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| <b>Vacancy Notice for the SNEs</b> | Document number: : TE.HR.023-1 |
|                                    | Approval date: 26/06/2012      |



**VACANCY NOTICE TO ESTABLISH A POSITION  
FOR A SECONDED NATIONAL EXPERT (SNE)  
REFERENCE: CEPOL-2016-SNE-02  
JOB TITLE: WEBINARS & E-LEARNING  
(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<sup>1</sup> establishing that seat of CEPOL shall be Budapest, Hungary.

CEPOL's main function is to support the training of senior police officers of the Member States by optimising cooperation between the national training institutes. CEPOL therefore shall support and develop a European approach to the main problems facing Member States in the fight against crime, crime prevention, and the maintenance of law and order and public security, in particular the cross-border dimension of those problems (Article 5 of Council Decision 2005/684/JHA).

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).

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 WEBINARS & E-LEARNING.**

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<sup>1</sup> REGULATION (EU) No 543/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 15 May 2014 amending Council Decision 2005/681/JHA establishing the European Police College (CEPOL), OJ 2014 L 163 of 2014-05-29, p. 5-6

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### 1. Job Summary

In September 2009 CEPOL launched the Learning Management System or LMS<sup>2</sup> as part of the e-Net to support its existing learning and training activities as well as developing dedicated e-learning services to the Member States. One of these is that of the webinars and the webinar resources. Both the LMS and the webinars have become commonplace entities in the CEPOL portfolio, reaching out to over 10,000 e-learning users in 2015. With the change of CEPOL's legal mandate coming into force as of 1 July 2016, the target audience has substantially expanded. As a result it is expected that the number of users of CEPOL's e-services shall further increase in the future.

CEPOL is seeking for a Seconded National Expert for the area of webinars and e-learning for the development, implementation, administration, procurement for and contract management of the CEPOL webinars and related e learning services.

### 2. Key Accountabilities

Working in close cooperation with E-learning Officer, this successful candidate shall:

1. Manage licenses and tools for the CEPOL webinar and additional e-learning services:
  - a. Procurement and contract management for CEPOL webinars;
  - b. Prepare, setup, promote, open, monitor webinars from the AWP and ad hoc events as approved by Head of Training and Research Unit;
  - c. Monitoring and management of webinar implementation;
  - d. Administration of the CEPOL webinar licenses;
  - e. Prepare, launch and analysis of the annual Webinar Needs Analysis;
  - f. Moderation of the Webinar Resources, and resources for webinar educators on the learning management system;
2. Provide professionalization, coaching and training in the use of the webinars and the learning management system to:
  - a. Member States;
  - b. Webinar educators;
  - c. CEPOL partners;
  - d. e-Net Managers;
  - e. CEPOL staff;
3. Monitor CEPOL's e-Learning progress on webinars and report to management and stakeholders;
4. Contribute to the CEPOL's Training Needs Assessment.

### 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;

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<sup>2</sup> In some Member States of the EU a Learning Management System (LMS) is known as a Virtual Learning Environment (VLE) or Course Management System (CMS). As these terms are interchangeable, this call for nomination uses the term Learning Management System.

- 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 Languages

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

## 4. Selection Criteria

### 4.1 Essential Selection Criteria

The successful candidate shall have:

- Proven knowledge and experience in working with and administrating webinar software and systems;
- Sound knowledge of writing terms of reference for procurement
- Knowledge of educational approaches, adult learning and training;
- Experience in setting up the support for learning and training activities by a learning management system particularly with webinars;
- Experience in the management, organization and implementation of webinars as a tool in the learning/training toolkit;
- Experience in administrating webinar tools, services and their underlying licenses;

### 4.2 Advantageous Selection Criteria

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

- Ability to work in a team, under minimal supervision and under pressure;
- Ability to organize own work and priorities tasks;
- Ability to work in multicultural environment.

## 5. Submission of Application

Applications shall be submitted electronically, via email. Candidates are requested to complete their Europass CV<sup>3</sup> in English.

Nominations must be sent to: **CEPOL-2016-SNE-02@CEPOL.EUROPA.EU**  
by no later than **21 August, 16:00** Central European Time (CET).

The subject of the e-mail should include the reference of this vacancy (**CEPOL-2016-SNE-02**) and the candidate's surname.

<sup>3</sup> <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 section 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 until 31 December 2017 and may be extended by decision of the Appointing Authority of CEPOL.

## 9. Appointment and Conditions of Employment

A contract for engagement as Seconded National Expert will be prepared for a period starting on 01 September 2016 until 01 September 2017.


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 Governing Board of European Police College 6/2006/GB *Laying Down Guidelines Concerning Part Time Secondment of National Experts*, and in Decision of the Governing Board of the European Police College 5/2006/GB *Laying Down General Guidelines on the Implementation of the Council Decision Concerning Seconded National Experts*.

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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](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)).