

CALL FOR APPLICATIONS

Trainee support to the European Union Agency for Law Enforcement training CEPOL/2025/INT/01

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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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 is located in Budapest, Hungary. Liaison Office of CEPOL is located in Brussels, Belgium.

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.

Applications are invited for the following five (5) positions in Budapest and one (1) position in Brussels:

- 1. Liaison Office (Brussels)**
- 2. Communications (Budapest)**
- 3. Archivist and records management (Budapest)**
- 4. Learning management system (Budapest)**
- 5. Training needs analysis (Budapest)**
- 6. Higher education, Research and Innovation (Budapest)**

What CEPOL offers?

- unique and first-hand experience of the work of CEPOL and experience of working for an EU body;
- understanding of the objectives and goals of the CEPOL processes and policies;
- ability to put in practice the knowledge acquired during studies within particular areas of competence.
- knowledge about the European Union institutions and bodies, and their activities;
- experience and knowledge of the day-to-day CEPOL work;
- working in a multi-cultural environment.

What CEPOL expects to receive?

- pool of trainees with first-hand experience and training in CEPOL procedures, who will be better prepared to collaborate and cooperate with CEPOL in the future contribution in performing specific tasks for CEPOL;
- fresh point of view and up-to-date academic knowledge and experience which will enhance the everyday work of CEPOL;
- input from various levels of expertise;
- creation of long-term “*goodwill ambassadors*” to protect and promote ideas and values of CEPOL and of the European Union institutions and bodies;
- proactive attitude and commitment to learning.

1. Trainee profile

1.1. External Relations (Liaison Office)

Trainee will be expected to support CEPOL staff, in particular the Liaison Officer in

- the drafting documents, memos, letters, taking meeting minutes
- handle office tasks, manage events, conduct data research,
- attend Council Working Group meeting

Tasks would require very good communications skills; fluency in English language would be considered as essential for the positions. Knowledge of the European Union legal frame, familiarity with EU internal security policies and EU regulations on law enforcement cooperation and its instruments as well as experience in providing administrative and secretarial support and event management would be considered as an asset.

The position will be within the Strategic Planning and Directorate Unit, under which external relations hence Liaison officer belongs to.

Education in the field of EU institutional affairs, European studies, political science, international relations of equivalent would be desirable.

1.2. Communications

Trainee will be expected to provide general support to the Communications team in

- creation of content and graphic design, e.g., illustrations, layouts for digital and printed materials, visuals for web or audio-visual products,
- support with video and photo editing
- support with promotional item distribution
- drafting editorial content, communication messages and other collateral.

Tasks would require very good communications and drafting skills; fluency in English language would be considered as essential for this position, including the Microsoft 365 package, in particular Power point.

The position will be within the Strategic Planning and Directorate Unit, under which is the Communications sector.

Education in the field of communication, marketing, public relations or equivalent would be desirable.

1.3. Archivist and records management

Trainee will be expected to provide general support to the Agency in

- Day to day management and the cataloguing of the Agency's paper archive,
- Scanning and uploading of documents to an electronic document management system
- Support in tasks related to electronic records and documents management system.

Tasks would require very good organisational skills, knowledge and experience in archiving system management. Fluency in English language would be considered as essential for this position

The position will be within the Corporate Services Unit, under which documents management system belongs to.

1.4. Learning management system (Budapest)

Trainee will be expected to provide general support to the EUTH Hub, in

- Support to learning and management systems sector in monitoring respective functional mailbox,

- Communicate with stakeholders and provide relevant information.
- Support the contracts in designing and implementing a new self-paced activities;
- Familiarize with the LMS interface, including training course material, progress tracker and resources,
- Prepare guides and instructions on the use of LMS

Task would require good communications skills, fluency in English is considered essential for the position. Studies in instructional design or educational development would be considered advantageous selection criteria.

1.5. Training needs analysis (Budapest)

Trainee will be expected to provide general support to the European Unit Training Hub, in

- supporting the process of EU Strategic Training Needs Assessment and Operational Training Needs Analysis, including analysis of the legal background, liaising with the stakeholders, inputting data in the database, and other necessary tasks related to this activity,
- Supporting the process of Sectorial Qualifications Framework, including liaising with stakeholders supporting the administrative processes, and other necessary tasks related to this activity,
- Tasks would include communications with stakeholders, creating surveys, conducting interviews, analysis of policy documents, filling in the stakeholder's matrix, support in quantitative and qualitative data analysis, drafting minutes and reports, organisation of meetings and workshops, data visualisation.

Task would require good communications skills, fluency in English is considered essential for the position. Familiarity with EU internal security policies and EU regulations on law enforcement cooperation and its instruments would be considered as an asset. Studies in social science, statistics, educational development would be considered advantageous selection criteria.

1.6 Higher education, Research and Innovation (Budapest)

Trainee will be expected to provide general support to the European Unit Training Hub, in

- mapping the CEPOL stakeholders including providing substantive input on the development/updating of the stakeholder matrix/database, inputting data in the database, liaising with the respective stakeholders, and other necessary tasks related to this activity,
- supporting the Research and Science activities, including organising meetings, preparing documents and agendas, communication with stakeholders and other related tasks.
- mapping the ongoing law enforcement related research projects,
- support the preparation of the Law Enforcement Research Bulletin liaising between authors and reviewers,
- supporting the preparation and implementation of the workshops involving academia, and other necessary tasks related to these activities.
- Tasks would include communication with stakeholders, analysis of documents, providing support in development of the training concept, organisation of meetings and workshops, drafting reports, data visualisation.

Task would require good communications skills, fluency in English is considered essential for this position.

2. Eligibility

Any candidate who meets the criteria mentioned above and following minimum eligibility criteria may apply for a traineeship at CEPOL:

2.1 Nationality

Trainees shall be nationals of the Member States of the European Union, Schengen Associated Countries or candidate countries benefiting from a pre-accession strategy¹.

2.2. Qualifications

2.2.1 Education

Candidates must have a level of education which corresponds to completed or on-going university studies or vocational training relevant for the tasks of CEPOL.

2.2.2 Languages

All candidates must declare at least one (1) mother tongue. Candidates must have very good knowledge of English language at the level B2² or higher.

2.3. Certificate of Good Conduct

Candidates must provide a recent Certificate of Good Conduct³ prior to commencing the Traineeship.

2.4. Prior experience

Traineeship is open to candidates who have not yet had a possibility to work either as a staff member or as a trainee (formal or informal, paid or unpaid) in the European institutions, agencies or bodies. However, if justified in the interest of services, CEPOL may consider applications from candidates having interned at other EU institutions if they may present particular value for the Agency.

3. Application process

All applications will be subject to pre-selection taking into account the applicant's profile and the organisational needs and requirements.

3.1 Submission of applications

There are 3 requirements to be fulfilled in order for the application to be considered valid:

1. Candidates should submit their application in English using the EU Pass CV⁴ with the motivation letter;
2. Candidates should clearly state in their application for which of the announced traineeship opportunities they are applying. Each traineeship position requires separate application;

¹ [Pre-Accession Assistance - European Commission](#)

² <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

³ Annex A of the On Rules Governing Traineeship at CEPOL

⁴ <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

3. The application is to be submitted electronically to the e-mail address traineeships@cepol.europa.eu in order for CEPOL to confirm compliance with the eligibility criteria for the traineeship.

Applications, which do not meet the eligibility criteria or are incorrectly submitted, will be rejected.

Deadline for applications: 30 April 2025, 23:55hrs, Budapest Time, CEST.

3.2 Selection procedure

The selection is to be carried out by a committee consisting of one member of the Human Resources Sector and at least one representative of the requesting Business Area. Trainees shall be selected on the basis of a detailed screening of the received application forms. In addition, candidates may be contacted by CEPOL for an interview, to discuss their experience and mutual expectations prior to the final selection decision.

Only successful candidates shall be informed by an offer letter stating the starting date and duration of the traineeship.

Applicants may withdraw their applications any time informing CEPOL by letter or email to traineeships@CEPOL.europa.eu.

4. Organisation

4.1 Duration of traineeship

The duration of traineeship will be for a period of **six months period.** The traineeship may be extended once for a further period of a maximum 6 months, under exceptional and duly justified circumstances. The traineeship contract will be signed on the first day when entering CEPOL.

4.2 Beginning of the traineeship

Trainees in CEPOL shall start on 1st or 16th day of the month only. This traineeship is expected to start on 1 September 2025.

Successful candidates will be asked to scan and send documents of their identity, education, health insurance and a certificate of good conduct prior to taking up the position. Originals will have to be presented on the first day of traineeship period.

All trainees must possess health insurance throughout the entire period of their traineeship. Proof of this insurance must be presented to the Human Resources Sector before the start date of the traineeship. Trainees are also advised to take out civil liability insurance.

At the beginning of the traineeship, the trainee will be asked to sign a written agreement stating the conditions of the traineeship and his/her activities during the traineeship period, as well as a CEPOL Declaration of Confidentiality. Trainees may also be required to fill out a declaration of interest.

CEPOL shall provide trainees with an office space, computer access and other equipment necessary to perform their duties.

5. Rights and obligations of the trainee

5.1 Status

Admission to the traineeship program at CEPOL does not award to the participants the status of Other Servants of the Communities nor does it entail any right or priority with regard to an appointment in the services of CEPOL.

5.2 Duties and obligations

Trainees shall be required to comply with the instructions given by their supervisor as well as the respective managers of the hosting entity. They shall also comply with the internal rules governing the functioning of CEPOL, in particular the rules concerning security and confidentiality as well as all provisions of the CEPOL Code of Conduct.

Trainees must take part in all activities organised for them, respecting the timetables and programs laid down.

CEPOL reserves its right to terminate the traineeship and to take legal proceedings against any person who does not respect their obligations, including obligations related to discretion and confidentiality.

At the end of the traineeship period, trainees must submit to their supervisor a report on their activities and objectives met during the traineeship period.

5.3. Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any matter, disclose to any unauthorized person any document or information not already made public. To ensure this discretion, trainees shall be requested to implement and sign CEPOL Declaration of Confidentiality before starting the traineeship.

If trainee's participation in a particular project during the traineeship does involve access to classified information, only candidates holding security clearance of the appropriate EU level from the Member States will be accepted.

For these trainees positions security clearance is not required.

5.4. Grants

The grant shall amount to 25% of the monthly basic salary of an official in grade AD 5, step 1. The grant shall remain unchanged throughout the traineeship and shall not take account of any updates of the salaries of officials during the traineeship period.

The above-mentioned grant shall be calculated in EUR and paid in EUR or in HUF, according to the *InforEuro*⁵ monthly exchange rate. The grant shall be paid by the 16th day of each month. The grant for the first month of traineeship may be paid in four to six weeks following the start of the traineeship.

Trainees are solely responsible for the payment of any taxes due on the grants received from CEPOL by virtue of the laws in force in the State concerned. Grants awarded to trainees are

⁵ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

not subject to the tax regulations applying to officials and other servants of the European Communities.

At the end of traineeship and for tax purposes, the Human Resources Sector shall provide a certificate stating the total amount received by the trainee, confirming that tax and social security payments have not been paid by CEPOL. For all Financial related questions, please refer the Rules Governing Traineeship at CEPOL⁶, in particular articles 13 and 14.

5.5 Insurance

All trainees must possess sickness insurance throughout the entire period of their traineeship. Proof of this insurance must be presented to the Human Resources Sector before the starting date.

6. Protection of personal data

Any personal data provided by the candidate shall be processed pursuant to Regulation (EU) No 2018/1725 on the protection of individuals with regards to the processing of personal data by the Community Institutions and bodies and on the free movement of such data. Should the candidate have any queries concerning the processing of his/her personal data, she/he shall

address them to the Data Protection Officer, CEPOL, 1903 Budapest, Pf.314, Hungary or by email at: dpo@cepol.europa.eu

For further information on Data Protection in relation to the CEPOL recruitments, please visit: www.cepol.europa.eu/data-protection/recruitment.

⁶ [Traineeships | CEPOL](#)