



VACANCY NOTICE INT03856

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

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 Head of NCB Coordination Desk for Europe within the Global Outreach and 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:	Head of NCB Coordination Desk for Europe
Reporting To:	Director GORS
Location:	Lyon, France
Duration:	3-year secondment
Grade:	4
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 Director, the incumbent will manage a program covering a specialized range of activities within the Desk, through direct supervision of a number of project leaders and project teams of specialized staff of the Desk. This is to ensure (1) that the policies of the Directorate and the strategic and tactical objectives, in relation to the work of the Desk, are known, explained to the multiple staff members in the Desk, understood, and fully implemented by the Desk; and (2) that the Desk functions efficiently and generates an effective performance monitored and measured output.

The incumbent will be required to manage a complex program on very specialized issues within the context of self-contained and mutually supportive projects covering INTERPOL's strategic law enforcement activities under the guidance of the Director. He/She will be directly responsible for all staff in his/her Desk within the (core business) of the Directorate, as well as assisting the Director to plan programs, projects, personnel, staffing and a budget cycle, and then manage its related financial and staffing resources.

PRIMARY DUTIES

Define, plan and implement the program and policies of the managed Desk so that the component parts of the Desk will, through well-led and managed projects, provide quality, up-to-date: (a) specialized crimes; or (b) operational police support; or (c) specialized; or (d) regional and national specialization and maintain an in-depth knowledge covering a wide range and scope of important of police matters, including training and investigative support to INTERPOL's Member States on specific high profile crime areas, as well as operational and administrative services for their regional and national crime fighting activities as required.

Main activities as part of duty 1:

- Perform a wide range of managerial activities related to the coordination and supervision of the Desk, including but not limited to, program and project management, personnel, financial planning, strategic and operational decision making and policy issues.
- Maintain all policy objectives, working methods and procedures and high level techniques under review and conduct changes to enhance the efficiency or effectiveness of the Desk.
- Provide regular and timely ad-hoc reporting to the Director on the activities of the Desk.
- Prepare annual program work plans for the Desk along with sufficient details to enable appropriate staffing and budgetary planning proposals to the Director.
- Prepare and/or direct and supervise the preparation of project initiation documents, project plans, project outcomes and performance measurement.

- Ensure all tasks assigned by the Director, or Executive Director, (including issues arising from General Assembly, Resolutions, recommendations of Regional Conferences, and action plans) that are assigned within the programmed projects of the Desk are managed and overseen and that they receive appropriate priority and handling from the Desk.

DUTY 2

Initiate, coordinate, and ensure that the Desk will, in a timely manner, identify existing and emerging crime related issues and provide managed project-based solutions for the international law enforcement community and establish regular status reports of the Desk's activities for the Assistant Director and regular reporting on the outcomes of projects to the Director.

Main activities as part of duty 2:

- Develop and implement a process for determining Desk priorities within the range of projects under the Desk Program to be assessed against the strategic priorities of INTERPOL, the Global Outreach and Regional Support Directorate. Working in cooperation with the Director, develop, oversee, and manage the execution of priority projects within the Desk and all staff working on those projects.
- Ensure that staff of the Desk receive clear and timely instructions regarding internal management decisions and the expectations of the Assistant Director, the Director and the Executive Director.
- Continuously follow-up on the progress and results of on-going projects and provide accurate and timely advice and guidance to the Director.
- Ensure effective liaison arrangements exist and are practiced between the Desk and all of its project teams and with other Units within the General Secretariat.
- Ensure that all police information referred for advice or exploitation to be entered into the Criminal Information System and/or be the subject of a publication, is processed in an expeditious manner and according to the Organization's various rules pertaining to the use and safeguarding of police information.
- Make recommendations to the Director regarding recruitment, staffing, and budget requirements, to ensure that the Desk is staffed at an appropriate level and maintains the correct range of skills to support the strategic role of the Desk's program and projects.

DUTY 3

Assist the Director in the continuous development of the Directorate and the INTERPOL Organization.

Main activities as part of duty 3:

- Continuously manage, review, evaluate, thoroughly analyze and correct key processes within the Desk in order to keep pace with the changing criminal, social and geopolitical environment. Make clear, accurate, and timely recommendations to the Director regarding key processes.
- Determine and coordinate the proper functioning of the Desk at all levels of management within the Directorate.

DUTY 4

Develop and maintain effective contacts with other Desks and Directorates of the General Secretariat, including leading or participating (as an expert in a field) in expert Working Groups, RBs, NCBs and other regional, national and international institutions outside the Organization, as directed, and represent the Sub-Directorate and General Secretariat in meetings and other fora when called upon to do so.

Main activities as part of duty 4:

- Liaise effectively and efficiently with all other Programs and units within the Directorate, Executive Directorate Police Services, and the General Secretariat to ensure that there is a common understanding of policy and project issues and procedures through timely and appropriate cooperation and information sharing.
- Maintain close and effective working relationships outside the Desk, the Sub-Directorate, the Directorate, the Executive Directorate Police Services and the General Secretariat, such as Police Chiefs, NCBs, and other regional, national and international institutions, under the general guidance of the Director and Executive Director.
- Could be required to either lead or participate as an expert in internal expert Working Groups aimed at proposing high level operational/regional/specialized crime expertise on some processes to be addressed internally or in co-operation with Member States.

DUTY 5

Act on behalf of the Assistant Director, in his absence, and when required, at organizational as well as international conferences and meetings.

Main activities as part of duty 5:

- Accurately represent the views and opinions of the Director at meetings, both inside and outside the Sub-Directorate and General Secretariat.
- Perform all other duties and responsibilities delegated by the Director and ensure that all advice, decisions and issues on policy, programs and projects is consistent with INTERPOL policy and the directions of the Director.
- Perform all other functions, duties, and responsibilities that may be directed by the Director to ensure the smooth functioning of the Desk's programs and projects.
- When called upon, and under the guidance of the Director, brief media representatives on issues pertaining to the specialized and technical work of programs and projects within the Desk or as otherwise required.

DUTY 6

Seek self-developed and independent solutions, resulting from in-depth analysis on Desk issues, and provide them as recommendations for projects, activities and missions for the Desk to be undertaken, and prepare accurate and timely reports on action taken.

Main activities as part of duty 6:

- Provide sound and accurate advice and recommendations regarding the correct and efficient utilization of the Desk's financial and staffing resources.
- Provide and manage an in-depth analysis on specific projects, activities and missions to be undertaken by the Desk in accordance with the strategic framework of the Desk's programs and make appropriate recommendations to the Director.

DUTY 7

Generally maintain a detailed knowledge of the activities, strategies and tactical objectives and outcomes of project leaders and project teams under his/her direct supervision.

Main activities as part of duty 7:

- Perform all duties assigned by the Director in the manner prescribed.
- Perform all other duties assigned by the Director in a manner which is consistent with the policies of the Organization and direction of the Director

DUTY 8

Carry out all other duties as may be directed by the Director Global Outreach and Regional Support.

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 specialized higher education establishment (preferably in Law, Public Policy or Police Management).
- Law enforcement training at a senior level.

Languages

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

Experience required

- Five years in the area in question and, where necessary, management experience.
- Sound background in highly specialized criminal investigations including regional and national expertise/operational police support.
- Sound background in the management of strategic programs and projects and their performance monitoring, measurement and reporting.
- Experience as a Senior Manager of a national law enforcement agency or an equivalent position in an international law enforcement organization.
- Experience in planning and managing complex tasks, with only minimum supervision.
- Background in the use of computer systems.
- Strong leadership qualities and solid presentation and communication skills are required.

Specific skills required

- Very strong communication skills, both in written and oral form
- Good social, specifically multicultural, skills
- Good listening skills
- Ability to develop and maintain professional networks

- Ability to synthesize

Special aptitudes required

- Personal and professional maturity
- Ability to maintain objectivity and apply logical, specifically inductive, reasoning
- Ability to work in teams as well as individually
- Ability to work under pressure
- Initiative, creativity (original thinking) and curiosity

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.**

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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