



This post is open for Internal and External Applicants

Vacancy Notice No. INT02262

INTERPOL is the world's largest international police organization, with 194 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 Operations Assistant within the Operational Support and Analysis Directorate (OSA).

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

Job Title:	Operations Assistant, CCC*
Reporting To:	Team Leader/ Coordinator
Location:	Lyon, Singapore or Buenos Aires**
Duration:	3 Years, Fixed term contract
Grade:	7
Number of post:	Roster*
Level of Security screening:	Basic
Deadline for applications:	19 January 2020

Conditions applying for both INTERNAL AND EXTERNAL CANDIDATES

Only professional experience for which candidates can provide official proof of employment will be considered. Candidates could be requested to provide copies of such official documents prior to interviews/test.

****The incumbent may be assigned to one of the Organization's duty stations such as Lyon, Singapore or Buenos Aires depending on staffing needs.**

Testing in connection to this selection procedure is likely to take place within the first 3 weeks of February and the interviews approximately 2 weeks later. 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 one month after receiving an offer of employment at the latest.

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

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.

INTRODUCTION OF POST

The role of the Operational Support and Analysis Directorate is to support law enforcement officers in "real time" responding to international crime.

This support includes 24/7 investigative and crisis response; police forensics, biometrics and new identification technologies; police data and information management; fugitive investigative support; border management and major sporting events support.

Under the guidance and monitoring of his/her direct supervisor, and operating at all times with minimal supervision, the Operations Assistant assists transnational police, anti-crime and disaster response co-operation in accordance with the mandate of the department to which he/she is assigned amongst the Sub-Directorates in the Operational Support & Analysis Directorate (OSA):

OSA/CCC: The Command and Co-ordination Centre operates 24 hours a day, 7 days a week, every day of the year, in English, French, Spanish and Arabic operating as a First Response Unit and has Operations Rooms in Buenos Aires in Argentina, Lyon in France and Singapore.

Or

OSA/FPDM: The Sub-directorate is two-fold. One part is dedicated to the professional management of INTERPOL's police databases; processing of international requests for cooperation (notices, diffusions and messages) sent to the General Secretariat; developing applications linked to database services and modernizing database features offered to member countries as well as the quality control of police data and databases in liaison with the Office of Legal Affairs (OLA) as part of the Notices and Diffusions Task Force.

The other part focusses on police forensics to support member countries in the identification of crime, criminals and missing persons based on INTERPOL biometrics expertise. This capability delivers products and activities, such as forensic software and databases (firearms, fingerprints, DNA profiles and facial recognition) to allow police across the world to make connections between criminals and crime scenes. Training is also provided to frontline officers and assistance in Disaster Victim Identification (DVI) assistance in the aftermath of a disaster.

The Sub-directorate as a whole sets international standards for data exchange, capacity building and training in addition to the sharing of best practices, and in conjunction with operational units provides specialized field support. Pertinent workshops and conferences are also organized.

This Vacancy refers to a Roster Exercise recruitment for the OSA/CCC.

PRIMARY DUTIES

DUTY 1/Mission 1

- Reception and assessment of all incoming information to INTERPOL (which may be received in all four official languages).

DUTY 2/Mission 2

- Assist in the assessment of the level of urgency and implementation of subsequent action upon urgent operational, tactical and strategic matters.

DUTY 3/Mission 3

- Assist in providing logistical and support services provided from Lyon/Buenos Aires or Singapore to member countries and support teams in-house and in the field.

DUTY 4/Mission 4

- Provision of services from Lyon/Buenos Aires/Singapore to support specialized field teams in response to the needs of the requesting administration.

DUTY 5/Mission 5

- Facilitation of communication between NCBs and INTERPOL staff on day-to-day and specific issues as instructed.

DUTY 6/Mission 6

- In accordance with standard operating procedures, provide assistance in the location, identification and detention of persons and substances moving illegally around the world and continued monitoring of subsequent movements as required.

DUTY 7/Mission 7

- Assist in the provision of a real time service to locate and identify persons travelling that are wanted or using fraudulent documents.

DUTY 8/Mission 8

- Gathering, reporting and processing of information and data, in accordance with the rules on the processing of data (RPD), relevant to transnational crimes and criminals, wanted persons, individuals subject to criminal investigation, crisis and major events to ensure the relevance and accuracy of information in the Organization's databases and alert member countries to potential dangers/threats.

DUTY 9/Mission 9

- Assist in the preparation of clear, impartial, concise, objective reports on all activities, including movements of INTERPOL and related personnel.

DUTY 10/Mission 10

- Assist in the identification of best practices and setting of internationally shared standards for comprehensive and efficient exchange of information or biometrics.

DUTY 11/Mission 11

- Notice Publication and on a daily basis quality control and compliance review for Notices, wanted diffusions and other diffusions

Perform any other duties as required by the supervisor.

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.

1.1 Training/Education required

- At least two years' University education in an area relevant the department to which the incumbent will be assigned.

1.2 Experience required

- At least two years' experience in an area relevant to the role to which the incumbent will be assigned.
- Work experience with law enforcement entities and/or in crisis management positions is an asset.
- Experience of working in other international organizations, or participating in field missions is an asset

1.3 Languages

- Full proficiency in English and at least one other official language of the Organization (Arabic, French or Spanish) is required.
- In addition, special consideration will be given to candidates with high proficiency (oral in written) in classical Arabic.

1.4 Specific skills required

- Strong communication skills, both in written and oral form.
- Knowledge of criminal procedures and law enforcement actions and practices
- Experience in working with computers including knowledge of oral presentations software, business intelligence and word processing software.

1.5 Job specificities

- Must be able to work flexible hours and shifts (including nights, weekends, public holidays)
- Must be able to travel at short notice locally and internationally for long or short periods of time

In addition to the requirements, the following Assets and Special Aptitudes would be beneficial.

1.6 Special aptitudes required

- Personal and professional maturity;
- Ability to maintain objectivity and apply logical reasoning;
- Ability to work in teams as well as individually;
- Ability to work under pressure;
- Good social skills, particularly in a multicultural environment;
- Initiative, creativity (original thinking) and curiosity;
- Ability to synthesize;
- Good listening skills.

2 WORKING CONDITIONS

- Remuneration for appointment on contract:
- The monthly remuneration will be paid with reference to the salary scale in force at the specific duty station.
- 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](https://www.interpol.int/What-you-can-do/Careers) available on the Organization's career website (<https://www.interpol.int/What-you-can-do/Careers>).
- This post is subject to shift work, and currently falls under Staff Instruction No. 2012.25. The incumbent will be therefore entitled to the shift work compensatory payment currently set at 10% of the gross monthly salary.
- The incumbent may occasionally be required to work occasional overtime based upon workload and to go on missions.

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 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 may be considered for other similar positions.

INTERPOL operates a non-smoking policy.