

<b>Vacancy Notice</b>	Document number: TE.HR.005-5
	Approval date:



**VACANCY NOTICE TO FILL A POSITION  
AND TO ESTABLISH RESERVE LIST  
REFERENCE: CEPOL/2016/TA/04  
JOB TITLE: ADMINISTRATIVE ASSISTANT  
(Temporary Agent – AST3)**

**2 posts**

**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.

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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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

<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

Depending on the position in the organisation, the job holder will either work in the field of travel arrangements for participants to CEPOL activities and CEPOL staff or in the governance team supporting the activities of the Management Board and its bodies, the Executive Director and the Head of Operational Department.

## 2. Key Accountabilities

Working in close cooperation with Head of Operational Department/Head of Corporate Services Department the successful candidate shall provide the following tasks:

- Preparation and administration of travel arrangements related to CEPOL activities;
- Preparation, administration and follow up of business meetings/events including required documentation;
- Drafting of internal administrative files/notes;
- Planning, monitoring and reporting of related budgets;
- Internal coordination/communication within the teams and with other parts of the organisation if required;
- External coordination with CEPOL partners, customers and stakeholders;
- Performing additional support tasks for operational and administrative areas if required.

## 3. Eligibility Criteria

### 3.1 Education

- A level of post-secondary education attested by a diploma.

OR

- A level of secondary education attested to by a diploma giving access to postsecondary education, and appropriate professional experience of at least (3) three years gained after obtaining the diploma.

### 3.2 Professional experience

In addition to the above at least 6 years of relevant and proven professional experience gained after obtaining the diploma.

### 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; and

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- Be physically fit to perform the duties linked to the post.
- 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

Proven experience in drafting administrative notes/files;

- Proven experience in support for budget planning, monitoring and reporting;
- Sufficient experience in planning and administration of international meetings / events;
- Minimum 2 years of working in an international environment;
- Proven experience in communication / coordination with external stakeholders / contractors/ customers
- Experienced user of Microsoft Office; especially Word and Excel

##### 4.2 Advantageous Selection Criteria

- Working experience in an EU institution/agency

#### 5. Submission of Application

Applications shall be submitted electronically, via email. Candidates are requested to complete their application in the working language of the agency, which is English. All parts of the application form marked mandatory must be completed in full. Candidates should assess and check before submitting their application form whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

Applications must be sent to: [CEPOL-2016-TA-04@CEPOL.EUROPA.EU](mailto:CEPOL-2016-TA-04@CEPOL.EUROPA.EU)  
by no later than **09/12/2016, 16:00 Budapest Time**.

The subject of the e-mail should include the reference of this vacancy:

- **CEPOL/2016/TA/04-INT** and the candidate's surname (for CEPOL internal candidates)
- **CEPOL/2016/TA/04-IA** and the candidate's surname (for Inter Agency candidates)
- **CEPOL/2016/TA/04-EXT** and the candidate's surname (for external candidates)

Once the application has been submitted, candidates will receive an automatic reply. It is their responsibility to keep the automatic reply as proof of application submission.

Applicants are advised, when sending their application, to provide concrete examples of the selection criteria, both essential and advantageous, listed in the vacancy notice. This information can be provided within the application form.

Supporting documents (i.e., copies of ID card, copies of passport, educational certificates, evidence of previous employment, etc.) shall not be provided with the application at this stage. Candidates invited for an interview will be requested to present for verification all original

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documents supporting every educational achievement and work experience they have referred to in the application.

## **6. Submission of a full application (only for candidates invited to the interview)**

Candidates invited to the interview must bring with them on the day of the interview and written test original supporting documents (proof of nationality, diplomas, academic qualifications, employment certificates, etc.) needed to prove that they satisfy all conditions for admission, as well as one set of copies.

All documentary evidence of professional experience must indicate start and end dates for previous positions and the start date and continuity for the current position held. On the day of the interview the candidate will be requested to sign his/her application form and by signing the form the candidate certifies on his/her honour that the information provided is complete and accurate.

## **7. Selection procedure**

The section will be carried out in two phases against the criteria detailed in this vacancy notice, and will be scored and assessed by the Selection Committee. The thresholds to be achieved at each phase will be agreed by the Selection Committee in advance and before any applications are opened.

### **7.1 Shortlisting phase**

In the first phase, the Selection Committee will analyse applications to verify the eligibility of the candidates and to assess their compliance with the requirements specified in this vacancy notice.

Failure to fully comply with one of the eligibility requirements shall result in the exclusion of the applicant concerned from the selection procedure. Applications sent after the closing date and/or incomplete applications will also be excluded.

The Selection Committee will assess the candidates that demonstrate compliance with the essential requirements (Section 4.1) and will score candidates against these criteria. Similarly, applications will be assessed and scored against the specified advantageous requirements (Section 4.2). The highest scoring candidates exceeding the threshold defined in advance by the Selection Committee shall be invited for interview. The maximum number of candidates to be invited for interview shall not exceed **eight (8)**. The interview session will be held in person in Budapest, Hungary.

### **7.2 Final selection phase**

The second phase will consist of an interview and written test. The interview questions, the written test and the scores achievable will be defined by the Selection Committee in advance, and before any applications are opened. Both the interview and written test will be conducted in English. Native English speakers will be expected to conduct at least part of their interview in their stated second language of the Union. The candidates will be assessed against the essential requirements (Section 4.1) and the specified advantageous requirements (Section 4.2) specified in this vacancy notice. The written tests will be marked without the Selection Committee knowing the identity of the relevant candidate (blind marking).

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The assessment of applicants will be completed only after all candidates have completed both the written test and interview, and will be based on the score achieved in the written test and interview.

### 7.3 General information on the Selection process

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact, direct or indirect, with its members is strictly forbidden. The confidentiality principle is intrinsic to all steps of the recruitment procedure and is in accordance with Article 6 of Annex III to the Staff Regulations of Officials of the European Communities.

Due to the large volume of applications expected, only candidates selected for the interviews will be contacted. Candidates who have not been contacted by CEPOL within 20 weeks of the closing date of this vacancy notice should consider that their application has been unsuccessful. The information provided in applications is subject to EU legislation on protection of personal data and confidentiality of information.

### 8. 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.

Only candidates who achieve **65%** the total scores available in the second phase can be included in the Reserve List. On the basis of the adopted Reserve List, the Appointing Authority of CEPOL may offer a contract of employment. Candidates shall note that inclusion in the Reserve List does not guarantee recruitment, which will depend upon, among other things, the availability of vacant posts and/or budget.

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 offer will be made as a member of the **Temporary Agent** staff of the agency in accordance with the Conditions of Employment of Other Servants of the European Communities for a five year period, which may be renewed for an additional 5 years. The third contract will be for an indefinite period. The successful candidate will be recruited as **Administrative Assistant – AST3**. The basic monthly salary for this post is **EUR 1,971.63** (step 1) or **EUR 2,046.79** (step 2). The correction coefficient (on the date of publication of this vacancy notice: **69.00%**) for Hungary is already taken in consideration for these amounts.

The step in grade is determined on the basis of professional experience gained after obtaining the diploma of an education required for the position and in line with applicable implementing rules.

In addition, based on personal situation, the following allowances might be granted:

- Expatriation or foreign residence allowance: 16 % or 4 % of the basic salary.
- Annual travel allowance: staff who are entitled to the expatriation (16%) or foreign residence (4%) allowance are entitled to be paid each calendar year a sum representing the cost of travel from the place of employment to the place of origin for themselves and,

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if they are entitled to the household allowance, for their spouse and dependents (less than age of 2)

- Household allowance
- Allowance for a dependent child or person treated as such:
- Pre-school allowance:
- Education allowance:
- School fees: paid by CEPOL for dependent children who joined the staff member in changing the residence to fully respect the article 20 of the Staff Regulations. The school shall be considered as non-fee paying and the staff member concerned shall not receive the education allowance mentioned in the bullet point(s) above.

The costs covered by CEPOL shall be:

- The registration and attendance fees at international schools
- The transportation costs
- Excluding all other costs as described on the Commission decision C(2004)131-53-2004 on general implementing provisions for the grant of the education allowance.

In addition, CEPOL will provide benefits and entitlements in line with those of European Union Civil Servants. Such entitlements will be established based on the necessary documents provided by the newly recruited staff member upon taking up duty with CEPOL.

The successful candidate shall undergo a probation period of 9 months.

For reasons related to CEPOL's operational requirements, the candidate may be required to be available at short notice.

## **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 Temporary Agents or Contract Agents are defined in the Conditions of Employment of Other Servants of the European Communities.

The purpose of processing is to enable collection and processing of personal data for the evaluation, selection and recruitment of Temporary Agents or Contract Agents.

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)



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

Various fields in the application form are mandatory; the answers provided by the applicants in the fields marked as optional will not be taken into account to assess their merits (examples of how the applicants' knowledge, experience, skills and abilities meet the requirements of the position is taken into account).

Categories of personal data provided directly by the applicant are processed under Art. 11 of Regulation (EC) No 45/2001. Assessment made by the Selection Committee is as a category of data processed based on Art. 12 of Regulation (EC) No 45/2001.

Personal data processing operations in selection and recruitment of Temporary and Contract Agents have been notified for prior checking to the European Data Protection Supervisor, based on Art. 27(2)(a) (processing of certain special categories of data) and Art. 27(2)(b) (evaluation of data subjects) of Regulation (EC) No 45/2001.

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

- a) Recruited candidates  
Personal data are kept for a period of 10 years as of the termination of employment or as of the last pension payment 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)).

## 11. Appeal procedures

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending, within 20 calendar days of the date postmarked on the letter of notification, a request for review, quoting the number of the selection procedure

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concerned to the Chair of the Selection Committee at the following address (marked 'confidential'):

(CEPOL) European Union Agency for Law Enforcement Training  
 Human Resources Section  
 Pf. 314  
 1903 Budapest  
 Hungary

The selection committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, at the following address (marked 'confidential'):

(CEPOL) European Union Agency for Law Enforcement Training  
 Human Resources Section  
 Pf. 314  
 1903 Budapest  
 Hungary

The complaint must be lodged within 3 months.

The time limits for initiating these two types of procedure (see Staff Regulations as last amended by Regulation (EU, Euratom) 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1465801463092&uri=CELEX:01962R0031-20160101> ) start to run from the time the complainant is notified of the act allegedly prejudicing his/her interests.

A candidate can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal  
 Boulevard Konrad Adenauer  
 Luxembourg 2925

The appointing authority does not have the power to amend the decisions of the Selection Committee. The Civil Service Tribunal has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Civil Service Tribunal unless rules which govern the proceedings of selection boards have been infringed. For details of how to submit an appeal, the website of the European Union Civil Service Tribunal can be consulted:

[http://curia.europa.eu/en/instit/txtdocfr/index\\_tfp.htm](http://curia.europa.eu/en/instit/txtdocfr/index_tfp.htm)

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Regulation (EU, Euratom) 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1465801463092&uri=CELEX:01962R0031-20160101> ) start to run from the time the complainant is notified of the act allegedly prejudicing his/her interests.

It is also possible to lodge a complaint to the European Ombudsman pursuant to Article 228 of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:



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European Ombudsman  
1 Avenue du President Robert Schuman  
CS 30403  
67001 Strasbourg Cedex  
France  
[www.ombudsman.europa.eu](http://www.ombudsman.europa.eu)

Complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU. Under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.