

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



**VACANCY NOTICE  
FOR A SECONDED NATIONAL EXPERT (SNE)  
REFERENCE: CEPOL/2019/SNE/03  
JOB TITLE: PROJECT MANAGER FOR NEW OFFICES / HEADQUARTERS  
(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 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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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 post of PROJECT MANAGER FOR NEW HEADQUARTERS / Offices.**

**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.**

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## 1. Job Summary

Project manager for new headquarters will be responsible for smooth cooperation with the Host Member States' authorities in the CEPOL New Headquarters and / or office projects.

## 2. Key Accountabilities

- Project management for CEPOL
- Collecting of/and support to transform functional and technical business requirements into technical specifications for the offices / building;
- Acting as single window of communication between CEPOL and the Hungarian authorities;
- Gathering functional/technical input (at relevant detail level) from relevant CEPOL staff to engage in discussions with contracted advisory company and architects;
- Support preparation of procurement procedures (Technical Specifications) for goods and/or services that will fall under the responsibility of CEPOL to acquire;
- Preparation of a relocation plan from current CEPOL locations to the new Headquarters / offices with as limited impact on daily operations as possible.

## 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, regional or local public administration<sup>1</sup> or an IGO;
- 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 24 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 Education

- Completed university studies of at least three years attested by a diploma  
OR
- In the interest of the service, professional training in engineering or professional experience of an equivalent level in the relevant area and after having completed the training, at least the number of years of relevant professional experience as indicated below:

<sup>1</sup> Public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

<u>Duration of professional training</u>	<u>Professional experience</u>
More than 6 months and up to 1 year	4 years
More than 1 year and up to 2 years	3 years
More than 2 years and up to 3 years	2 years
More than 3 years	1 year

In addition to the above at least **4** years of relevant and proven professional experience gained after obtaining the diploma or professional training.

### 3.2 Languages

- The working language of the agency is English. The candidate must therefore have a thorough knowledge of English language at least C1 level<sup>2</sup>.

### 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;
- Be physically fit to perform the duties linked to the post; and
- 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

The successful candidate shall have:

- In-depth experience in building projects/relocation projects of a public administration organisation whilst guaranteeing business continuity;
- Ability to gather functional/technical input (at relevant details level) from CEPOL staff to engage in meaningful discussion with contracted advisory companies and/or architects and/or Hungarian authorities;
- Experience as project manager for complex projects with many stakeholders;
- Experience with procurement, especially drafting of Technical Specifications for goods and/or services related to building projects and relocation services;
- Excellent communications skills with ability to speak and write clearly and correctly interpreting messages from others and responding appropriately.

<sup>2</sup> <https://www.coe.int/en/web/common-european-framework-reference-languages/reference-level-descriptions>

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#### 4.2 Advantageous Selection Criteria

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

- Technical background and/or background in architecture and engineering would be considered as an advantage.
- Knowledge and/or certification and experience with FIDIC (International Federation of Consulting Engineers) construction contracts;

#### 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-2019-SNE-03@CEPOL.EUROPA.EU](mailto:CEPOL-2019-SNE-03@CEPOL.EUROPA.EU)  
by no later than **20 September 2019, 16:00 Budapest Time.**

The subject of the e-mail should include the reference of this vacancy (**CEPOL/2019/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 CV at this stage.

#### 6. Selection procedure

The selection 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. The selection procedure may include interview and/or written test via skype.

#### 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 would be used to fulfil similar posts within CEPOL when and if required. The Reserve List will be valid for 18 months 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 16 October 2019 until 15 October 2021.

<sup>3</sup> <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

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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 pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The legal basis for the selection procedures of SNEs is defined in Decision of the Management Board of the European Union Agency for Law enforcement Training 11/2016/MB on *Laying down Rules on the Secondment to CEPOL of National Experts*, having regard to the Commission Decision of 12 November 2008, C(2008) 6866 final, laying down rules on the secondment to the Commission of national experts and national experts in professional training.

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

The personal data of successful candidates is kept during the time of their term at CEPOL plus 2 years after the budgetary discharge. After that, only data essential for providing a certificate is kept for a maximum period of 50 years. The necessary data comprises the following: first name, last name, length of contract, relevant department, and monthly allowances received.

### b) Non-recruited candidates in the reserve list

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Personal data of candidates in the reserve list is kept for a period of N+1 after the expiry of the reserve list.

c) Non-recruited candidates

For candidates who are not recruited, the personal data is kept for a period of a maximum of 6 months after the end date indicated in the vacancy notice.

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) and 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)).