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| <u>Notice No</u> | Contents | Page |
|------------------|--|------|
| | V <i>Announcements</i> | |
| | ADMINISTRATIVE PROCEDURES | |
| | European Personnel Selection Office (EPSO) | |
| 2014/C 88 A/01 | Notice of open competition — EPSO/AD/278/14 — Administrators (AD 7) in the following fields: 1. Digital forensics 2. Operational analysis | 1 |

EN

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V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITION

EPSO/AD/278/14 — ADMINISTRATORS (AD 7)

in the following fields:

1. DIGITAL FORENSICS
2. OPERATIONAL ANALYSIS

(2014/C 88 A/01)

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to constitute a reserve from which to recruit administrators (*).

The purpose of this competition is to draw up two reserve lists from which to fill vacant posts for officials at the European Anti-Fraud Office in Brussels.

Before applying, you should carefully read the General rules governing open competitions published in Official Journal of the European Union C 60 A of 1 March 2014 and on the EPSO website.

This document is an integral part of the competition notice and will help you to understand the rules governing the procedure and how to apply.

CONTENTS

- I. GENERAL BACKGROUND
- II. DUTIES
- III. ELIGIBILITY
- IV. ADMISSION TESTS
- V. ADMISSION TO THE COMPETITION AND SELECTION BASED ON QUALIFICATIONS
- VI. ASSESSMENT CENTRE
- VII. RESERVE LISTS
- VIII. HOW TO APPLY

(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

I. GENERAL BACKGROUND

| | |
|--|---|
| 1. Number of successful candidates sought per field | Field 1 = 16 Field 2 = 16 |
| 2. Comments | This notice covers two fields. You may not apply for more than one of these fields. You must make your choice when you apply online and you will not be able to change it after you have confirmed and validated your online application form. |

II. DUTIES

The mission of the European Anti-Fraud Office (OLAF) is threefold:

- to protect the financial interests of the European Union by investigating fraud, corruption and any other illegal activities,
- to detect and investigate serious matters relating to the discharge of professional duties by members and staff of the EU institutions and bodies that could result in disciplinary or criminal proceedings,
- to support the European Commission in the development and implementation of fraud prevention and detection policies.

The Director-General of OLAF has statutory independence in the conduct of investigations.

OLAF's independent investigation powers extend to all EU institutions and bodies, as well as to economic operators with a relationship with the EU budget both in the Member States and in third countries.

The specific profiles sought are described in the annexes.

III. ELIGIBILITY

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- (a) You must be a citizen of one of the Member States of the European Union.
- (b) You must enjoy your full rights as a citizen.
- (c) You must have fulfilled any obligations imposed on you by the laws on military service.
- (d) You must meet the character requirements for the duties involved.

2. Specific conditions

| | |
|------|---|
| 2.1. | Qualifications See point 2 of the annexes. |
| 2.2. | Professional experience See point 3 of the annexes. |

| | |
|-------------------|---|
| 2.3. | Knowledge of languages ⁽¹⁾ |
| Language 1 | <p>Main language</p> <p>A thorough knowledge of one of the official languages of the European Union.</p> |
| Language 2 | <p>Second language (must be different from language 1)</p> <p>A satisfactory knowledge of English, French or German.</p> <p>A good understanding of English (written and spoken) is required for recruitment to OLAF in these two fields (digital forensics and operational analysis).</p> <p>English is the main language used by digital forensics experts and operational analysts working in the area of anti-corruption and/or financial crime in an international context. A good command of English is therefore essential, whether for giving presentations and holding discussions or for writing reports, so as to ensure effective cooperation and information exchange with the national authorities of Member States and third countries.</p> <p>In the light of the judgment given by the Court of Justice of the European Union (Grand Chamber) in Case C-566/10 P, <i>Italy v Commission</i>, the EU institutions wish to inform candidates of the reasons for limiting the choice of the second language in this competition to a small number of official EU languages.</p> <p>The second language options in this competition have been defined in line with the interests of the service, which require new recruits to be immediately operational and capable of communicating effectively in their daily work. Otherwise the efficient functioning of the institutions could be severely impaired.</p> <p>It has long been the practice to use mainly English, French, and German for internal communication in the EU institutions and these are also the languages most often needed when communicating with the outside world and dealing with cases. Moreover, English, French and German are the most common second languages in the European Union and the most widely studied as a second language. This confirms what is currently expected of candidates for European Union posts in terms of their level of education and professional skills, namely that they have a command of at least one of these languages. Consequently, in balancing the interests and needs of the service and the abilities of candidates, and given the particular field of this competition, it is legitimate to organise tests in the three languages so as to ensure that all candidates are able to work in at least one of them, whatever their first official language. Assessing specific competencies in this way allows the institutions to evaluate candidates' ability to be immediately operational in an environment that closely matches the reality they would face on the job.</p> <p>For these same reasons, it is reasonable to limit the language of communication between candidates and the institution, including the language in which applications are to be drafted. Furthermore, this ensures uniformity when comparing candidates and checking their application forms.</p> <p>To ensure equal treatment for all candidates, everyone — including those whose first official language is one of the three — must take some tests in their second language, chosen from among these three.</p> <p>None of this affects the possibility of later language training to enable staff to work in a third language, as required under Article 45(2) of the Staff Regulations.</p> |

IV. ADMISSION TESTS

Admission tests are organised by EPSO and you will take them on a computer. The selection board decides on the difficulty of the tests and approves their subject matter on the basis of proposals made by EPSO.

⁽¹⁾ See the Common European Framework of Reference for Languages (CEFR) — required level: language 1 = C1, language 2 = B2, English language = B2
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp>

These computer-based admission tests will be organised only if the number of candidates exceeds a certain threshold, which will be determined by the Director of EPSO, as the appointing authority, after the deadline for applications. The threshold can vary from one field to another and you will be informed of the precise details via your EPSO account.

If admission tests are not held, these reasoning tests will form part of the assessment centre (see Section VI.2).

| | | |
|---------------------------------------|--|--|
| 1. Invitation | You will be invited to sit the tests if you have validated your application on time (see Section VIII). NB: 1. By validating your application, you declare that you meet the general and specific conditions listed in Section III. 2. You must reserve a date to sit the tests. This must be done by the deadline notified to you via your EPSO account. | |
| 2. Nature and marking of tests | A series of tests comprising multiple-choice questions to assess your reasoning abilities: | |
| Test (a) | Verbal reasoning | Marking: out of 20 Pass mark: 10 |
| Test (b) | Numerical reasoning | Marking: out of 10 |
| Test (c) | Abstract reasoning | Marking: out of 10 |
| | | The aggregate pass mark for tests (b) and (c) is 10. |
| 3. Language of the tests | Language 1 | |

V. ADMISSION TO THE COMPETITION AND SELECTION BASED ON QUALIFICATIONS

1. Procedure

Initially, checks for compliance with the general and specific conditions and the selection based on qualifications will be carried out on the basis of the information given in your online application.

- (a) Your answers to the questions relating to the general and specific conditions will be processed to determine whether you can be included in the list of candidates who fulfil all the conditions for admission to the competition.

If prior admission tests are organised, compliance with the general and specific conditions will be checked for each field in descending order of the marks obtained, until the number of candidates who:

- *have passed the admission tests with the highest marks, and*
- *satisfy the eligibility conditions,*

reaches the threshold defined by the appointing authority ^(?).

Where a number of candidates tie for the last available place, they will all be included in the selection phase based on qualifications. Online applications of candidates below the threshold will not be examined.

- (b) The selection board will then screen the candidates eligible for the competition on the basis of their qualifications to identify those whose profile (particularly their diplomas and professional experience) best matches the duties and selection criteria set out in this competition notice. This selection is carried out **solely** on the basis of the information provided in the ‘Talent Screener’ tab and takes place in two stages:

- each selection criterion is weighted between 1 and 3, according to how important the board considers it to be,
- the selection board then examines candidates’ answers and awards 0 to 4 points for each answer, according to the candidate’s qualifications. The points are then multiplied by the weighting for each question and added together to give an overall score.

^(?) This is the number referred to in the second paragraph of Section IV.

The selection board will then draw up a list of candidates in the order of the overall scores awarded. For each field, the number of candidates invited to the assessment centre ⁽³⁾ will not exceed **three times** the number of successful candidates sought ⁽⁴⁾. This number will be published on EPSO's website (<http://blogs.ec.europa.eu/eu-careers.info>).

2. Verification of the information given by candidates

Following the assessment centre tests, and in the light of the results, the information given by candidates in their online applications will be verified against the supporting documents they have provided; this will be done by EPSO for the general conditions, and by the selection board for the specific conditions. In assessing qualifications, supporting documents will be taken into account only to confirm the information already given under the 'Talent Screener' tab. If verification shows that the information given is not borne out by the appropriate supporting documents ⁽⁵⁾, candidates will be disqualified.

The applications of candidates who have passed tests (d), (f), (g), and (h) with the highest aggregate marks will be verified in descending order of merit (see Section VI.2). These candidates must also have passed aptitude tests (a), (b) and (c) and language comprehension test (e) where applicable. Verification will continue until the number of candidates who can be placed on the reserve list and who are actually eligible reaches the threshold. The files of candidates below the threshold will not be examined.

VI. ASSESSMENT CENTRE

| | |
|-----------------------------|---|
| 1. Invitation | <p>If you are one of the candidates</p> <ul style="list-style-type: none"> — who, according to the information given in the online application, fulfil the general and specific conditions listed in Section III, <p>AND</p> <ul style="list-style-type: none"> — who obtained one of the highest marks in the selection based on qualifications, <p>you will be invited to the assessment centre, which will normally be held in Brussels over the course of 1 or 2 days ⁽⁶⁾.</p> |
| 2. Assessment centre | <p>You will sit three types of assessment tests, the content of which is validated by the selection board.</p> <ul style="list-style-type: none"> — Your reasoning abilities (if not already assessed in prior admission tests) will be assessed by means of: <ul style="list-style-type: none"> (a) a verbal reasoning test (b) a numerical reasoning test (c) an abstract reasoning test. — Your specific competencies will be assessed by means of: <ul style="list-style-type: none"> (d) a structured interview on your competencies in the field, <i>based on the information provided in the 'Talent Screener' tab of your application</i> (e) a language comprehension test. — Your general competencies ⁽⁷⁾ will be assessed by means of: <ul style="list-style-type: none"> (f) a case study (g) a group exercise (h) a structured interview. |

⁽³⁾ Where a number of candidates tie for the last available place, they will all be invited to the assessment centre.

⁽⁴⁾ Candidates who are not invited to the assessment centre will be sent the results of their assessment and the weighting applied by the selection board to each question.

⁽⁵⁾ This information will later be verified against the supporting documents before the reserve list is drawn up (see Section VII.1 and Section VIII.2).

⁽⁶⁾ For organisational reasons, these aptitude tests may be held in test centres in the Member States, separately from the other assessment centre tests.

⁽⁷⁾ More information on these competencies can be found in point 1.2 of the General rules governing open competitions.

Each general competency will be tested as follows:

| | Case study | Group exercise | Structured interview |
|--------------------------------|------------|----------------|----------------------|
| Analysis and problem-solving | x | x | |
| Communicating | x | | x |
| Delivering quality and results | x | | x |
| Learning and development | | x | x |
| Prioritising and organising | x | x | |
| Resilience | | x | x |
| Working with others | | x | x |
| Leadership | | x | x |

3. Languages for the assessment centre

Language 1 for tests (a), (b) and (c).
English (EN) for test (e).
Language 2 for parts (d), (f), (g) and (h).

4. Marking and weighting

Reasoning ability

- (a) verbal: marked out of 20
Pass mark: 10
(b) numerical: marked out of 10
(c) abstract: marked out of 10
Aggregate pass mark for tests (b) and (c): 10

Tests (a), (b), and (c) are eliminatory, but the marks will not be added to the marks for the other assessment centre tests.

Specific competencies (parts (d) and (e))

Test (d): marked out of 100

Pass mark: 50

Test (e): marked out of 10

Pass mark: 5

Test (e) is eliminatory, but the mark will not be added to the marks from the other assessment centre tests.

Weighting: 60 % of the overall mark

General competencies (parts (f), (g) and (h))

Marked out of 80 for all general competencies (10 per competency)

Pass mark:

3 for each competency, **and**

an aggregate of 40 out of 80 for all eight general competencies

Weighting: 40 % of the overall mark

VII. RESERVE LISTS

| | |
|--|--|
| 1. Candidates placed on the reserve lists | The selection board will place your name on the reserve list: <ul style="list-style-type: none"> — if you have passed tests (a) to (h) with one of the highest aggregate marks in parts (d), (f), (g) and (h) (see number of successful candidates sought, Section I.1) ⁽⁸⁾ — and if your supporting documents show that you meet all the eligibility requirements laid down in Sections III and IV. |
| 2. Classification | A list will be drawn up for each field and names will be listed in alphabetical order. |

VIII. HOW TO APPLY

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|---|---|
| 1. Online application | You must apply online, following the instructions on the EPSO website and particularly in the online application manual. Deadline (including validation): 29 April 2014 at 12.00 (midday) , Brussels time. |
| 2. Submission of application files | If you are invited to the assessment centre , you must bring your full application file (signed online application form and supporting documents) with you when you attend ⁽⁹⁾ . Procedure: see point 2.1.7 of the General rules governing open competitions. |

⁽⁸⁾ Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

⁽⁹⁾ You will be notified in good time, via your EPSO account, of the date when you have to attend the assessment centre.

ANNEX I

FIELD 1: DIGITAL FORENSICS

1. Duties

The purpose of this open competition is to recruit Administrators (AD 7) in the field of digital forensics.

The main duties include:

- accompanying investigators on missions to carry out digital forensics operations during on-the-spot checks and inspections of premises,
- advising investigators on the procedures to follow to protect the chain of custody of potential digital forensic evidence so that it is admissible in court,
- acquiring data in a forensically sound way from any kind of digital media (computer memory, hard disk, tape, smart-phone, etc.),
- conducting digital forensic examinations (for example, searching for deleted data/documents in unallocated space) in order to detect any digital evidence,
- providing investigators with potential digital evidence by extracting data/documents from the forensic image based on keyword and timeline searches and other more advanced search techniques,
- following developments in forensic technology (hardware and software) so that OLAF has state-of-the-art forensic equipment at its disposal,
- writing digital forensics operations reports and expert opinions in English, in support of OLAF investigations,
- giving evidence in court or at disciplinary hearings, subject to authorisation from the Director-General.

2. Qualifications

A level of education corresponding to completed university studies lasting at least 4 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level and relevant to the duties involved that is recognised or attested by an approved public/international body (for example, a police college, a customs academy, the International Association of Computer Investigative Specialists, the International Society of Forensic Computer Examiners, etc.),

OR

A level of education corresponding to completed university studies lasting at least 3 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level and relevant to the duties involved that is recognised or attested by an approved public/international body (for example, a police college, a customs academy, the International Association of Computer Investigative Specialists, the International Society of Forensic Computer Examiners, etc.), followed by 1 year's professional experience directly relevant to the duties.

NB: The minimum of 1 year's professional experience is an integral part of the diploma and cannot be counted towards the professional experience required below.

3. Professional experience

At least 6 years' professional experience of an appropriate level as a digital forensics examiner in support of investigations targeting public corruption and/or financial crime.

Candidates must have acquired their professional experience in a law enforcement agency of a Member State or an international organisation.

They must also have proven and recognised practical IT skills in acquiring and examining digital devices, and in particular have experience with tools such as FTK, EnCase and X-Ways.

This professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. Selection criteria

For the selection based on qualifications, the following criteria will be taken into consideration by the selection board:

1. a university degree in addition to that required for access to the competition, in one of the following areas: digital forensics, computer science, information and communications technology or engineering;
2. a qualification in digital forensics and/or qualifications in the use of specialised forensic investigation tools, such as EnCase, FTK, X-Ways;

3. professional experience in providing digital forensic support for administrative and/or criminal investigations, for example in police, customs or anti-corruption services;
 4. digital forensic missions undertaken in support of investigations abroad;
 5. professional experience in advanced search techniques (aside from keyword and timeline searches) used to extract potential digital evidence from a forensic image;
 6. professional experience in drafting reports in the field of digital forensics;
 7. professional experience in designing or implementing a digital forensic IT infrastructure;
 8. professional experience in maintaining a digital forensic IT infrastructure;
 9. professional experience in organising training in digital forensics;
 10. professional experience in presenting topics related to digital forensics at conferences, seminars or workshops;
 11. experience of working in an international environment in the field of digital forensics.
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ANNEX II

FIELD 2: OPERATIONAL ANALYSIS**1. Duties**

The purpose of this open competition is to recruit Administrators (AD 7) in the field of operational analysis in support of OLAF investigations.

The main duties include:

- providing OLAF investigators with information and analytical support for investigations under OLAF's remit,
- collecting, storing, processing, analysing and exchanging information and intelligence,
- providing intelligence on and analytical support for investigations of common interest to partners in the Member States, the European institutions and international organisations,
- supporting operational Directorate-Generals in their risk-based audit strategies, using analytical tools and methods,
- producing threat assessments, strategic analyses and general reports relating to OLAF's mandate, in English,
- contributing to the European Commission's policy initiatives, such as the Anti-fraud Strategy and the Action Plan to fight smuggling along the EU's eastern border,
- training OLAF investigators in researching and analysing information from commercial databases and public sources,
- giving evidence in court or at disciplinary hearings, subject to authorisation from the Director-General.

2. Qualifications

A level of education corresponding to completed university studies lasting at least 4 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level and relevant to the duties involved that is recognised or attested by an approved public/international body (for example, a police college, a customs academy, the International Association of Computer Investigative Specialists, the International Society of Forensic Computer Examiners, etc.),

OR

A level of education corresponding to completed university studies lasting at least 3 years attested by a diploma relevant to the duties involved, or professional training/a professional qualification of an equivalent level and relevant to the duties involved that is recognised or attested by an approved public/international body (for example, a police college, a customs academy, the International Association of Computer Investigative Specialists, the International Society of Forensic Computer Examiners, etc.), followed by 1 year's professional experience directly relevant to the duties.

NB: The minimum of 1 year's professional experience is an integral part of the diploma and cannot be counted towards the professional experience required below.

3. Professional experience

At least 6 years' professional experience of an appropriate level as an operational analyst supporting investigations targeting public corruption and/or financial crime.

Candidates must have acquired their professional experience in a law enforcement agency of a Member State or an international organisation.

They must also have proven and recognised practical IT skills in gathering and analysing intelligence, in particular: experience of database interrogation and manipulation using tools such as MS Access, SQL Server or Oracle; experience of data visualisation using applications such as Business Objects or Tableau; and experience using specific intelligence tools such as iBase or Analyst's Notebook.

This professional experience is relevant only if acquired after the diploma giving access to the competition was obtained.

4. Selection criteria

For the selection based on qualifications, the following criteria will be taken into consideration by the selection board:

1. a university degree in addition to that required for access to the competition, in one of the following areas: criminology, economics, finance, information and communication technology, law, mathematics or statistics;
 2. a qualification in the use of specific intelligence software, such as iBase or Analyst's Notebook;
 3. professional experience in providing operational support for administrative and/or criminal investigations, for example in police, customs or anti-corruption services;
 4. professional experience in administrative and/or criminal investigations using data mining and text mining tools to analyse large amounts of operational data;
 5. professional experience of drafting operational analysis reports in a field within OLAF's remit;
 6. professional experience in designing or implementing an IT infrastructure for gathering information and exchanging intelligence;
 7. professional experience in maintaining an IT infrastructure for gathering information and exchanging intelligence;
 8. professional experience in organising training in researching and analysing information from commercial databases and public sources;
 9. professional experience in presenting the results of analyses at conferences, seminars or workshops;
 10. experience of working in an international environment in the field of operational analysis.
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REVIEW OF 'COMPETITION' C A OJs

Please find below the list of C A published during the present year.

Unless otherwise indicated, OJs are published in all language versions.

5

6

11

19

21

26

27

30 (PL)

35

41 (DE/EN/FR)

42

43

46

47

48

55

56

60

62

65

73 (DE/EN/FR)

74

81

88



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