



## **CALL FOR APPLICATIONS**

### **Internship/trainee support to the European Union Agency for Law Enforcement training**

**CEPOL, Hungary, Budapest**

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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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

- **Area of Research and Science (1 position)**
- **Area of Communications (1 position)**
- **Area of Legal matters (1 position)**

What CEPOL offers?

- first working experience of working for an EU body;
- ability to put in practice the knowledge you have acquired during your studies in your particular areas of competence;
- to acquire knowledge about the European Union institutions and bodies, and their activities;
- to ensure the completion of specific tasks which are useful to CEPOL;
- to gain experience and knowledge of the day-to-day CEPOL work;
- to enable you to work in a multi-cultural environment.

What CEPOL expects?

- contribution in performing specific tasks for CEPOL;
- input from you, bringing up-to-date academic knowledge;
- input from your various levels of expertise,
- proactive attitude

## **1. Job profile**

### **a) Trainee in the area of Research and Science**

CEPOL is looking for a trainee with a knowledge preferably scientific research knowledge, in the area of international and/European policing and law enforcement. The applicant will support the Research and Knowledge Management Officer within the portfolio of his/her tasks. Support is expected in working with the CEPOL e-Library and other internal databases, as well as taking care of research, analytical and organisational tasks. Very good command of English in particular in writing and office software is a prerequisite. Experience in organisation and support of scientific conferences would be considered as advantageous selection criterial.

### **b) Trainee in the area of Communications**

CEPOL is looking for a trainee with a knowledge in website updating, social media, digital marketing, and production of multimedia content. The applicant will support the Communications Officer within the portfolio of his/her tasks. Support is expected in working with Adobe Photoshop, content management systems such as Drupal and Typo3, developing social media presence on Twitter, Facebook, LinkedIn and YouTube as well as providing general assistance to the Communications team in events organization and assistance to the media team.

Good skills in the Microsoft office tools, good command of video editing and graphic design software, excellent Social media skills (content scheduling, blogging, monitoring and reporting) and very good command of both written and spoken English is a prerequisite.

Good knowledge of Content Management Systems (preferably Drupal and Typo3) and basic knowledge of web programming languages (HTML, CSS) would be considered as advantageous selection criteria.

### **c) Trainee in the area of Legal matters**

CEPOL is looking for a trainee in the area of legal matters. The successful applicant will support the legal officer with the portfolio of his/her tasks. Support will in particular entail carrying out legal research and analysis on a broad range of matters such as EU data

protection rules, Staff Regulations, public procurement rules and internal governance of the Agency, monitoring case-law and legislation developments, drafting legal templates, contributing to the development of repository of legal documents.

To be eligible a candidate must have completed or on-going university studies in law. However, completed university studies in law as well as post-graduate studies in European law would be considered as advantageous selection criteria.

## **2. Eligibility**

Any candidate who meets the 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**

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**

Candidates must have very good, proven knowledge of the working language of CEPOL (English) at the level B2 or higher.

### **2.3 Certificate of Good Conduct**

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

### **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 CV<sup>1</sup>.
- Candidates should clearly state in their application for which of the announced traineeship opportunities they are applying. Each traineeship position requires separate application.
- The application shall be signed, scanned and send electronically by the candidate, to the e-mail address [traineeships@CEPOL.europa.eu](mailto:traineeships@CEPOL.europa.eu) in order to confirm his/her compliance with the eligibility criteria for the traineeship.

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<sup>1</sup> <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

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

### **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.

Successful candidates will be informed of the dates and rules governing the traineeship. Applicants may withdraw their applications any time informing CEPOL by letter or email to [traineeships@CEPOL.europa.eu](mailto:traineeships@CEPOL.europa.eu) .

## **4. Organisation**

### **4.1 Duration of traineeship**

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

Traineeship duration may not be extended beyond the maximum length laid down in these rules.

### **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 submit a copy of their passport and supporting documents from their studies before starting with CEPOL or at latest on the day of starting the traineeship. Candidates shall also submit any forms or additional certificates required by CEPOL upon starting the traineeship.

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 (see paragraph 6.3.1).

Trainees shall be provided by CEPOL 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 tutor 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 (see point 6.3).

At the end of the traineeship period, trainees must submit to the tutor 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 two positions security clearance is not required.

### **5.4 Grants**

Traineeship will be awarded a flat rate monthly grant. The amount of the grant is 750 EUR.

The above mentioned grants shall be calculated in EUR and paid in EUR or in HUF, according to the *InforEuro* monthly exchange rate, by the end of each month of the traineeship performed.

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 Sector shall provide an income 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 interns must possess sickness insurance throughout the entire period of their internship. Proof of this insurance must be presented to the Human Resources Management Sector before the start date of the internship.

Interns are advised to take out a civil liability insurance.

## **6. Protection of personal data**

Any personal data provided by the candidate shall be processed pursuant to Regulation (EC) No 45/2001 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](mailto:dpo@cepol.europa.eu) .

For further information on Data Protection in relation to the CEPOL recruitments, please visit: <https://www.cepol.europa.eu/who-we-are/working-with-cepol/general-information/>.