



# Vacancy Notice INT03871

INTERPOL is the world's largest international police organization, with 195 Member Countries. Created in 1923, it facilitates cross-border police co-operation, and supports and assists all organizations, authorities, and services whose mission is to prevent or combat international crime. INTERPOL is now looking for qualified candidates to be part of our roster of Assistant Criminal Intelligence Analyst for the Sub-Directorates within the EDPS Directorate.

INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Qualified applicants from under-represented member countries and women are strongly encouraged to apply

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<b>Job Title:</b>	Assistant Criminal Intelligence Analyst
<b>Reporting To:</b>	Assistant Director for Criminal Analysis, and Intelligence/Project or Analytical Coordinator (depending on the post)
<b>Location:</b>	Any one of INTERPOL Duty Stations – depending on the post
<b>Duration:</b>	Depending on the post – up to 3 years, Fixed-term or short-term contract
<b>Grade:</b>	6
<b>Number of post:</b>	Roster*
<b>Level of Security screening:</b>	Basic
<b>Deadline for application:</b>	30 April 2023

\*This proactive selection exercise will be used to generate a list of recommended candidates that will be used to address Organization's staffing needs in the future.

If recommended after the recruitment process, you may be offered a post within one of our projects. If this is the case, please note that these posts may be either financed by funds external to the Organization or linked to the temporary replacement of a Staff Member of the Organization and carry, in principle, no expectation of renewal. Any potential subsequent extension will be subject to the terms of the Organization's Staff Manual, and to availability of funds, to satisfactory performance and to the return of the concerned Staff Member to the post.

Tests/interviews in connection to this selection procedure will likely take place approximately 2-3 weeks after the deadline for applications. Applicants are kindly requested to plan their availability during this period accordingly, in case they are short-listed.

Selected candidates will be expected to report for duty approximately two to three months after receiving an offer of employment at the latest.

INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL Member Countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation and disabilities.

INTERPOL places no restrictions on the eligibility of candidates, without distinction as to race or ethnic origin, religion, opinions, gender, sexual orientation or disabilities. However, the national policy and laws in force in INTERPOL host countries may mean that staff members' spouses or partners, while legally recognized by the Organization, are not given the same recognition when they reside in certain duty stations. When this is the case, the Organization will inform the candidates accordingly to ensure that they are aware of the situation and allow them to make an informed decision. Candidates are also encouraged to familiarize themselves with specific laws and policies that may impact their personal and family situation in the duty station to which they apply.

## INTRODUCTION OF POST

The Assistant Criminal Intelligence Analyst works under regular supervision and guidance of the hierarchy to perform intelligence analysis, both strategic and operational, on matters relating to the structure, activities and development of transnational crime, in support of INTERPOL operational activities or senior managerial decision making processes.

## PRIMARY DUTIES

The Assistant Criminal Intelligence Analyst is, according to organizational priorities and individual skill sets and experience, expected to carry out a combination of the following specialized duties under regular supervision and guidance of his/her hierarchy:

### DUTY 1:

To assist in the production of *operational* analytical reports and assessments on the structure, scope and nature of criminal organizations and/or criminal activities in support of operational decision making by the General Secretariat (including INTERPOL Regional Bureaus), Member States' law enforcement organizations or INTERPOL partner organizations, on targeting, case-building and/or suppression of criminal organizations or criminal activities;

### DUTY 2:

To assist in the production of *strategic* analytical reports and assessments on the scope, nature and tendencies of crime phenomena, criminal organizations, the effectiveness of law enforcement measures or related issues in support of strategic decision making (i.e. setting priorities) and development of policy at the General Secretariat (including INTERPOL Regional Bureaus), in Member States' law enforcement organizations or at INTERPOL partner organizations;

### DUTY 3:

To perform basic environmental scanning and open source research in search of emerging issues or trends of a political, economic, social or technological nature, with a potential to impact on the ability of the General Secretariat, Member States or INTERPOL partner organizations to prevent and suppress transnational crime;

### DUTY 4:

To perform other tasks, related to criminal intelligence analysis, deemed appropriate by the incumbent's superior.

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The following tasks may be undertaken in the framework of the performance of the above-mentioned principal duties and activities:

### As part of Duty No. 1:

- To apply various operational analytical methods, such as comparative case analysis, offender group analysis and case analysis, and apply any technique/develop systems to accomplish the objective;
- To support feasibility studies, assessing whether and under what conditions a proposal for analytical assistance is feasible, and draw-up project plans for analytical support;
- To guide and assist specialized officers in their collection of information, and sometimes assume responsibility for collection of information;
- In the context of analytical projects, provide instructions to Data Compilers on filing structure and entry of complex data into ICIS.

**As part of Duty No. 1 and 2:**

- To support the deliver to finished analytical products (containing inferences and often recommendations) to relevant clients in printed, digital or oral form, ranging from regular oral briefings to highly complex products such as a global threat assessment on transnational crime, often resulting in new insights that have a major effect on the understanding and interpretation of the subject matter.

**As part of Duty No. 1, 2 and 3:**

- To use and sometimes adapt or redesign, or advise information technology specialists on the adaptation or redesign of, a wide range of complex computer software, such as databases (currently notably ICIS, IBM iBase and MS-Access), Internet search engines and spreadsheets as well as project planning, visualization and web publishing tools during various phases of the intelligence cycle;
- To attend Interpol working group meetings and conferences as well as external conferences and workshops;
- To apply various strategic analytical methods, such as crime pattern/trend analysis, risk/threat assessments and information gap analysis (also part of duty No. 3), to information at hand;
- To assist in the development of and applying new strategies and methods for collection, collation, analysis and dissemination, allowing delivery of timely and relevant strategic analytical products;
- To develop and maintain contact networks, both within the INTERPOL structure and with external organizations in their capacities as partners, sources of information or clients (see further under working relationships);
- To continuously review, evaluate and analyze a wide variety of specialist periodicals, journals, academic research papers, intelligence reports as well as sources on the Internet and information provided by commercial databases, according to project needs or assigned areas of subject specialization, in order to keep abreast of developments in the fields studied.

**REQUIREMENTS**

All candidates will be assessed on the under mentioned requirements

Please only include professional experience for which you can provide official proof of employment (i.e. pay-slip indicating your functional title, work certificates, etc.). You could be asked to provide copies of such documents prior to interviews/tests. Any discrepancies found between the information stated in any of your application documents and the evidence of employment provided, will be considered misrepresentation and may lead to your disqualification from this selection procedure. This is especially important for your current and previous functional titles (they need to be exactly the same as the one in your contractual agreement), exact dates of employment, description of responsibilities and achievements, reason(s) for leaving and part-time work.

**Training/Education required**

- At least two years of education at an accredited University or other specialized higher education establishment, including Police Universities/Academies, possibly with a study focus on criminal/intelligence analysis, criminology, international cooperation or social sciences.

**Experience required**

- At least three years of relevant experience in the area in question. This could mean work as an assistance crime/criminal intelligence analysis, data compiler, data processing staff, operations assistant in a law enforcement organization, or experience as an assistant researcher/analyst in another organization dealing with crime-related issues, intelligence analysis or contemporary international security threats;

- Five years of relevant experience in the area is required if the post holder does not have the required level of education.

**Languages**

- Fluency in English (written & oral);
- Proficiency in a second official working language of the Organization (Arabic, French or Spanish) or additional languages would be considered an asset.

**Specific skills required**

- Strong communication skills, both written and oral form (public speaking and delivery of presentations);
- Good computer skills with standard office word-processing, spreadsheet, database and presentation software are required. Experience using link- and flowcharting tools and/or statistical/GIS analysis

software would be highly desirable. Experience with web-publishing tools and/or the ability to conceptualize and design databases according to project needs as well as the ability to exploit the Internet for the collection of open source information relevant to criminal intelligence analysis would be considered an asset.

- Ability to work persistently and under pressure, with discipline and high degree of self-motivation;
- Good social skills, particularly in a multicultural environment;
- Initiative, creativity (original thinking) and curiosity;
- Ability to synthesize;
- Good listening skills;
- Willingness to learn.

#### Special aptitudes required

- Personal and professional maturity;
- Ability to maintain objectivity and apply logical reasoning;
- Ability to work in teams as well as independently;

### WORKING CONDITIONS

- Remuneration for appointment on contract: Salary scales of all duty stations of INTERPOL can be found at <https://www.interpol.int/What-you-can-do/Careers/Vacancies>. The starting point is step 1 and one additional step will be granted for every 3 years of fully relevant experience. The salary scales of INTERPOL's officials are adjusted at least once per year (more under exceptional circumstances) on the basis of the methodology used for the calculation of the Purchase Power Parity (PPP).
- The successful candidate may be offered appointment on a higher step depending upon professional background and experience. For more information regarding conditions of service see Employment conditions for contracted officials available on the Organization's career website (<https://www.interpol.int/What-you-can-do/Careers>).
- The incumbent may occasionally be required to work occasional overtime based upon workload and to go on missions.
- In order to be a staff member at INTERPOL the proof of fully COVID-19 vaccination status is a mandatory requirement. The person is considered fully vaccinated if he/she has taken all the doses (initial and booster doses) required by the local health authorities of his/her country of residence/origin. This may imply a reduced number of doses if the person has recovered from COVID-19 infection (requirement for recovery certificate). Please note this as you apply for the position advertised.
- Within the limits of the applicable regulations in the duty station, INTERPOL supports selected candidates' visa applications and/or special residence permits.

In compliance with INTERPOL's Confidentiality regime the successful candidate will have to undergo a security screening according to the clearance level attached to the function.

- INTERPOL has four official languages: English, French, Spanish and Arabic.
- INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or upper grade, to make an appointment with a modified job description or for a shorter or longer duration than indicated above.
- INTERPOL would like to inform candidates that their application may be considered for other similar positions.
- INTERPOL operates a non-smoking policy.