

**VACANCY NOTICE****FOR A SECONDED NATIONAL EXPERT (SNE)  
REFERENCE: CEPOL/2023/SNE/03****JOB TITLE: E-learning Officer****Training Hub****(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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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).

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 e-LEARNING OFFICER in CEPOL's core businesses Unit Training Hub.**

**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

Under the supervision of the Head of Sector Training centre, the Seconded National Expert will need to work with CEPOL Training Centre under EU Training Hub to oversee the development and implementation of new e-learning products.

## 2. Key Accountabilities

- Contribute to the innovation of CEPOL's e-learning by improving the approaches to e-learning products and services hosted on LMS, such as online courses authoring tool/online modules and their complementarity with other CEPOL products
- Present and promote CEPOL eLearning services to Member States and partner countries/organisations
- Collect, collate and analyse data on the e-learning activities and produce relevant reports
- Design, develop, and manage delivery and evaluation of eLearning activities
- Organise and moderate online activities as well as expert meetings and workshops supporting development of e-learning products
- Manage relevant licences for e-learning services and support procurement and contract management for CEPOL learning services
- Take part in the evaluation procedure of the tender for the online content development renewed procedure
- Active support in the management of the established contract run by Knowledge Management Centre expert and liaise with the new partner to develop best in class online training products
- Prepare/draft presentations.
- Implement other tasks assigned by Line Manager.
- other related tasks as required etc

## 3. Eligibility Criteria

To be considered eligible, candidates must satisfy all the eligibility criteria listed below, by the deadline for submitting applications:

- Candidates must be employed national, regional or local public administration<sup>1</sup> or an IGO and experts from universities or research institutions working in the area of law enforcement as per the CEPOL regulation;
- Candidates must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment. Recently retired (retirement date no more than 18 months before the foreseen starting date of employment) staff of the public bodies mentioned above may be considered if in the interest of the service;
- Candidates must be a national of an EU or EFTA Member State or of a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments or of a country with which CEPOL has concluded a cooperation agreement;
- Before the application, the candidates should receive the formal approval/authorisation of their potential secondment from the National Authority in which they are employed.

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<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.

### 3.1 Education and professional experience

Completed university studies of at least three years attested by a diploma

- or

In the interest of the service, professional training or professional experience of an equivalent level in a relevant area (eLearning, adult learning, digital training) and after having completed the training, at least the number of years of relevant professional experience as indicated below:

Duration of professional training	Professional experience
<ul style="list-style-type: none"><li>• More than 6 months and up to 1 year</li></ul>	4 years
<ul style="list-style-type: none"><li>• More than 1 year and up to 2 years</li></ul>	3 years
<ul style="list-style-type: none"><li>• More than 2 years and up to 3 years</li></ul>	2 years
<ul style="list-style-type: none"><li>• More than 3 years</li></ul>	1 year

In addition to the above at least 5 years of relevant and proven professional experience gained after obtaining the diploma or professional training.

### 3.2 Languages

The SNE must produce evidence of a thorough knowledge of one of the Union languages and a satisfactory knowledge of another Union language to the extent necessary for the performance of his duties. An SNE from a non-member country must produce evidence of a thorough knowledge of one Union language necessary for the performance of his duties.

As the working language of the agency is English language<sup>2</sup>, the candidate must therefore have a thorough knowledge of English language of at least B2<sup>3</sup>. Working knowledge of English language will be tested during the interview.

### 3.3. Miscellaneous

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

- Be a national of an EU or EFTA Member State or of a country with which the Council has decided to open accession negotiations and which has concluded a specific agreement with the Commission on staff secondments or of a country with which CEPOL has concluded a cooperation agreement;
- 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

<sup>2</sup> <https://www.cepola.europa.eu/api/assets/30-2015-GB.pdf>

<sup>3</sup> [Common European Framework of Reference for Languages: Learning, teaching, assessment \(CEFR\) \(coe.int\)](#)

## Vacancy Notice for the SNEs

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### 4. Selection Criteria

#### 4.1 Essential Selection Criteria

- Knowledge of available e-learning products;
- Experience in designing, developing and managing of delivery of e-learning activities
- Experience in organising and moderating online activities
- Good organisational and analytical
- Excellent verbal and written communications skills in English;

### 5. Submission of Application

Candidates are requested to complete their Europass CV<sup>4</sup> in English. Applications must be forwarded by the national units and/or by the EFTA Secretariat, the national contact points of the non-member countries whose nationals are eligible for the secondment and the administrations of the IGOs.

Applications to be sent at: [CEPOL-2023-SNE-03@CEPOL.EUROPA.EU](mailto:CEPOL-2023-SNE-03@CEPOL.EUROPA.EU) by no later than ~~14 January 2024~~, **29 January 2024 23:55hrs CET**, Budapest Time.

The subject of the e-mail should include the reference of this vacancy (**CEPOL/2023/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 on the basis of the applications received. Applications 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 application and to test English language knowledge.

### 7. Reserve List and Engagement

The work of the Selection Committee will end with drafting the 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. Placement on the reserve list does not guarantee possible secondment.

The Reserve List will be valid until 31 December 2024 and may be extended by decision of the Appointing Authority of CEPOL.

<sup>4</sup> <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

## 9. Appointment and Conditions of Employment

A contract for engagement as Seconded National Expert will be prepared for a period starting as soon as possible in 2024 **until 31 December 2024**.

The secondment period would be in 2024 and may be subject to extension should there be a business needs and budget available.

The SNE secondment will be governed by the MB decision 11/2016/MB<sup>5</sup>. SNE will receive an SNE allowance. These allowances are intended to cover SNEs' living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by CEPOL. 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 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 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

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<sup>5</sup> <https://www.cepol.europa.eu/api/assets/11-2016-MB.pdf>

Personal data are kept for a period of 10 years as of the termination of secondment after which time they are destroyed. The extracts of criminal 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](mailto:FM.Human-Resources@cepol.europa.eu).

General requests can be e-mailed to the 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)).