

	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;
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 an active or former 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 work; Eligibility for former officers shall be limited to those who have a minimum of ten (10) years of experience in the operational law enforcement environment with at least four (4) years of experience in the analytical work.
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 a solid background in dealing with information and intelligence;
5. Have open-source research and report-writing skills;
6. Have knowledge about the provisions of the SELEC Convention;
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 projects and maintaining the smooth 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 law 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, conferences, visits, a/o, as appointed;
8. Take all appropriate measures to implement SELEC Annual Action Plan with regard to the assigned tasks of the Operational Directorate;
9. Prepare SELEC's Operational Activity Reports and the Annual Activity Reports 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.