VACANCY NOTICE

HOME.D.1 – Advance Passenger Information (API)

Contract Agent FG III position

Position: Policy Assistant – Advance Passenger Information (API)

Contract Agent FG III

Deadline to apply: 05/03/2024

Job available as of 01/04/2024

Job ID: 375097

We are

The mission of the Law Enforcement Cooperation Unit of the DG for Migration and Home Affairs (HOME/D1) is to enhance EU internal security by contributing to the development, implementation and coordination of EU policies, instruments and legislation aimed at improving cross-border operational law enforcement cooperation between Member States and with Europol and facilitating the exchange of information between them.

In this context, the Unit is responsible for relations with Europol and CEPOL (the EU Agency for law enforcement training) and their legal bases. It is in charge of negotiating a cooperation agreement with Interpol. It has prepared and monitors the implementation of the Council Recommendations on operational police cooperation between Member States and the Directive on horizontal aspects of information exchange between law enforcement authorities. It is also responsible for the advancement of the use of Passenger Name Record (PNR) data and Advanced Passenger Information (API) data. For the latter, a new legal base is currently being negotiated.

The Unit is responsible for the application and modernisation of the Prüm mechanism for information exchange, for which a new Regulation has recently been adopted. It contributes to the preparation of other possible instruments for information exchange, whilst promoting the interoperability between law enforcement and border management information systems. It also coordinates EMPACT (the process of law enforcement cooperation between EU Member States, EU institutions and relevant third parties in support of the fight against serious international and organised crime).

All these files are characterised by a combination of operational, technical, policy and legal dimensions, with important fundamental rights and data protection aspects. They also have a strong external dimension. The Unit is in charge of negotiations with third countries to allow Europol exchanging information with these countries, and to cater for the transmission of PNR data to these countries.
Job presentation (We propose)

- A stimulating and challenging job for a policy assistant who will contribute to the development of the Commission's policies and legislation on the use of Advanced Passenger Information (API). The job involves notably the implementation of the soon-to-be-concluded API Regulations and their interaction with other legal instruments, including through the preparation and negotiation of implementing legislation.

Job holder profile (We look for)

- A motivated, rigorous colleague, to join a committed team.
- A colleague with excellent analytical skills, an aptitude for synthesis as well as the ability to communicate in a structured way, both oral and in writing.
- The successful candidate should have the ability to engage successfully with the different institutional stakeholders and be a person with very good inter-personal skills to interact easily with different units in DG HOME, other services and different levels of hierarchy.
- She/he should have the ability to work efficiently and flexibly under pressure, as well as be able to manage the files under her or his responsibility and work autonomously.
- She/he should also have a clear awareness and understanding of the political context and sensitivities surrounding the use of passenger data by law enforcement authorities as well as a marked capacity to communicate complex issues simply and effectively.
- Experience regarding the use of travel intelligence information for law enforcement purposes as well as in the field of international negotiations with third countries related to security and information exchange for law enforcement purposes would be an advantage.
- Knowledge of the EU’s internal security policies and law enforcement cooperation matters would be an asset.
- Excellent knowledge of English is necessary for this post. A good knowledge of other Community languages is an advantage.

Recruitment policy

Please note the following conditions in order to be an eligible candidate:
• You should have passed an EPSO CAST in the required functional group (CA FGIII or higher)
• A level of post-secondary education of at least three years attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education
• You must have a minimum of two years of professional experience.
• You must have the citizenship of an EU Member State

After a selection based on CVs, selected candidates will be invited for an interview.

Candidates should be aware that, due to the nature of DG HOME's mandate, the DG must be able to respond rapidly in times of crisis.
How to apply

DG HOME applies a policy of equal opportunities. Our recruitment policy is based on equal opportunities, respect for diversity, maintaining the balance between professional and private life, and support for training and development opportunities.

Candidates should send their CV with a one page motivation letter (both in .pdf format) to the functional mailbox HOME D1 (HOME-NOTIFICATIONS-D1@ec.europa.eu) within the deadline, indicating in the subject field the name of the HOME unit concerned, i.e. HOME.D.1 and the title of the position.

Contacts
Rob ROZENBURG : +32 229-61831 - rob.rozenburg@ec.europa.eu
EUROPEAN COMMISSION
Job Description Form

Job description version (Active)
Valid from 12/08/2022 until

---

**Job Holder**

*Name*

---

**Job Profile**

**Position**

CONTRACT AGENT FGIII

**Job title**

Policy Assistant - Advance Passenger Information (API)

**Domains**

*Generic domain*

EU's INTERNAL and EXTERNAL SECURITY

*Intermediate domain*

*Specific domain*

ANALYSIS and INTELLIGENCE

**Sensitive job**

No

**Overall purpose**

Preparation, negotiation and implementation of Advance Passenger Information (API) legal instruments.

**Legal disclaimer**

Users are advised to check the available list of Legal Disclaimers related to their contract type.

---

16/02/2024
Functions and duties

+ POLICY DEVELOPMENT
  - Prepare documents on the legal and security implications of the use of API data.
  - Monitor, analyse and report on relevant developments in technology with the aim of improving the effectiveness of the use of API data.

+ INTER-SERVICE COORDINATION and CONSULTATION
  - Co-ordinate effectively, in co-operation with other colleagues, the activities within DG HOME related to API data exchanges with a focus on the legal and security implications of such exchanges.
  - Contribute to effective co-ordination with the other relevant DGs, especially JUST, SG, and LS.

+ INTER-INSTITUTIONAL RELATIONS
  - Prepare and / or attend (on behalf of DG HOME) relevant meetings and follow up discussions of the European Parliament and the Council Working Groups (in the areas of responsibility). Draft reports of meetings and transmit relevant documents.
  - Develop and maintain good co-operative contacts with Member States authorities, airlines and airline associations, and international partners and relevant international organisations.

+ PROCUREMENT and CONTRACT MANAGEMENT
  - Contribute to launching, managing and monitoring of calls for proposals / tenders, evaluation and selection of projects related to API.

---

**Job requirements**

**Experience**

+ INTER-INSTITUTIONAL RELATIONS
  - Job-Related experience: at least 2 years
  - Qualifier: essential
  - Experience (both academic and practical) in law enforcement cooperation and information exchange would be an advantage

**Languages**

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken Interaction</th>
<th>Spoken Production</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>B1</td>
<td>B1</td>
<td>B1</td>
<td>B1</td>
<td>B1</td>
</tr>
<tr>
<td>English</td>
<td>C2</td>
<td>C2</td>
<td>C2</td>
<td>C2</td>
<td>C2</td>
</tr>
</tbody>
</table>

**Knowledge**

- ANALYSIS and INTELLIGENCE
  - ANALYSIS and ADVICE
- LAW
  - LEGISLATIVE WORK
    - Preparation and adoption of legislative proposals and other acts
    - Rules and procedures concerning legislative process and techniques
- INSTITUTION-LEVEL COORDINATION and CONSULTATION
- JUSTICE and HUMAN/CIVIL RIGHTS
  - JUSTICE, FREEDOM and SECURITY

16/02/2024
Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
- Communicating
  - Ability to understand and be understood
  - Capacity to communicate technical or specialised information
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Eye for detail / Accuracy
  - Pragmatism
- Prioritising and Organising
  - Planning capacity
- Working with Others
  - Ability to work in a team
  - Knowledge sharing
  - Sociability skills

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

[ ] Atypical working hours
[ ] Specialised Job

Missions

[ ] Frequent, i.e. 2 or more missions / month
[ ] Long duration, i.e. missions lasting more than a week

Comments:

Workplace, health & safety related issues

[ ] Noisy environment
[ ] Physical effort / materials handling
[ ] Work with chemicals / biological materials
[ ] Radioprotection area
[ ] Use of personal protective equipment
[ ] Other

Comments:

Other

Comments:

16/02/2024