

**VACANCY NOTICE TO ESTABLISH A POSITION FOR A SECONDED  
NATIONAL EXPERT (SNE)  
REFERENCE: CEPOL-2015-SNE-03  
JOB TITLE: SNE COURSE MANAGER**

**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 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 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 SECONDED NATIONAL EXPERT COURSE MANAGER.**

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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

**Please be aware that all nominations for this positions have to be forwarded to CEPOL via the CEPOL national contact points. Applications received directly by CEPOL cannot be taken into consideration.**

## 1. Job Summary

The role of the “Course manager” Seconded National Expert (SNE) is to organise CEPOL’s residential training activities such as courses and seminars. While reporting to the Head of Training and Research Unit, the SNE’s daily work shall be carried out in close cooperation with the designated Programme Officer and other CEPOL staff members.

## 2. Key Accountabilities

Working in close cooperation with Training Team of the Training and Research Unit, this successful candidate shall:

- organise CEPOL Work Programme 2015 activities in accordance with agreed CEPOL quality standards and regulations;
- support implementation of other CEPOL courses and seminars, including administrative support;
- Evaluate and report on implemented activities in line with CEPOL’s evaluation methodology;
- provide strategic and operational advice to further the efficiency and impact of training;
- To cooperate with internal and external stakeholders on matters of allocated business areas.

## 3. Eligibility Criteria

### 3.1 Education

- 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
- 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.

### 3.2 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.

### 3.3 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

- At least 5 years' experience in law enforcement training;
- Experience in organizing CEPOL residential activities;
- Good knowledge of training cycle;
- Knowledge of quality assurance in vocational and higher education;
- Ability to work under minimal supervision and under time pressure;
- Ability to organise own work and prioritise tasks;
- Good working knowledge with Microsoft Office applications;
- Ability to work in multicultural environment.

### 4.2 Advantageous Selection Criteria

- Experience of working in law enforcement operations;
- Experience in EU policy making mechanism

## 5. Submission of Application

Nominations shall be submitted electronically, via email. Candidates are requested to complete the EUpass CV<sup>2</sup> in English.

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<sup>2</sup><http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

## Vacancy Notice

Document number: TE.HR.005-4

Approval date: 29/05/2015

Nominations must be sent to: **CEPOL-2015-SNE-03@CEPOL.EUROPA.EU**  
by no later than **22 October 2015, 12 : 00 noon** Budapest Time

The subject of the e-mail should include the reference of this vacancy (**CEPOL-2015-SNE-03**) and the candidate's surname.

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 application at this stage.

### 6. Selection procedure

The selection will be carried out on the basis of the CV's 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 may 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 2016 and may be extended by decision of the Appointing Authority of CEPOL.

### 8. Appointment and Conditions of Employment

A contract for engagement as Seconded National Expert will be prepared for a period starting on **1 November 2015** until **29 February 2016**.

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.

## 9. 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 purpose of processing is to enable collection and processing of personal data for the evaluation, selection and recruitment of SNE.

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)

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 50 years as of the termination of employment or as of the last pension payment after which time 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.



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Should the applicant have any query concerning the processing of his/her personal data and has a 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).