



## VACANCY NOTICE INT03754

This vacancy announcement pertains to law enforcement and/or governmental officials within INTERPOL's member countries only.

Please read the **Conditions of Secondment** in force at INTERPOL including the maximum duration of secondment.

INTERPOL has launched a Financial Assistance Programme for Secondments. This program is targeting non represented and underrepresented member countries which have been deterred from sending Seconded Officers to INTERPOL due to financial reasons. For more information on the eligibility, on the process and on the financial package, please write to [HRM-FinAid@interpol.int](mailto:HRM-FinAid@interpol.int)

Please be aware that your home Administration/Agency/Service/Government will be responsible for all of your salary/remuneration, social insurance, pension contributions, welfare benefits, family allowances, benefits during your assignment at INTERPOL as well as travel, removal expenses related to your arrival at and departure from INTERPOL, and any other related costs depending on your circumstances. **It is requested that you obtain in writing, confirmation from your home Administration/Agency/Service/Government that it agrees with these CONDITIONS OF SECONDMENT. This confirmation letter should be forwarded to us THROUGH THE NCB, who needs to validate your application.**

INTERPOL is the world's largest international police organization, with 195 member states. 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 a qualified candidate as a Regional Specialized Officer, Regional Bureau Nairobi within the Global Outreach & Regional Support Directorate.

**INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Applicants from the underrepresented Member States and qualified female candidates are strongly encouraged to apply.**

Job title:	Regional Specialized Officer - Regional Bureau Nairobi
Reporting To:	Head of Regional Bureau Nairobi
Location:	Nairobi, Kenya
Duration:	3 year secondment
Grade:	5
Number of post:	1
Security Clearance Level:	Basic
Deadline for application:	10 June 2023

*INTERPOL is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of INTERPOL Member States, 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.*

## **INTRODUCTION OF THE POST**

Under the supervision of the Head of Regional Bureau, the Regional Specialized Officer will be responsible for:

1. The specific operational crime response, covering all aspects of day-to-day crime matters relevant to the region,
2. The general information related to law enforcement and crime combating in the region and
3. An adequate support on regional and national level.

These assignments will improve the co-operation in the region and should be accomplished through the treatment of INTERPOL messages, conferences and meetings, missions, liaison, training and the creation of reports.

**This is not a supervisory position** and issues related to the deployment of staff, use of resources and budget expenditure are handled under supervision.

## **PRIMARY DUTIES**

### **DUTY 1: Analyze pertinent information and disseminate it as appropriate**

- Assess information received at the General Secretariat and initiate the timely diffusion of relevant information to member countries;
- Link items of information in order to develop trends and strategic initiatives as necessary.

### **DUTY 2: Prepare/Assist Projects, analysis and programmes**

- Initiate and prepare programmes and projects concerning assigned countries dealt with or specific kind of crime;
- Prepare analytical studies and summary reports;
- Identify criminal/co-operation problems in assigned country and propose solutions.

### **DUTY 3: Organize and participate in meetings and/or conferences**

- Represent the General Secretariat at external meetings/conferences;
- Prepare draft agenda, circular letters, invitations to specific speakers;
- Arrange facilities of meetings;
- Anticipate potential problems and recommend corrective action;

- Draft a final report of the meeting/conference;
- Follow-up on a timely basis action items as a result of the meeting/conference.

#### **DUTY 4: Prepare reports /written communications and make oral presentations**

- Prepare written mission reports and any additional documents as necessary;
- Write case studies and summaries;
- Make presentations at the General Secretariat and other meetings;
- Receive visitors in order to discuss INTERPOL issues.

#### **DUTY 5: Perform liaison activities with RBs, NCBs, national law enforcement agencies and regional / international organizations**

- Assist member countries and regional initiatives/international organizations on request;
- Advise on legal/technical possibilities for investigations;
- Co-ordinate complicated ongoing investigations on request;
- Carry out liaison missions as required;
- Ensure the liaison between the General Secretariat and the assigned countries and regional initiatives/international organizations.

#### **DUTY 6: Serve periodically as permanence officer (might cover night shifts)**

- Receive communications and take appropriate timely action during assign permanence duty, as outlined in the Stand-by duty instructions.

#### **DUTY 7: Perform specific tasks**

- Establish and maintain work methods and procedures ;
- Use working techniques in order to achieve maximum effectiveness and efficiency ;
- In accordance with the annual Activity Program.

Carry out all other duties as may be directed by the Head of Regional Bureau, Assistant Director or the Director.

### **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.*

**All candidates will be assessed on the under mentioned requirements.**

#### **Training/Education required**

- Three to four years education at a University or another specialized higher education establishment.

#### **Languages**

- Professional fluency in English.
- Proficiency in a second official working language of the Organization (Arabic, French or Spanish) would be an asset.

#### **Experience required**

- At least three years of experience in legal or police areas.
- Ten years' experience in the area is required if the post holder does not have the required level of education.
- Experience in international police cooperation.

#### **Specific skills required**

- Strong communication skills, both in written and oral form (public speaking and delivery of presentations).
- Experience in working with computers including knowledge of oral presentations software, business intelligence and word processing software as well as Internet.
- Experience in preparing written documents, including intelligence reports and visual presentations that meet professional standards.
- Independently analyze complex/large volume of material.
- Work within a multi-faceted investigative team concept.

#### **Special aptitudes required**

- Personal and professional maturity.
- Ability to maintain objectivity and apply logical reasoning.
- Think/plan operationally and strategically.
- Transform initiatives into new working practices.
- Ability to work in teams as well as individually.
- Ability to work under pressure and meet sudden deadlines.
- Good social skills, particularly in a multicultural environment.
- Initiative, creativity (original thinking) and curiosity.
- Ability to develop and maintain professional networks.
- Ability to synthesize.
- Good listening skills.

#### **In addition to the requirements, the following Assets and Special Aptitudes would be beneficial:**

- Experience working in an international environment would be highly desirable, for example employment in an international organization, or participation in international working groups, joint international projects, etc.

## WORKING CONDITIONS

Remuneration: INTERPOL does not pay salary to seconded officials. Depending on the nationality of official, an expatriation allowance may be paid for a maximum period of six years. For more information regarding conditions of service, please refer to the “Secondments” link available on the web site (<https://www.interpol.int/What-you-can-do/Careers/Secondments>).

The incumbent will be occasionally required to work irregular hours or overtime based upon workload.

This post requires occasional travel on missions, sometimes of a long duration and at a short notice.

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.

**\* The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.**

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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: Arabic, English, French and Spanish.

INTERPOL retains the right not to make any appointment to this vacancy, to make an appointment at a lower or higher grade or 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 might be considered for other similar positions.

INTERPOL operates a non-smoking policy.

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