



## Vacancy Notice INT03598

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 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 a qualified candidate as a Criminal Intelligence Analyst - Criminal Networks within the Organized and Emerging Crimes Directorate.**

**INTERPOL embraces diversity and is committed to achieving diversity and inclusion within its workforce. Qualified applicants from underrepresented Member Countries and women are strongly encouraged to apply.**

<b>Job title:</b>	Criminal Intelligence Analyst
<b>Reporting To:</b>	Criminal Networks Coordinator
<b>Location:</b>	Lyon, France*
<b>Duration:</b>	3-year secondment
<b>Grade:</b>	5
<b>Number of post:</b>	1
<b>Security Clearance Level:</b>	Basic
<b>Deadline for application:</b>	20 June 2023

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.

**\* 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.**

## INTRODUCTION OF THE POST

The 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, and in addition, contributes to the further development of criminal intelligence analysis as a vital law enforcement support tool.

## PRIMARY DUTIES

The 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 produce 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 produce 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 of 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 environmental scanning, by applying advanced techniques 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 transnational crime, and disseminate them to concerned parties;

### DUTY 4

To contribute to further development and better application of criminal intelligence analysis and its methods and tools, advancing the techniques and providing best practice for analysis as a law enforcement support tool, particularly at the General Secretariat, and within Member States' law enforcement agencies, and if prioritized, at other INTERPOL partner organizations;

### DUTY 5

To perform other tasks, related to criminal intelligence analysis, deemed appropriate by the incumbent's superior including replacing or representing him/her if required.

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 conduct 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 deliver to relevant clients finished analytical products (containing inferences and often recommendations) 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, often delivering (computer-aided) lectures on complex subjects and sometimes distributing reports as well;
- 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.

**As part of Duty No. 4:**

- To develop pedagogic training modules in subjects constituting elements of operational or strategic criminal intelligence analysis, including pertinent training materials, and teach these or other manuals to selected students;
- To organize and administrate the courses run by the Criminal Analysis Sub-Directorate, including selection of students, budgeting and liaison with external course trainers and providers of course facilities, in collaboration with concerned sub-directorates of the Interpol General Secretariat, the Interpol Global Complex for Innovation and the Regional Bureaus;
- When applicable, to act as a mentor to newly arriving analysts by providing training and development assistance as assigned by the Assistant Director, Criminal Analysis Sub-Directorate.

## REQUIREMENTS

All candidates will be assessed on the under mentioned requirements.

### Training / Education required

- Three-to-four years' education at a 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. Post-graduate degree would be considered an asset.

### Experience required

- A minimum of three years' experience in the area in question. This could mean work as crime/criminal intelligence analyst in a law enforcement organization, or experience as a researcher/analyst in another organization dealing with crime-related issues, intelligence analysis or contemporary international security threats.
- A minimum of ten years' relevant experience is required if the post holder does not have the required level of education;

### Languages

- Fluency in English is required (written and 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 in written and oral form (public speaking and delivery of presentations);
- Proficiency in standard office word-processing, spreadsheet, database and presentation software required;
- Advanced experience in using link- and flowcharting tools and/or statistical/GIS analysis software would be highly desirable;
- Proficiency in 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 and other electronic sources for the collection of open source information relevant to criminal intelligence analysis would be considered an asset.

### Special aptitudes required

- Personal and professional maturity;
- Ability to maintain objectivity and apply logical reasoning;
- Ability to work in teams as well as independently;
- 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 develop and maintain professional networks;
- Ability to synthesize;
- Good listening skills;
- Willingness to learn.

## WORKING CONDITIONS

- Remuneration for secondment: 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 our website: (<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.
  - Within the limits of the applicable regulations in the duty station, INTERPOL supports selected candidates' visa applications and/or special residence permits.
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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 working 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 has a non-smoking policy.

## CONFIDENTIALITY REGIME

In application of Article 114(1) of INTERPOL's Rules on the Processing of Data (RPD), the General Secretariat is *"responsible for determining authorization procedures or a system of security clearance at each data confidentiality level"*. Member Countries which are not able or willing to assist INTERPOL in performing such a check should be aware that some INTERPOL information might not be made available to their nationals working at INTERPOL.

- **In order to be able to access police information classified as "INTERPOL For official use only" or "INTERPOL RESTRICTED", the individual has to obtain "INTERPOL Restricted" security clearance.** This clearance is granted after Basic security screening.

For seconded or other officials assigned to work or assist at the General Secretariat by a member country, in lieu of Basic security screening, the respective NCB takes the responsibility that the equivalent of the INTERPOL Basic security screening has been satisfactorily completed. This means that the following verifications will not be performed by the General Secretariat but are considered to have been taken care of by the respective NCB.

Basic security screening must comprise the appropriate checks listed below:

- Presentation of a current and valid government-issued identity document (passport or identity card);
  - Copies of educational diplomas/certificates and verification of their authenticity;
  - Written reference check form from one or more of former employers (schools and universities may also be considered as appropriate) where the person has worked for a significant period of time;
  - A criminal record disclosure from the person's country of citizenship and country(ies) where he/she has resided (for periods of more than one year) during the past five years;
  - A trawl against open-source information for any adverse information necessary to determine the honesty or integrity of the person.
- **In order to be able to access police information classified as "INTERPOL CONFIDENTIAL", the individual has to obtain "INTERPOL Confidential" security clearance.** This clearance is granted after Enhanced security screening.

Please be aware that the General Secretariat (Internal Oversight Services/Confidentiality Desk) will contact your NCB to obtain the confirmation that this enhanced security screening has been performed on the incumbent.

As a minimum requirement, and to the extent possible under national laws and regulations, this security screening shall comprise an assessment of:

- The applicant's character;
- Any previous incidents where the individual has shown lack of discretion or loyalty in his/her current or former positions (not limited to the current employer), including the infringement of security regulations;
- Past and present conduct or involvement in personal associations that could be exploited or could make the person vulnerable to blackmail or pressure;
- Criminal background (especially regarding acts of terrorism, sabotage, treason or sedition, either as perpetrator or associate; membership or supporter of a criminal organization);
- Any personally induced vulnerabilities such as alcoholism, past or present use of illegal drugs or abuse of prescription medicines (medical secrecy may apply under national legislation);
- Serious financial difficulties or financial irregularities in their accounts (for example, unexplained income) (financial secrecy may apply under national legislation);
- Lifestyle factors that do not match declared income (for example purchasing an expensive vehicle or boat on a modest income);
- The age and maturity of the applicant, including the age and maturity at which any adverse events occurred;
- The legal status of the individual (is the applicant properly registered in his/her country of citizenship and/or residence?);
- Other factors that might raise concerns about an individual's attitude to rules and obligations (for example, is the applicant up to date with tax or other statutory declarations?);
- Honesty of the individual (for example, has the applicant honestly and openly declared any adverse events or factors or has (s)he tried to hide them?; has (s)he been honest during the security screening?).

Under no circumstances should clearance be granted simply because of an official's rank, post held, or length of service. Staff may only gain access to General Secretariat premises and to police information if the appropriate INTERPOL security clearance has been obtained. In order to speed up the process, and as the Enhanced security screening may take some time, the seconded official requiring INTERPOL Confidential security clearance may be authorized to start the secondment if the NCB can confirm that the equivalent to Basic security screening has been performed. Access to "INTERPOL CONFIDENTIAL" information will not be authorized until Enhanced security screening is confirmed.