

	SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER SELEC
TERMS OF REFERENCE FOR CRIME ANALYST	

Eligibility criteria:

1. Have fulfilled the obligations imposed on him/her by the laws of their home country concerning military service (where applicable);
2. Have a good command of English language;
3. Not have a criminal record;
4. Not have any criminal procedure initiated against him/her;
5. Not be a close relative -by blood, marriage or cohabitation- with any of the members of the SELEC Management.

General requirements:

1. Be a national of one of the SELEC Member States, enjoying full rights as a citizen;
2. Be a member of a Law Enforcement Authority in one of the SELEC Member States;
3. Have a level of education corresponding to a university degree, attested by a diploma; Law Enforcement Academy graduation shall be an advantage;
4. Have a minimum of four (4) years of experience in the operational law enforcement environment with at least three (3) years in the analytical field;
5. Have sound computer skills.

Specific skills and competencies:

1. Have completed an intelligence analysis training/course;
2. Have very good skills in using specialized analysis software;
3. Have sound knowledge of law enforcement environment and practices;
4. Have knowledge about the provisions of the SELEC Convention;
5. Have a solid background in dealing with information and intelligence;

6. Have open-source research and report-writing skills;
7. High ethics profile;
8. Experience in working in an international environment shall be an advantage.

Job Description:

Under the authority of the Director for Operations, the Crime Analyst shall:

1. Carry out operational and analytical tasks including the collecting, collating, inputting and analysis of data and information (including personal data);
2. Elaborate strategic and operational analytical products on all forms of crimes and serious crimes, based on collected, collated, processed data coming from any source, including open sources;
3. Prepare and/or assist in the preparation of SELEC products involving analytical input (newsletters, assessments, manuals, reports, etc);
4. Assist in the drafting of projects related to analytical field and maintaining the continuity of the projects, ensuring deadlines are met within the time limits set;
5. Develop general knowledge in the specific crime areas of the SELEC Task Forces from a South East European perspective which are of particular interest to enforcement authorities of the Member States;
6. Research, maintain and update information, establish communication with Liaison Officers, Task Force managers, national experts, bodies and/or partners, on developments in these specific areas;
7. Represent SELEC at specialized conferences, seminars, workshops, operational meetings or other conferences, as appointed;
8. Take all appropriate measures to implement SELEC Annual Action Plan with regard to the assigned tasks of the Analytical Department;
9. Prepare SELEC's Operational Activity Reports and the Annual Activity Report with regard to operational and analytical activity;
10. Provide analytical reports to the Operational, Planning, Coordination and Support Unit and inform on the follow up steps regarding the respective reports, after consultation with the Director for Operations;
11. Support the implementation of joint cooperation activities with SELEC partners;
12. Support the Public Relations Officer in preparing the public version of the Annual Activity Report, with regard to the operational activity;
13. Perform any other tasks assigned by the Director General and the Director for Operations, within its field of competence.