



CALL FOR APPLICATIONS

**Trainee support to the European Union Agency for Law Enforcement Training
CEPOL, Hungary, Budapest**

Traineeship in the field of Information and Communication Technologies (ICT)

REF: CEPOL/2019/INT/02

(1 position)

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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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

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 you have acquired during your studies in your 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?

- pool of trainees with first-hand experience of 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

a) Trainee in the area of ICT

The successful applicant will receive on the job training and in return will support the ICT officer with the portfolio of his tasks. Support will entail in particular carrying tasks related to inventory of assets, creation and management of documentation for various systems, deployment of client computers.

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 strategy.

2.2 Qualifications

2.2.1 Education

Completed or on-going university studies related to information and communication technologies. However, completed university studies in information and communication technologies as well as post-graduate studies would be considered as advantageous selection criteria.

2.2.2 Languages

Candidates must have very good, proven knowledge of the working language of CEPOL (English) at the level B2¹ or higher.

2.3 Certificate of Good Conduct

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

2.4 Prior experience

Traineeships are, as a rule, 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 for the benefit of service, 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:

- Candidates should submit their application using the EU Pass CV².
- Candidates should clearly state in their application for which of the announced traineeship opportunities they are applying.
- The application shall be signed, scanned and send electronically by the candidate, to the e-mail address traineeships@CEPOL.europa.eu in order to confirm his/her 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: 22 September 2019, 23:55 Budapest Time

3.2 Selection procedure

CEPOL makes a selection of trainees on the basis of the detailed screening of the received application forms. In addition, candidates may be contacted by CEPOL over the phone in order to discuss their experience and mutual expectations prior to the final selection decision.

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

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

4. Organisation

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

² <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

4.1 Duration of traineeship

The duration of traineeship will be for a **six months period**. 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.

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 Department 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

Trainees are entitled to a flat monthly grant during the period of the traineeship. The amount of the grant is **1159.44 EUR** weighted with the correction coefficient that applies for Budapest (Hungary). Currently the correction coefficient for Budapest is 71.90% and the grant to be paid is **833.63EUR**.

The above mentioned grants shall be calculated in EUR and paid in EUR or in HUF, according to the *InforEuro*³ 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 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 Team 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.

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 Management Sector before the starting date. Trainees are advised to take out a civil liability insurance as well.

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.

³ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm