/pdf_word_temp_staff/decision_new_policy_for_at_en.pdf

³ http://europa.eu/epso/apply/today/pdf_word_temp_staff/regle_des_six_ans_en.pdf

NATURE OF DUTIES

Overall objective

The successful candidates will act as an independent overseer, appointed by the European Commission. He or she will be responsible for the oversight and monitoring mission as required by Article 12 (please see annex) of the agreement between the European Union and the United States of America on the processing and transfer of financial messaging data from the European Union to the United States for the purposes of the Terrorist Finance Tracking Programme (EU-US TFTP agreement), entering into force on 1 August 2010.

Once obtained the agreement and the security clearances by the United States Government and the European Union, the successful candidate will be entrusted with:

- Reviewing in real time and retrospectively searches made of the Provided Data, querying such searches and, as appropriate, requesting additional justification of the terrorism nexus.
- Blocking searches that appear to be in breach of Article 5 (please see annex) of the Agreement.

Detailed tasks

Complying with the objectives referred to above implies carrying out the following tasks:

- Audit data searches/transactions.
- Analyze data searches/transactions to determine if they fit the requirements of Article 5 of the Agreement
- Verify legitimacy of searches/transaction within the requirements of Article 5 of the Agreement
- Block those searches that appear to be in breach of the requirements of Article 5 of the Agreement
- Ensure compliance with Article 5 of the Agreement

The tasks can be further detailed in accordance with the requirements set out in Article 5 of the Agreement:

No discrimination on basis of nationality or country of residence

The Agreement states that the safeguards set out in the Agreement apply irrespective of the nationality or place of residence of the individuals involved. The independent overseer should verify that the protections afforded by the Agreement are not disregarded on the basis that the target of a search is not a national or resident of any given country.

Purpose Limitation – All searches based on terrorism nexus

The independent overseer would need to verify that (i) searches made of designated provider data under the TFTP and (ii) any data extracted from the database under the TFTP are undertaken strictly for counterterrorism purposes. According to Article 12, the independent person may request the U.S. Treasury Department to provide additional justification to show the terrorism nexus that exists or was, at the time of the search or data extraction, believed to exist in connection with the target of the search. For practical reasons it will not be possible to verify the purpose limitation for each and every search carried out.

No data mining

The Agreement states that the TFTP does not involve any form of data mining or any other type of algorithmic or automated profiling or computer-filtering. The independent overseer should verify that this continues to be the case and that designated provider data are not used for generic profiling purposes.

Security of Data and Access

The independent overseer should verify that, as stated in the Agreement, designated provider data subpoenaed under the TFTP are maintained in a secure physical environment, are stored separately from any other data and that the computer systems have high-level intrusion controls. He/she should verify that access to designated provider data subpoenaed under TFTP is strictly limited to analysts investigating terrorism or its financing and to persons involved in the technical support, management, and oversight of the TFTP. He/she may request the U.S. Treasury Department's confirmation that no copies of designated provider data have been made, other than for disaster recovery back-up purposes during the reference period, and that the data have not been subject to any manipulation, alteration or addition. Taking a random selection of cases the independent overseer may verify through the U.S. Treasury Department that access to the data and connected computer equipment has been limited to analysts with appropriate security clearances and on a strict need-to-know and read-only basis.

QUALIFICATIONS

A level of education which corresponds to completed university studies attested by a diploma where the normal period of university education is four years or more.

The professional experience must have been gained after obtaining the diploma required for admission to the selection procedure in a field related to the nature of the duties described under the corresponding heading.

Studies in the field of IT, data processing, audit or international finance would be an advantage.

EXPERIENCE

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have at least 9 years' full time professional experience gained after

obtaining the diploma required for admission to the selection procedure, of which at least 3 years in a field related to the nature of the duties described above.

LANGUAGES

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the official languages the European Union

To meet the needs of the service, a very good knowledge of English is essential.

CONDUCT OF THE PROCEDURE

There will be three separate, successive stages of the procedure:

1. Pre-selection

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff⁴, will carry out a pre-selection based on the qualifications and professional experience described in the application form and letter of motivation.

2. Admission

The pre-selected candidates must provide the official supporting documents confirming the information given in their application form, i.e.:

- copy of a document proving citizenship (identity card or passport);
- copy of the diploma(s) or certificate(s) of the required level of education;
- employment certificates proving the length of professional experience. These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address: HOME-JUST-AV-VAC@ec.europa.eu. The aim is to enable them to produce a complete and acceptable dossier by the deadline.

⁴ http://europa.eu/epso/applv/today/pdf_word_temp_staff/decision_new_policy_for_at_en.pdf

Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

3. Selection

Candidates who have successfully completed the admission stage will be invited for a written test and/or an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

The list of aptitude will be valid maximum two years. The validity of the list may be extended. The closing of the list will be published on the EPSO website.

MISCELLANEOUS

In view of the nature of the duties to be performed, successful candidates will be required to undergo the security clearance procedure.

APPLICATIONS

Completed applications (in English, French or German) and the supporting documents required (see application form), accompanied by a letter of application must be sent to the following address:

HOME-JUST AVIS DE VACANCE (HOME-JUST-AV-VAC@ec.europa.eu)

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order not to overload the functional mailbox. The Commission reserves the right to put in place a computer tool that will automatically remove all messages of more than 1 MB.

The necessary supporting documents are essential for the admissibility of the application form. If these documents are not submitted within the deadline, the candidature will not be taken into consideration.

Candidates should use the same functional mailbox for all correspondence with the selection committee and for any request for information.

The closing date for the submission of applications is 15 September 2010

For your information, please note that the Commission has launched an internal database to collect spontaneous applications. If you are interested in being considered for other selection procedures (including for other types of contracts) you may submit your curriculum vitae via "EU CV Online": http://www.ec.europa.eu/civil_service/job/cvonline/index_en.htm.

ANNEX

Agreement between the European Union and the United States of America on the processing and transfer of financial messaging data from the European Union to the United States for the purposes of the Terrorist Finance Tracking Programme (EU-US TFTP agreement)

ARTICLE 5

Safeguards Applicable to the Processing of Provided Data

General Obligations

1. The U.S. Treasury Department shall ensure that Provided Data are processed in accordance with the provisions of this Agreement. The U.S. Treasury Department shall ensure the protection of personal data by means of the following safeguards, which shall be applied without discrimination, in particular on the basis of nationality or country of residence.
2. Provided Data shall be processed exclusively for the prevention, investigation, detection, or prosecution of terrorism or its financing.
3. The TFTP does not and shall not involve data mining or any other type of algorithmic or automated profiling or computer filtering.

Data Security and Integrity

4. To prevent unauthorized access to or disclosure or loss of the data or any unauthorized form of processing:
 - (a) Provided Data shall be held in a secure physical environment, stored separately from any other data, and maintained with high-level systems and physical intrusion controls;
 - (b) Provided Data shall not be interconnected with any other database;
 - (c) Access to Provided Data shall be limited to analysts investigating terrorism or its financing and to persons involved in the technical support, management, and oversight of the TFTP;
 - (d) Provided Data shall not be subject to any manipulation, alteration, or addition; and
 - (e) No copies of Provided Data shall be made, other than for disaster recovery back-up purposes.

Necessary and Proportionate Processing of Data

5. All searches of Provided Data shall be based upon pre-existing information or evidence which demonstrates a reason to believe that the subject of the search has a nexus to terrorism or its financing.

6. Each individual TFTP search of Provided Data shall be narrowly tailored, shall demonstrate a reason to believe that the subject of the search has a nexus to terrorism or its financing, and shall be logged, including such nexus to terrorism or its financing required to initiate the search.

7. Provided Data may include identifying information about the originator and/or recipient of a transaction, including name, account number, address, and national identification number. The Parties recognize the special sensitivity of personal data revealing racial or ethnic origin, political opinions, or religious or other beliefs, trade union membership, or health and sexual life ("sensitive data"). In the exceptional circumstance that extracted data were to include sensitive data, the U.S. Treasury Department shall protect such data in accordance with the safeguards and security measures set forth in this Agreement and with full respect and taking due account of their special sensitivity.

ARTICLE 12

Monitoring of Safeguards and Controls

1. Compliance with the strict counter terrorism purpose limitation and the other safeguards set out in Articles 5 and 6 shall be subject to monitoring and oversight by independent overseers, including by a person appointed by the European Commission, with the agreement of and subject to appropriate security clearances by the United States. Such oversight shall include the authority to review in real time and retrospectively all searches made of the Provided Data, the authority to query such searches and, as appropriate, to request additional justification of the terrorism nexus. In particular, independent overseers shall have the authority to block any or all searches that appear to be in breach of Article 5.

2. The oversight described in paragraph 1 shall be subject to regular monitoring, including of the independence of the oversight described in paragraph 1, in the framework of the review foreseen in Article 13. The Inspector General of the U.S. Treasury Department will ensure that the independent oversight described in paragraph 1 is undertaken pursuant to applicable audit standards.