



## VACANCY NOTICE

### MAOC (N) Operational Support Officer

The Maritime Analysis and Operations Centre (Narcotics) - MAOC (N) is recruiting staff for the temporary post of Operational Support Officer for the Centre's Headquarters in Lisbon, Portugal.

#### **The Maritime Analysis and Operations Centre – Narcotics, MAOC (N):**

MAOC (N) is established through an International Agreement signed by representatives of the Governments of France, Ireland, Italy, Netherlands, Portugal, Spain and the United Kingdom. MAOC (N) shall provide a basis for the Parties' engagement in multilateral co-operation in the field of suppression of illicit drug trafficking by sea and by air.

#### **The Post:**

The Operational Support Officer will be recruited as part of funding under the European Union's Internal Security Fund – Police Funding Agreement HOME/2015/ISFP/AG/MAOC/0001. The temporary position will end on the 30<sup>th</sup> of September 2018, but may be extended subject to agreement by MAOC (N).

#### **Role Summary:**

To provide support to MAOC (N) in line with its activities and EC funding objectives or projects, contributing towards a successful delivery of business objectives across the organisation.

#### **Main Responsibilities:**

- To provide support to the activities of MAOC (N) as tasked.
- To work under the management of the MAOC (N) Executive Director and MAOC (N) Head of Operations.
- To work within the framework of the MAOC (N) Joint Operations Coordination Centre (JOCC).
- To work with MAOC (N)'s ICT systems in an independent, accurate and trustworthy manner.
- To perform data analysis and research on multiple sources and systems in support of the JOCC.
- To ensure compliance with corporate records and administration as required by MAOC (N)'s policy and procedure.

#### **Candidate Personal Qualities:**

- High level of teamwork.
- Ability to deliver and work unsupervised on appointed tasks.
- Personal accountability.
- Analytical skills.

#### **Entry Criteria:**

- Able to speak, read and write fluently in English (essential).
- Knowledge of additional languages is an advantage, but not essential (Dutch, French, Italian, Portuguese, Spanish).
- Good knowledge of standard administrative practices.
- Very high level ICT skills, in particularly the use Microsoft Office tools (Word, Excel, PowerPoint).
- Able to work flexible hours (9:00am to 5:30pm office hours plus working remotely as required).
- Available to travel (both nationally and internationally) as required.

#### **Conditions:**

- The period for submitting applications is from the 15<sup>th</sup> of August 2016 to the 23<sup>rd</sup> of September 2016.
- Candidates are to submit a curriculum vitae (Europass) by email to [jose.ferreira@maoc.eu](mailto:jose.ferreira@maoc.eu).
- The net salary provided for this post is approximately €20,000.00 per year.
- Candidates called to interview will be expected to attend an interview at MAOC (N)'s headquarters in Lisbon in early October and will be expected to undergo language and ICT skills testing.
- All candidates will be expected to undergo background checks (including criminal records checks).
- The successful candidate will be expected to report for duty early November 2016.



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