



VACANCY NOTICE MAOC (N) Analyst

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

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

MAOC (N) is an initiative by 8 EU Member States (Belgium, France, Germany, Ireland, Italy, Spain, the Netherlands and Portugal) and the United Kingdom.

The Centre was inaugurated on the 30th of September 2007 in Lisbon, following the signing of an International Agreement by Ministers from each of the Partner Countries. MAOC (N) is staffed by Country Liaison Officers representing the police, customs, military and maritime authorities of the participating European nations, as well as liaison officers from the United States (the Drug Enforcement Administration and the Joint Interagency Task Force – South). These liaison officers are supported by MAOC(N) staff including a team of analysts.

MAOC (N) provides a basis for the Parties' engagement in multilateral cooperation in the field of suppression of illicit drug trafficking by sea and by air.

The Post:

The post is funded by the European Union's Internal Security Fund.

Role Summary:

To work under the supervision of the Head of Operations and Analyst Team Leader within the framework of the MAOC (N) Joint Operations Coordination Centre (JOCC), and to provide support in the implementation of the Centre's activities, in line with the European Commission funding objectives, thereby contributing to a successful delivery of business objectives across the organisation.

Main Responsibilities:

- To provide support to the activities of MAOC (N) as tasked.
- To work with MAOC (N)'s ICT systems in an independent, accurate and trustworthy manner.
- To perform data analysis and research across multiple sources and systems.
- To work in the framework of the JOCC by inputting data, keeping properly documented records and as part of the team of Analysts in the preparation of reports, summaries and presentations.
- To ensure compliance with MAOC (N)'s policies and procedures.
- To assist with the fusing of law enforcement intelligence gathered by different Parties in an international setting.

Entry Criteria:

- An excellent command of English, ideally at C1 standard or equivalent.
- Knowledge of additional languages used in the Centre will be considered advantageous but not essential (Dutch, French, Italian, Portuguese, Spanish and German).
- Good knowledge of standard administrative practices.



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- High level ICT skills using standard administrative software, in particular the use Microsoft Office tools (Word, Excel, PowerPoint).
- Ability to work flexible hours, in addition to working remotely as required.
- Availability to travel (both nationally and internationally) as required.

Candidate Personal Qualities:

- High level of teamwork.
- Ability to deliver and work unsupervised on appointed tasks.
- Excellent drafting and reporting skills in English.
- Personal accountability and discretion.
- A proactive approach to work and the development of the Centre.

Conditions of employment:

- The gross salary provided for this post is 37,401.10€ per year. The salary is subject to national taxation (Portugal) deducted at source.
- In addition to the gross salary, analysts are entitled to an allowance for exemption from fixed working hours (25% of base salary): 8,682.57€ per year.
- MAOC (N) staff members are also entitled to private health insurance.
- Analysts are included in a horizontal and vertical career progression plan, which will take place subject to positive yearly appraisals.

Submission of applications and the selection process:

- The period for submitting applications is from the 17th of September 2024 to the 13th of October 2024.
- Candidates must submit a **Europass curriculum vitae** (a maximum of three pages) and a **one-page cover letter** by email to recruitment@maoc.eu, clearly identifying the role being applied for in the subject of the email and to include your reasons for wanting to work at MAOC(N), what you have to offer and your current employment situation, if any.
- Candidates called for interview will be expected to attend an interview at MAOC (N)'s headquarters in Lisbon between the 11th and 15th of November 2024 and will be expected to undergo language, analysis and ICT skills testing.
- All candidates will be subject to background checks (including criminal records and police background checks).
- The successful candidate may be expected to start in January 2025.

