

Vacancy Notice

Document number: TE.HR.005-4
Approval date: 29/05/2015

VACANCY NOTICE TO ESTABLISH A RESERVE LIST

REFERENCE: CEPOL/2015/CA/10

JOB TITLE: SECRETARY TO THE DIRECTOR

(Contract Agent - FGI)

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 2014¹ 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 SECRETARY TO THE DIRECTOR.

¹ 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

Secretary to the Director shall provide routine administrative support for the Director - and where necessary - Deputy Director, maintaining a close and highly responsive relationship with the management and CEPOL staff in a manner that will enhance the productivity and effectiveness of the Agency.

2. Key Accountabilities

Working in close cooperation with Management Support Assistant this successful candidate shall:

- Facilitating the handling of requests for information from EU Member States and other authorities;
- Keeping diaries and address lists up to date;
- Handling telephone enquiries;
- Organising management meetings and other activities;
- Taking notes and minutes;
- Managing incoming and outgoing post for management signature/revision;
- Processing letters, notes and minutes and replying to correspondence;
- Supporting the preparation / revision and control of documents;
- Establishing and maintaining filing systems;
- Acting as a point of contact for external bodies i.e. EU Council, EU Commission, EU Parliament and UN Agencies;
- Participating in ad hoc projects as part of a team or individual;
- Managing allocated functional mailboxes;
- Managing missions for the Director (preparation of mission packs for management, check-in, communicate with Travel and Logistics team, prepare draft mission claims);
- Manage recording of Decisions of the Director;
- Operational initiator for the budget lines relating to budget chapters 169 (social welfare) and 17 (entertainment and representation expenses);
- Be responsible for the maintenance of the Invitation register and liaise with Travel and Logistics Team to organise the missions. Filing invitations to the invitation register folder and database and the public calendar;
- To exercise discretion regarding the distribution and filing of confidential business or personnel information paying particular attention to the requirements.

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3. Eligibility Criteria

3.1 Education

- Successful completion of compulsory education

3.2 Professional experience

In addition to the above at least 3 (three) years of relevant and proven professional experience gained after obtaining the diploma.

3.3 Languages

The working language of the agency is English.

The candidate must have a thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities.

3.4 Miscellaneous

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the European 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
- Be physically fit to perform the duties linked to the post.

4. Selection Criteria

4.1 Essential Selection Criteria

- Excellent organisational skills and ability to deliver high-quality results within deadlines, with attention to details;
- Excellent Communication skills – both written and oral - to be able to write in a clear and concise manner
- Good command of English; both oral and written;
- Solid computer skills, including proficiency in the following Microsoft Applications (Word, Outlook, Excel, PowerPoint, etc); preferably to have obtained computer knowledge certificate, ECDL or similar;
- Experience in a similar post, preferably within the international environment;

4.2 Advantageous Selection Criteria

- Advanced secretarial / PA skills with proven experience in supporting senior management level;
- Strong skills in multi-tasking and planning;

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- Experience in providing logistic support for the organisation of high-level meetings
- Security Clearance at the level of EU RESTREINTE ²
- Hungarian language knowledge

5. Submission of Application

Applications shall be submitted electronically, via email. Candidates are requested to complete their application in the main 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-2015-CA-10@CEPOL.EUROPA.EU**
by no later than **26 January 2016, 16:00hrs, Budapest Time.**

The subject of the e-mail should include the reference of this vacancy (**CEPOL/2015/CA/10**) and the candidate's surname.

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 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.

² Already having such clearance would be an advantage. Otherwise, those applying for the post will be understood to be prepared to undergo a national security screening.

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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 a written test. The interview questions and 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 European 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).

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.

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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 **70%** 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

An interview with the Director will be carried out before a contract offer will be made.

The contract offer will be made as a member of the **Contract 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 **Contract Agent, FGI**. The estimated basic monthly salary shall be **€ 1,907.24**, dependent upon relevant experience. The correction coefficient (currently on date of publication of vacancy notice is **69%**) for Hungary shall apply. The salary is free of national taxation. In addition, CEPOL will provide benefits and entitlements in line with those of European Union Civil Servants. 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.

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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)
- Appointing Authority (concluding contracts of employment)
- Internal Audit Service of the European Commission (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

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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.

General requests can be e-mailed to the CEPOL Data Protection Officer at dpo@cepol.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (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 concerned to the Chair of the Selection Committee at the following address (marked 'confidential'):

European Police College (CEPOL)
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'):

European Police College (CEPOL)
Human Resources Section
Pf. 314

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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 amended by regulation 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu>) 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

The time limits for initiating these two types of procedure (see Staff Regulations as amended by regulation 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu>) 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:

European Ombudsman
1 Avenue du President Robert Schuman
CS 30403
67001 Strasbourg Cedex
France
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.