

**CALL TO ESTABLISH A POSITION
FOR A SECONDED NATIONAL EXPERT (SNE)
REFERENCE: CEPOL/2020/SNE/01
JOB TITLE: SNE SECURITY OFFICER
(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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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 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 SNE Security Officer

1. Job Summary

The jobholder perform the function of Security Officer. Besides dealing with the tasks stemming from the role of Security Officer, the jobholder is also expected to supply relevant input for the discussions around a new CEPOL Headquarters building in Budapest.

2. Key Accountabilities

Working in close cooperation with the **Head of Corporate Services** this successful candidate shall:

- Perform the role of Security Officer
 - Develop and implement Security Notices implementing MB decisions on Security issues
 - Develop and implement building(s) access policy
- Providing detailed input for discussions with Hungarian authorities on new CEPOL Headquarters:
 - Security by design of the new building
 - Training, meeting rooms
 - Reception & entrance security
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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 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.

3.1 Languages

The working language of the agency is English. The candidate must therefore have a thorough knowledge of English.

4. Selection Criteria

4.1 Essential Selection Criteria

The successful candidate shall have:

- Experience in security arrangements for an international organisation or Member State authority.
- Ability to draft security notices based on MB Decisions and Commission decisions related to Security Issues;
- Excellent communications skills with ability to speak and write clearly and correctly interpreting messages from others and responding appropriately.

4.2 Advantageous Selection Criteria

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

- Experience with procurement, especially drafting of Technical Specifications for goods and/or services related to security, building projects and relocation services.

5. Submission of Application

Applications shall be submitted electronically, via email. Candidates are requested to complete their Europass CV¹ in English.

Nominations must be sent to: CEPOL-2020-SNE-01@CEPOL.EUROPA.EU
by no later than **8 March 2020, 23:55hrs, Budapest time.**

The subject of the e-mail should include the reference of this vacancy (CEPOL/2020/SNE/01) 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 section 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.

¹ <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

7. Reserve List and Engagement

The work of the Selection Committee, appointed by the Executive Director, will end with drafting report of the Selection procedure including names of candidates to be placed on the Reserve list. This list will be proposed to and approved by the Appointing Authority of CEPOL.

The adopted Reserve List would be used to fill in posts for Seconded National Experts within CEPOL, for CEPOL business needs when and if required.

The Reserve List will be valid until **31 December 2021** and may be extended by decision of the Appointing Authority of CEPOL.

9. Appointment and Conditions of Employment

The contract for engagement as Seconded National Expert would be concluded for a period until 31 December 2020.

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 allowances are may be subject to weighting factor applicable for Budapest (in case the applicable regulation will be amended). For 2020, weighting factor is 75.3%

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*², 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:

² <https://www.cepol.europa.eu/sites/default/files/11-2016-MB.pdf>

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



- 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
Personal data are kept for a period throughout the term in CEPOL plus 2 years after the budgetary discharge. After that, only data essential for providing 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 grant received.
- 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 period of 6 months.

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 and 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).