

DECISION 17/2009/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
ADOPTING THE ADVERTISEMENT FOR THE VACANT POST OF DIRECTOR

Adopted by the Governing Board
in a written procedure
on 22 July 2009

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL) ⁽¹⁾, and in particular Article 11(1) thereof;

Having regard to Decision 9/2006/GB of the Governing Board of the European Police College concerning the rules regarding the selection of the candidates for the post of Director ⁽²⁾, and in particular Article 2 thereof;

Having regard to the resignation of the Director ⁽³⁾;

Whereas:

- (1) The post of Director of CEPOL is vacant pursuant to the second indent of Article 2(1) of Decision 9/2006/GB of the Governing Board of the European Police College.
- (2) It is for the Governing Board on the basis of Article 2(2) of Decision 9/2006/GB of the Governing Board of the European Police College to draw up an advertisement for the vacant post describing in detail the nature of the post, including remuneration, the duties to be performed, and the qualifications, skills and experience required.

HAS ADOPTED

1. The advertisement for the post of Director of CEPOL as detailed in Annex 1, to be published in the English language in the Official Journal of the European Union.
2. The notice of recruitment as detailed in Annex 2, to be published in all official languages in the Official Journal of the European Union.

Done at Solna, 22 July 2009

For the Governing Board
Ebba Sverne Arvill
Chair of the Governing Board

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ Adopted by the Governing Board on 24.2.2006 (OJ C 107, 6.5.2006, p. 1).

⁽³⁾ Received by the Chair of the Governing Board on 3.7.2009.



VACANCY NOTICE REF.: CEPOL/2009/TA/XX
Director
Temporary Agent, AD 13
Length of Contract: Four years, extendable once

1. Introduction

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).

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.

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.

CEPOL is located in Bramshill, Hampshire, United Kingdom.

For further information please refer to our web site at www.cepola.eu.

CEPOL operates with the EU Staff Regulations.

CEPOL is financed by the general budget of the European Union.

Applications are invited for the post of Director of CEPOL.

2. Job Summary

The organs of CEPOL are the **Governing Board** and the **Director**, heading the CEPOL Secretariat.

The Director is responsible to the CEPOL Governing Board for the effectiveness and operation of the CEPOL Secretariat.

The Director is responsible for the day-to-day administration of CEPOL's work.

- Exercise the powers in respect of the staff
- Draw up the preliminary draft budget, the preliminary draft annual report and the preliminary draft work programme to be submitted to the Governing Board;
- Implement the budget
- Coordinate the implementation of the work programme
- Take all necessary steps, including the adoption of internal administrative instructions and the publication of notices, to ensure that CEPOL functions in accordance with the provisions of this Decision
- Maintain contacts with the relevant services in the Member States
- Perform any other function attributed by the Governing Board

If the Council or the European Parliament so requests, the Director has to report on the carrying out of his/her duties.

The selection of the Director follows decision 9/2006/GB of CEPOL Governing Board concerning the rules regarding the election of candidates for the post of Director, adopted by the Governing Board 24 February 2006 (OJ C 107.6.5.2006 p.1)

Tests and interviews will be held in the United Kingdom, and applicants will receive two weeks notice of the actual interview date and venue.

3. Key Accountabilities

The successful applicant will be responsible, among others, for:

- Ensuring that the work undertaken by CEPOL satisfies the requirements of the Council Decision (2005/681/JHA);
- Establishing and developing the role, structure and activities of the CEPOL Secretariat;
- Providing support and advice to the Chair and Members of the Governing Board, committees and working groups;
- Give support to the network in implementing courses, seminars and other activities;
- Preparing and drafting the Annual Work Programme;
- Coordinating and developing CEPOL's training activities;
- Developing the training environment;
- Preparing the annual budget and to work closely with people in charge of auditing procedures;
- Acting as the Authorising Officer for implementing the budget;
- Drawing up the draft Annual Report and the Annual Activity Report;
- Negotiating Co-operation Agreements;

- Representing CEPOL in appropriate EU policing and educational organs and raising the organisation's profile within the EU;
- Liaising with relevant national, European or international organisations and institutions in order to promote CEPOL;
- Ensuring that programmes are designed, developed, delivered and evaluated as efficiently and economically as possible;
- Ensuring financial probity and that proper financial records are maintained

4. Eligibility Criteria

Candidates will be considered for the selection phase on the basis of the following criteria:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
- Where justified in the interests of the service, professional training of an equivalent level
- Minimum of 15 years experience, including at least 5 years in a senior position working in a police educational/learning environment.
- Be in a position to take a full term of 4 years in accordance with Article 47a of the Conditions of Employment of Other Servants of the European Communities.

Furthermore, in order to be eligible, candidates must:

- Be a national of one of the Member States of the Communities;
- Produce the appropriate character references as to their suitability for the performance of their duties;
- Be physically fit to perform his/her duties;
- Produce evidence of a thorough knowledge of one of the languages of the Communities and of a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties. (Please note that English is the working language of CEPOL).
- Have fulfilled any obligations imposed on them by the laws concerning military service;

5. Selection Criteria

Essential

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

- Management skills of a top level regarding Administration, Planning, Budget and Finance, Human Resources and Communication;
- Experience of EU policing systems;

- Experience of developing a learning environment within a police organisation;
- Plan, assign, supervise and evaluate work of subordinates;
- Ability to analyse and interpret financial and accounting records; prepare a variety of financial documents and reports;
- Knowledge of EU regulations, institutions and procedures;
- Experience in police training programmes, international police training activities and international co-operation;
- Capability of operating in a multinational and international environment.

Advantageous – additional assets

The following characteristics will be considered as additional assets:

- Communicate effectively, both orally and in writing;
- Be an excellent team leader with good interpersonal skills and creative conflict resolution;
- Have a positive attitude to working in a developing environment;
- Have knowledge of CEPOL legal framework, activities and procedures;
- Have a satisfactory knowledge of other languages of the Communities, in addition to the ones indicated in the eligibility criteria.
- Have computer skills, with a good understanding of the technological environment and an awareness of the benefits that new technology can bring to the learning environment;

6. Selection Procedures

Selection Committee

A selection Committee is set up by the Governing Board. The Selection Committee will check the fulfilment of all eligibility criteria. The responsibility for any decision made during this exercise lies on the Selection Committee. Failure to comply with one of the eligibility criteria will result in a disqualification of the applicant concerned.

The Selection Committee makes the decision on who is to be considered an eligible applicant for the selection process in accordance with the requirements outlined in the vacancy notice and decides from among the eligible applicants, those who are to be invited to attend an interview.

Selection phase

The selection phase consists of an interview with the Selection Committee, in order to evaluate the capacities of the candidates to perform the key accountabilities mentioned above. During the interview special attention will be paid to the specific knowledge for the current post and the suitability and capacity of the candidate to adapt to a multicultural environment. Candidates may be asked to undergo a written test; should this be the case candidates will be informed in advance.

Short-list

The work of the Selection Committee ends with the drawing of a report to the Governing Board indicating at least 3 (three) short-listed candidates.

Contractual conditions

Prior to interviews, the short-listed candidates will be requested to provide CEPOL with originals or certified copies of all relevant documents proving the candidate's eligibility criteria, including an extract from the candidates police file.

Probationary period

The successful candidate is required to serve a probationary period in accordance with Article 14 of the Conditions of Employment for Other Servants.

Equal opportunities

In the application of the Staff Regulations CEPOL is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and the selection criteria without any distinction whatsoever on grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation.

7. Submission of Application

In order for any application to be considered valid, interested persons are requested to use the application form provided and follow the instructions on the application form as published on **CEPOL's website: www.cepol.europa.eu**

Candidates must submit in a single **A4-sized** envelope one (1) original and five (5) copies of **all** the following documents:

- Curriculum Vitae (CV) in the Europass format¹;
- A complete CEPOL Application Form²; (the application form **MUST** be signed and dated);
- A motivation letter of no more than one page, explaining why the candidate is interested in the post and what would be his/her added value to CEPOL if selected

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together.

In order to ensure the receipt of your application, CEPOL strongly recommends sending it by registered mail.

Please include one (1) copy of your supporting documents such as photocopies of diplomas, certificates etc. All documentary evidence of professional experience should indicate the start and end dates of previous positions and the start date and continuity for your current position. Any gaps must be accounted for.

¹ Europass Format is available on the following website: <http://europass.cedefop.europa.eu/>

² CEPOL Application Form is available on the following website: www.cepol.europa.eu

Please send your application marked **private and confidential** to the following address:

The Chair of CEPOL Governing Board
Ms. Ebba Sverne Arvill
European Police College
CEPOL House
Bramshill
Hook, Hampshire,
RG27 0JW
United Kingdom

Please be aware that Applications sent via e-mail will not be accepted.

The application will not be accepted unless all the documentary evidence as requested is provided by the deadline for applications, the application form has been completed and the necessary copies are submitted as requested.

8. Closing Date

The closing date for the submission of applications is 60 days after publication of the advertisement in the Official Journal of the European Union.

Candidates are kindly requested to send their applications as separate sheets without stapling or binding them together.

In order to ensure the receipt of applications, we strongly recommend sending your application by registered mail.

Acknowledgement of receipt of the application will be sent to the candidate after the closing date.

Due to the volume of applications, only candidates selected for the interviews will be contacted further.

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 information provided in the application is subject to EU legislation on protection of personal data and confidentiality of information. Any data provided will be treated in the strictest confidence and with high standards of security.

All personal data collected for this selection process will only be used for the purposes of this selection procedure and will in no case be transmitted to any third party.

Application documents will only be kept for as long as it is mandatory to fulfil the requirements of existing auditing/control procedures applicable to CEPOL.

All applications and annexed documents will be kept in CEPOL's files and will not be returned to applicants.

Applications must be post marked no later than **XX September 2009**.

Please note that, in order to be considered, applications received are required to be dispatched within the **deadline**; the postmark date will serve as proof.

No hand delivery or e-mail applications will be considered.

Information about European Police College (CEPOL)

European Police College (CEPOL) was established 1st January 2001 by a Council Decision to operate as a network of Member States national training institutes providing training, research and learning services to senior police officers and law enforcement officials who are involved in activity to combat cross border and international crime.

For the first two years, a temporary Secretariat, located in Copenhagen, Denmark, provided administrative support to the network.

A permanent Secretariat was established in October 2004 in Bramshill, UK.

THE CEPOL ORGANISATION

Governing Board

The Governing Board comprises delegations from each EU Member State. Each delegation has one voting member. Although not a requirement, most delegations are chaired by the heads of the national police training institutions. Decisions are taken by majority.

The Governing Board deals mostly with strategic issues, and it has established a number of committees, supported by working groups to oversee detailed activity on such matters as developing the annual work programme, research, development of the e-learning, and supporting and implementing training standards.

Committees

There are four committees, which are responsible for:

- Administration, Finance and Budget
- Annual Programme, including Evaluation
- Training and Research, including the e-learning, Research and Science, Learning and Common Curricula)
- Strategy Committee, including External Relations

Details about the annual work programme and other CEPOL activity can be found on www.cepola.europa.eu

Secretariat

The Secretariat has two distinct tasks; providing professional support to the CEPOL work programme and the CEPOL Network and for administrative functions.

The programmes functions cover two fields of activity;

- to provide support for the core business of CEPOL, based around CEPOL's agreed quality standards, ensuring that a flexible approach is adopted;

- to ensure an effective dialogue between key stakeholders within the police and the police-learning environment within EU

National Training Colleges/Institutes

The national police training institutions are the key delivery agents for the CEPOL work programme.

Working in collaboration with other members of the network the overarching objectives of the police training institutions are:

- Designing the learning environment to agreed CEPOL standards;
- Effective and efficient delivery of the annual CEPOL Work Programme;
- Contributing to the EU learning network and harmonised curricula through the provision of national expertise and identification of good practice;
- Supporting the Exchange Programme.

Annex 2

We are looking for a well educated and skilled professional with experience as manager and knowledge of education and training to head CEPOL Secretariat, based in Bramshill, Hampshire, United Kingdom.

DIRECTOR of European Police College (CEPOL)

The aim of CEPOL is to support police cooperation by organising training and exchange programme for senior police officers from the European Union.

CEPOL is an EU agency, and function as a network by bringing together the national training institutes in the Member States whose tasks include the training of senior police officers. The Secretariat headed by the Director, deals with educational, administrative, financial and logistical support and has around 30 staff, including project staff.

The post holder will be responsible for providing support and advice to the Chair and members of the Governing Board and Committees. The Director will supervise the preparation of the Annual Work Programme, the Annual Budget, the Annual Report and the Annual Activity Report. The Director will negotiate cooperation agreements and represent CEPOL in appropriate EU policing and educational organs.

Since the EU Staff Regulations apply, applicants inter alia must be a national of one of the Member States of the EU and must have through knowledge of one of the languages of the Communities and satisfactory knowledge of a second language of the Communities. English is the working language of CEPOL. The successful applicant will be required to undergo local security clearance. CEPOL is an equal opportunities employer and takes great care to avoid any form of discrimination on any ground.

The closing day of applications is 60 days after this advert has been published in the Official Journal of the European Union. The advert is published in English only.

For further information and the application pack, visit the Vacancy Section of CEPOL's website www.cepol.europa.eu

Further enquires should be made by e-mail only to swedishpresidency.cepol@phs.police.se; attention Ms. Ebba Sverne Arvill, Chair of the Governing Board.

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