

**VACANCY NOTICE TO ESTABLISH RESERVE LIST  
FOR A SECONDED NATIONAL EXPERT (SNE)  
REFERENCE: CEPOL/2023/SNE/01**

**JOB TITLE: SENIOR PROJECT OFFICER**

**International Cooperation Unit/Capacity building projects  
(Seconded National Expert)**

**Introduction to CEPOL**

CEPOL was initially founded by Council Decision 200/820/JHA of 22 December 2000 as a body financed directly by the Member States of the European Union and functioned as a network, by bringing together the national training institutes in the Member States, whose tasks include the training of senior police officers.

CEPOL was later established as an agency of the European Union by Council Regulation No. 2005/681/JHA of 20 September, 2005 (OJ L 256/63 of 1 October, 2005). The decision was amended by the European Parliament and the Council on 15 May 2014 establishing that seat of CEPOL shall be Budapest, Hungary.

On 25 November 2015 Council and Parliament adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.

CEPOL's main function is to support, develop, implement and coordinate training of law enforcement officials, while putting particular emphasis on the protection of human rights and fundamental freedoms in the context of law enforcement, in particular in the areas of prevention of and fight against serious crime affecting two or more Member States and terrorism, maintenance of public order, in particular international policing of major events, and planning and command of Union missions, which may also include training on law enforcement leadership and language skills (Article 3.1 of Regulation (EU) 2015/2219).

CEPOL's primary objective is to increase knowledge of the national police systems and structures of other Member States and cross-border police cooperation within the European Union; to improve knowledge of international and Union instruments – in particular regarding the institutions of the European Union, Europol and Eurojust – and to provide appropriate training with regard to respect for democratic safeguards, with particular reference to the rights of defence (Article 6 of Council Decision 2005/681/JHA).

In addition, CEPOL is managing European-funded projects<sup>1</sup> to build the capacity of partner services in countries benefiting from European Union external assistance. Currently CEPOL runs four projects and is negotiating new projects with the start of implementation in October 2023.

Posts for which the reserve list will be established will be project-funded, specifically recruited for this purpose.

CEPOL is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction on the grounds of nationality, age, race, gender, political, philosophical or religious conviction or sexual orientation and regardless of disabilities, marital status or other family situation.

CEPOL is located in Budapest, Hungary.

**Applications are invited for the post of SENIOR PROJECT OFFICER for capacity building projects.**

**Please be aware that all nominations for this positions have to be forwarded to CEPOL via the CEPOL national contact points. Applications received directly by CEPOL cannot be taken into consideration.**

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<sup>1</sup> [International Cooperation Projects | CEPOL \(europa.eu\)](#)

## 1. Job Summary

Under the supervision of the Project Manager (Senior Project Officer), the Senior Project Coordinator, and the overall responsibility of the Head of the International Cooperation Unit, the Senior Project Officer (SPO) shall support, develop, implement and coordinate training activities for relevant law enforcement audiences as defined in art 2 (1) of Regulation (EU) 2015/2219 (the CEPOL Regulation) in the framework of CEPOL's international cooperation portfolio with countries and jurisdictions outside of the European Union. Towards that end, they shall be engaged and responsible for all stages of the implementation of capacity building activities (including initiating, planning and designing, implementing, monitoring, reporting and evaluation) with selected countries in the geographical areas concerned. This may include the supervision of assigned resources.

## 2. Key Accountabilities

- Professional experience and competences relevant for cross-border criminal investigations from one or more of the following aspects:
- Serious, organised crime for instance drugs trafficking, migrant smuggling, THB, firearms trafficking, financial crimes, organised property crime, intellectual property crime or other EMPACT areas, and/or
- Countering terrorism including criminal intelligence, prevention and investigation, PVE/CVE, Prison and Probation, FTF and Returnees, Strategic Communications, Financing Terrorism, Nexus Terrorism-Organised Crime, Cyber Threats, Critical Infrastructure, Hybrid Threats Weapons and Explosives.
- Support, coordinate, plan, develop, design, implement, evaluate, report capacity building (training, networking, expert meeting) activities on organised crime and countering terrorism for relevant law enforcement audiences as defined in art 2 (1) of Regulation (EU) 2015/2219 (the CEPOL Regulation);
- Provide strategic and operational advice for the further development of the capacity building portfolio;
- Liaise with partners, coordinate with stakeholders in order to develop capacity building activities in the assigned thematic area and region;
- Coordinate and ensure the supervision of the work of assigned staff;
- Be responsible for the management of capacity building activities, including initiation, planning, drafting, designing, implementing, monitoring, reporting and evaluation, transferring professional knowledge and conducting networking.
- Ensure adequate outreach, communication, PR and project visibility, as well as coordination with other donor-funded initiatives;
- Monitor relevant EU policies in the area of justice and home affairs and its external aspects, with a view to translate them into viable training initiatives.

## 3. Eligibility Criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- Candidates must be employed national, regional or local public administration<sup>2</sup> or an IGO and experts from universities or research institutions working in the area of law enforcement as per the CEPOL regulation;
- Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment. Recently retired (retirement date no more than 18 months before the foreseen starting date of employment) staff of the public bodies mentioned above may be considered if in the interest of the service;
- Candidates must be a national of an EU or EFTA Member State or of a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments or of a country with which CEPOL has concluded a cooperation agreement;
- Before the application, the candidates should receive the formal approval/authorisation of their potential secondment from the National Authority in which they are employed.

### 3.1 Education and professional experience

- Professional experience of at least 3 years and competences relevant for cross-border criminal investigations from one or more of the following aspects:
  - Serious, organised crime for instance drugs trafficking, migrant smuggling, THB, firearms trafficking, financial crimes, organised property crime, intellectual property crime or other EMPACT areas, and/or
  - Countering terrorism including criminal intelligence, prevention and investigation, PVE/CVE, Prison and Probation, FTF and Returnees, Strategic Communications, Financing Terrorism, Nexus Terrorism-Organised Crime, Cyber Threats, Critical Infrastructure, Hybrid Threats Weapons and Explosives.

### 3.2 Languages

The SNE must produce evidence of a thorough knowledge of one of the Union languages and a satisfactory knowledge of another Union language to the extent necessary for the performance of his duties. An SNE from a non-member country must produce evidence of a thorough knowledge of one Union language necessary for the performance of his duties.

As the working language of the agency is English language<sup>3</sup>, the candidate must therefore have a thorough knowledge of English language of at least B2<sup>4</sup>, working knowledge of French language would be considered advantage. Working knowledge of English language will be tested during the interview.

### 3.3. Miscellaneous

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the Union and EFTA states;
- Be entitled to his or her full rights as a citizen;

<sup>2</sup> public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

<sup>3</sup> <https://www.cepol.europa.eu/api/assets/30-2015-GB.pdf>

<sup>4</sup> [Common European Framework of Reference for Languages: Learning, teaching, assessment \(CEFR\) \(coe.int\)](https://www.coe.int/en/t/treaties/cefr/)

- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved;
- Be physically fit to perform the duties linked to the post; and
- Have a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of English language.

#### 4. Selection Criteria

##### 4.1 Essential Selection Criteria

- Knowledge of the European Union policies and instruments in the area of Justice and Home Affairs and in particular in the specific area as listed in the professional experience portfolios (3.1.)
- Experience in organising and implementing training activities;
- Good organisational and presentation skills,
- Ability and experience in drafting reports for senior management;
- Excellent verbal and written communications skills in English;

#### 5. Submission of Application

Candidates are requested to complete their Europass CV<sup>5</sup> in English.

Applications must be forwarded by the national units and/or by the EFTA Secretariat, the national contact points of the non-member countries whose nationals are eligible for the secondment and the administrations of the IGOs.

Applications to be sent at: [CEPOL-2023-SNE-01@CEPOL.EUROPA.EU](mailto:CEPOL-2023-SNE-01@CEPOL.EUROPA.EU) by no later than **13 August 2023, 23:55hrs CEST**, Budapest Time.

The subject of the e-mail should include the reference of this vacancy (**CEPOL/2023/SNE/01**) and the candidate's surname.

Applicants are advised to provide concrete examples of experience on the selection criteria, both essential and advantageous, listed in the vacancy notice. This information can be provided within the CV.

Supporting documents (i.e., copies of ID card, copies of passport, educational certificates, evidence of previous employment, etc.) shall not be provided with the CV at this stage.

#### 6. Selection procedure

The selection will be carried on the basis of the applications received. Applications will be assessed by the Selection Committee against the criteria detailed in this vacancy notice. Where deemed necessary by the Selection Committee, a candidate can be contacted by telephone or videoconference to clarify details from the application and to test English language knowledge.

<sup>5</sup> <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

## Vacancy Notice for the SNEs

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### 7. Reserve List and Engagement

The work of the Selection Committee will end with drafting of a reserve list of candidates assessed to be suitable to occupy the position advertised. This list will be proposed to and approved by the Appointing Authority of CEPOL.

The adopted Reserve List may be used to fulfil similar posts within CEPOL. Placement on the reserve list does not guarantee possible secondment.

The Reserve List will be valid until 31 December 2024 and may be extended by decision of the Appointing Authority of CEPOL.

### 9. Appointment and Conditions of Employment

The secondment is expected to start in the period between October 2023 and October 2024. The secondment period would be for an initial period of 2 year, and may be subject to extension should there be a business need.

The SNE secondment will be governed by the MB decision 11/2016/MB<sup>6</sup>. SNE will receive an SNE allowance. These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by CEPOL. The allowance is free of national taxation.

The SNE is obliged to remain in the service of their employer throughout the period of secondment. Leaving the service of their employer is a ground to terminate the secondment early.

### 10. Data protection

CEPOL ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8).

The legal basis for the selection procedures of SNEs is defined in Decision of the Management Board of the European Union Agency for Law enforcement Training 11/2016/MB on **Laying down Rules on the Secondment to CEPOL of National Experts**, having regard to the Commission Decision of 12 November 2008, C(2008) 6866 final, laying down rules on the secondment to the Commission of national experts and national experts in professional training.

The purpose of processing is to enable collection and processing of personal data for the evaluation, selection and recruitment of Seconded National Experts.

Such personal data processing is conducted under the responsibility of the HR function of the Corporate Services Department; the Data Controller is the Head of Corporate Services Department.

The information provided by the applicants will be accessible to a strictly limited number of recipients:

- HR function (HR Officer, HR Assistant)
- Members of the Selection Committee (evaluation)
- Head of Unit (reserve list)

<sup>6</sup> <https://www.cepola.europa.eu/api/assets/11-2016-MB.pdf>

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- Appointing Authority (concluding contracts of employment)
- Internal Audit Service of the European Commission (upon justified request)
- European Court of Auditors (upon justified request)

Candidates are free to give their data on a voluntary basis, although failure to reply will exclude them automatically from recruitment. However, applicants failing to fill the fields noted as optional will not be disadvantaged nor discriminated with regards to the selection procedure.

Processing begins on the date of receipt of the application. Data retention policy is as follows:

- a) Recruited candidates  
Personal data are kept for a period of 10 years as of the termination of secondment after which time they are destroyed. The extracts of criminal records (police certificates) have a 2-year conservation period, after which they are destroyed.
- b) Non-recruited candidates in the reserve list  
Personal data are kept for the period of validity of the reserve list + 1 year after which time they are destroyed.
- c) Non-recruited candidates  
Personal data is stored for maximum 2 years following the Appointing Authority's approval of the outcome of the selection procedure.

All applicants may exercise their right of access to and right to rectify personal data. In the case of identification data, applicants can rectify those data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of applications' submission. Data Subjects have the right to object to the processing of the data.

Should the applicant have any query concerning the processing of his/her personal data and has substantiated request, he/she shall address them to the HR function at [FM.Human-Resources@cepol.europa.eu](mailto:FM.Human-Resources@cepol.europa.eu).

General requests can be e-mailed to the CEPOL Data Protection Officer at [dpo@cepol.europa.eu](mailto:dpo@cepol.europa.eu).

Applicants may have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).