

VACANCY NOTICE

FOR A SECONDED NATIONAL EXPERT (SNE)
REFERENCE: CEPOL/2025/SNE/02

JOB TITLE: ANALYSIS AND QUALIFICATIONS 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adopted Regulation (EU) 2015/2219 on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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, 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'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 Analysis and Qualifications Officer for CEPOL core business, European Union Training Hub.

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

Vacancy Notice for the SNEs

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1. Job Summary

Under the supervision of the Head of Unit – EU Training Hub and Head of Sector CEPOL Knowledge Management Centre, the SNE will work with the CEPOL's analyst on the development and implementation of the proof of concept on SQF and further SQF roll out.

1.1. Responsibility

The SNE will be engaged in the development of the proof of concept for the sectoral qualification framework and the piloting of the Certified Train-the-Trainer Programme, both on cross-border operational cooperation, relying on the already achieved outcomes. This is a complex process that includes contracting short-term experts, managing expert group discussions, liaising with MS, the Commission and JHA agencies as well as with academia. As both the SQF and the Certified Train-the-Trainer Programmes will be new products of CEPOL, understanding of educational standards in law enforcement cooperation is essential. These pilots are the first step of a process aiming at CEPOL to develop accredited training activities in the forms of micro credentials and potentially CEPOL becoming an accreditor of training activities. Hence experience in developing accredited training activities is required.

Tasks related to the proof of concept on SQF in year-1 include, but are not limited to:

- Coordinate the validation process in cooperation with academia.;
- Present outcomes in different fora.

Tasks related to the proof of concept on SQF in year-2 include, but are not limited to:

- Roll out the SQF scheme;
- Monitor and support the implementation of the pilot;
- Present outcomes in different fora.
- Draw lessons learned.
- Make necessary preparations to initiate the process of a fully-fledged SQF on policing.

Furthermore, the SNE is to support the development of analytical products of CEPOL with special emphasis on supporting the EU Strategic Training needs Assessment and OTNAs

2. Key Accountabilities

- Cooperate with internal and external stakeholders, for example, Justice and Home Agencies, DG Home, and Member States on the SQF
- Set up and manage expert groups;
- Organise and moderate meetings online and onsite;
- Assist the development of the SQF and channel in best practices;
- Draft presentations, reports and deliver presentations in different for a;
- Implement other tasks assigned by the Line Manager

3. Eligibility Criteria

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

- be a national of a Member State of the European Union, Schengen Associated Country, or candidate country benefiting from a pre-accession strategy. Additionally, candidates from sending authorities that have a working arrangement with CEPOL in place might be considered for secondment.

3.1 Education and professional experience

- Professional experience of at least 3 years of professional experience in the field of law enforcement training which is relevant to the duties carried out during the period of active secondment.

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 language¹, the candidate must therefore have a thorough knowledge of English language of at least B2².

Working knowledge of English language will be tested during the interview. The duties assigned will be performed in an English-speaking environment.

¹ <https://www.cepola.europa.eu/api/assets/30-2015-GB.pdf>

² [Common European Framework of Reference for Languages: Learning, teaching, assessment \(CEFR\) \(coe.int\)](https://www.coe.int/en/t/treaties/cefr/)

3.3. Miscellaneous

In addition, in order to be eligible the candidate must have, in addition to eligibility criteria indicated under point 2 above:

- 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 English language at B2.

4. Selection Criteria

4.1 Essential Selection Criteria

- Knowledge and/or practical application of the Bologna Process and/or the Copenhagen Process' initiative to facilitate cooperation in higher education and/or vocational training (provide concrete examples)
- Proven relevant work experience in training and education, of at least 4 years, demonstrating strong knowledge of adult learning principles, methodologies and practices (provide concrete examples)
- Experience in organising and implementing workshops, expert groups, education or training programmes (indicate number of events, years and etc)
- Strong ability to analyse and interpret complex documents, draft summaries and reports, visualise and present the outcomes/deliverables to international for a (provide examples of projects) and experience in drafting reports for senior management;
- Excellent verbal and written communications skills in English.

4.2. Advantageous Selection Criteria

- Experience in working with/at EU institutions, agencies or bodies and/or similar international multicultural environment (provide examples)
- Master's degree in Education or similar post graduate studies
- Knowledge of the European Union policies and instruments in the area of Justice and Home Affairs.

5. Submission of Application

Interested candidates are requested to complete their application in the form of Europass CV³ in English and send it to their CEPOL national units/CEPOL national contact points.

Applications must be forwarded to CEPOL by the national units and/or the national contact points of the non-member countries whose nationals are eligible for the secondment. Nominations should indicate to which of the 2 profiles CVs are to be forwarded, if not for both profiles.

Nominations to be forwarded to CEPOL-2025-SNE-02@CEPOL.EUROPA.EU by no later than 5 November 2025, CET, Budapest Time.

The subject of the e-mail should include the reference of this vacancy (CEPOL/2025/SNE/02) and the nominee's surname.

Applicants are advised to provide concrete examples of experience on the selection criteria, listed in the vacancy notice. This information can be provided within the Europass 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 their knowledge of the English language.

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 positions 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 2026 and may be extended by decision of the Appointing Authority of CEPOL.

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

9. Appointment and Conditions of Employment

The secondment is expected to start on 1 January 2026, or as soon as possible, latest by end of February 2026. Secondment period would be 2 years, subject to further extension.

Before the secondment, the seconding authority shall supply CEPOL with a statement of the expert's employment over the previous twelve months. It will also have to confirm that the seconded national expert will remain in the services throughout the period of active secondment.

The SNE secondment will be governed by the MB decision 11/2023/MB⁴. 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 11/2023/MB.

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 Unit; the Data Controller is the Head of Corporate Services Unit.

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)

⁴ [Management Board Decision 11/2023/MB | CEPOL](#)

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.
- 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
for pre-selected candidates who are not recruited, the personal data is kept for 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.

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).