

**Vacancy Notice for
the SNEs**

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Template



**VACANCY NOTICE TO ESTABLISH A POSITION
FOR A SECONDED NATIONAL EXPERT (SNE)**

REFERENCE: CEPOL/2018/SNE/01

**JOB TITLE: EXECUTIVE SUPPORT OFFICER
(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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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).

The working language of the agency is English.

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 Executive Support Officer.

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.

1. Job Summary

The Seconded National Expert should give direct support to the Executive Director:

- Preparation of briefings and reports;
- Support in business / budget monitoring and reporting;
- Support to the internal coordination, especially in the Directors Office;
- Advise to CEPOL management;
- Support to stakeholder management, e.g. meetings and mission preparation;
- Support to strategic steering processes.

2. Key Accountabilities

Under the direct supervision of the Executive Director the SNE will be accountable for:

- Provide extensive support to the Executive Director in matters related CEPOL activities;
- Take responsibility and coordinate preparation of Management Board documents; ensuring the Agency as well as the Executive Director is well prepared for all meetings, follow ups and implementations;
- Build external relations with relevant EU entities;
- Support the Executive Director on matters related to the CEPOL Management Board and Cepol National Units,
- Perform other tasks as required by the Executive Director.

3. Eligibility Criteria

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

- The candidates must be employed by a National Police College, education and/or research institute and other public administrations working in fields related to CEPOL activities;
- The candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment. Recently retired (retirement date no more than 18 months before the foreseen starting date of employment) staff of the public bodies mentioned above can be considered;
- 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

- Completed university studies of at least three years attested by a diploma

or

- Law enforcement training of equivalent standing (for example: graduation from a police Law enforcement educational institution and after having completed training, at least 4 years of professional experience where professional training was for less than a year. For a professional training more than a year, at least 3 years of professional experience.

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3.2 Languages

The working language of the agency is English. The candidate must therefore have a thorough knowledge of English language.

3.3. Miscellaneous

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

- Be a national of a Member State of the Union;
- Be entitled to his or her full rights as a citizen;
- 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 another language of the Union.

4. Selection Criteria

4.1 Essential Selection Criteria

The successful candidate shall have:

- At least five years' experience as senior official in international law enforcement cooperation
- Ability to proactively identify risks and manage them;
- Good problem solving skills and ability to manage number of issues in short space of time;
- Excellent presentation skills;
- Ability to perform well under high workload;
- Demonstrate resilience to stress;
- Excellent inter-personal skills

4.2 Advantageous Selection Criteria

The following criteria shall be considered advantageous in addition to the Essential Selection Criteria:

- Experience in CEPOL training activities for law enforcement officials

5. Submission of Application

Applications shall be submitted electronically, via email. Candidates are requested to complete their Europass CV¹ in English.

Nominations must be sent to: **CEPOL-2018-SNE-01@CEPOL.EUROPA.EU**
by no later than **3 May 2018, 16:00hrs** Budapest Time.

The subject of the e-mail should include the reference of this vacancy (**CEPOL/2018/SNE/01**) and the candidate's surname.

¹ <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

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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 out on the basis of the CVs received. The CVs 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 CV.

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.

The Reserve List will be valid for 18 months and may be extended by decision of the Appointing Authority of CEPOL.

9. Appointment and Conditions of Employment

The secondment is expected to start on **1 June 2018 and end on 31 December 2018**.

The SNE will receive an SNE allowance. The amount of the allowance is depending on the distance between the normal place of employment and the CEPOL office in Budapest. 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.

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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)
- 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.

General requests can be e-mailed to the CEPOL Data Protection Officer at dpo@cepol.europa.eu.

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