



CALL FOR APPLICATIONS

Trainee support

to the European Union Agency for Law Enforcement training

CEPOL, Hungary, Budapest

REF: CEPOL/2023/INT/01

Introduction to CEPOL

CEPOL¹, the EU Agency for Law Enforcement training was initially founded by the 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adopted Regulation (EU) 2015/2219² on the European Union Agency for Law Enforcement Training (CEPOL) which replaced and repealed Council Decision 2005/681/JHA.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 located in Budapest, Hungary.

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.

¹ [Who we are | CEPOL \(europa.eu\)](#)

² [REGULATION \(EU\) 2015/ 2219 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL - of 25 November 2015 - on the European Union Agency for Law Enforcement Training \(CEPOL\) and replacing and repealing Council Decision 2005/ 681/ JHA \(europa.eu\)](#)

Applications are invited for the following **nine (9) traineeship positions**:

1. **External Relations (Directorate)**
2. **Stakeholder mapping and Training Needs Analyses (Training and Research Unit)**
3. **Higher Education, Research, and Innovation (Training and Research Unit)**
4. **Innovative training curriculum development (Training and Research Unit)**
5. **e-Learning and learning management system – LMS (Training and Research Unit)**
6. **Cascading and Evaluation (Training and Research Unit)**
7. **Facility management – technical (Corporate Service Department)**
8. **Legal/Administration (Corporate Service Department)**
9. **Librarian/Documentation management (Corporate Services Department)**

What CEPOL offers?

- unique and first-hand experience of the work of CEPOL and experience of working for an EU body;
- understanding of the objectives and goals of the CEPOL processes and policies;
- ability to put in practice the knowledge you have acquired during your studies in your particular areas of competence;
- knowledge about the European Union institutions and bodies, and their activities;
- experience and knowledge of the day-to-day CEPOL work;
- working in a multi-cultural environment.

What CEPOL expects?

- pool of trainees with first-hand experience of and training in CEPOL procedures, who will be better prepared to collaborate and cooperate with CEPOL in the future contribution in performing specific tasks for CEPOL;
- fresh point of view and up-to-date academic knowledge and experience which will enhance the everyday work of CEPOL;
- input from various levels of expertise;
- creation of long-term “*goodwill ambassadors*” to protect and promote ideas and values of CEPOL and of the European Union institutions and bodies;
- proactive attitude and commitment to learning.

1. TRAINEE PROFILE

1.1. External Relations

The trainee is expected to support CEPOL staff, in particular the External Relations Officer in

- the drafting of documents, event management, writing memos, letters, handle office tasks including maintaining filing system.

Good communications skills, fluency in English would be considered as essential for the positions. Knowledge of the European Union legal frame, familiarity with EU internal security policies and EU regulations on law enforcement cooperation and its instruments as well as experience in providing administrative and secretarial support and event management would be considered as an asset.

1.2. Stakeholder mapping and Training Needs Analyses (Training and Research Unit)

The trainee is expected to support CEPOL staff, in particular the Head of Unit and Head of Sector in

- mapping the CEPOL stakeholders including providing substantive input on the development/updating of the stakeholder matrix/database, inputting data in the database, liaising with the respective stakeholders, and other necessary tasks related to this activity;
- preparing the introduction of updates in the process of EU Strategic Training Needs Assessment and Operational Training Needs Analysis, including analysis of the legal background, liaising with the stakeholders, inputting data in the database, and other necessary tasks related to this activity.

Tasks would include communications with stakeholders, creating surveys, conducting interviews, analysis of policy documents, filling in the stakeholder's matrix, support in quantitative and qualitative data analysis, drafting reports, organisation of meetings and workshops, data visualisation.

Good communications skills, familiarity with EU internal security policies and EU regulations on law enforcement cooperation and its instruments would be considered as an asset. Completed post graduate studies in social science, statistics educational development would be considered advantageous selection criteria.

1.3. Higher Education, Research and Innovation (Training and Research Unit)

The trainee is expected to support CEPOL staff, in particular the Head of Unit and Head of Sector in

- mapping the ongoing law enforcement related research projects; scanning the available research and populating the concrete thematic areas on the electronic Learning Management System by the relevant research material as well supporting the preparation and implementation of the workshops involving academia, and other necessary tasks related to these activities.
- preparing the feasibility study on accreditation and EU Sectorial Qualifications Framework, including analysis of the legal background, liaising with the

stakeholders, supporting the administrative processes, and other necessary tasks related to this activity.

Tasks would include communication with stakeholders, analysis of documents, providing support in development of the training concept, organisation of meetings and workshops, drafting reports, data visualisation.

Good communications skills, fluency in English is essential for the position. Completed post graduate studies would be considered advantageous selection criteria.

1.4. Innovative training curriculum development (Training and Research Unit)

The trainees will support CEPOL staff, in particular the Head of Unit and Head of Sector in

- innovation research and new technology areas by working to increase partnerships and cooperation with research institutes, universities and private industry for training development (especially in the area of cybercrime training activities conducted by the Cyber-crime Academy) creating new synergies with European projects (e.g. new technology, cybersecurity etc.) and utilise their outcomes in training delivery, etc.
- training curriculum development by supporting the development and implementation of tailor-made training programmes including the design and implementation of a new learning environment and new methodologies focusing on operational, hands-on, interactive approaches, simulations, exercises, and student-centred learning

Tasks would include communication with stakeholders, analysis of documents, providing support in development of the training concept, organisation of meetings and workshops, drafting reports and data visualisation.

Completed post graduate studies in STEM discipline (science technology, engineering, and mathematics) or cybercrime/cybersecurity would be considered advantageous selection criteria as well as

- ✓ experience with applied research in the cyber innovation and new tech field etc, or training/educational/social sciences or
- ✓ law enforcement with a focus on education development studies.

1.5. Cascading and Evaluation (Training and Research Unit)

The trainee will support CEPOL staff, in particular the Head of Unit and Head of Sector in

- training delivery area, in supporting the evaluation of the training activities, development of a new evaluation system, as well supporting the cascade mechanism, liaising with the stakeholders, and other necessary tasks related to this activity.

Tasks would include communication with stakeholders, analysis of documents, supporting development of the new evaluation mechanism, organisation of meetings and workshops, drafting reports, data analysis and visualisation

Good communications skills, fluency in English is essential for the position. Completed post graduate studies in educational development would be considered advantageous selection criteria.

1.6. E-Learning and learning management system - LMS (Training and Research Unit)

The trainees will support CEPOL staff, in particular the Head of Unit and Head of Sector in the e-learning and LMS areas by providing input for the inclusion of online learning components to onsite training activities, supporting the piloting of complex learning programs (blended learning), provide expertise in the development of online learning products, provide assistance and input into the development of LMS related features to support integration of new and innovative training products, and development and implementation of learning communities concept, testing the new developments.

Tasks would include communication with stakeholders, support the Led³ development projects, support administration of the user's management, supporting the content administration of the electronic system, supporting of the new developments, preparation of statistics and data visualisation.

Good communications skills, fluency in English is essential for the position. Completed post graduate studies in educational/online learning/technical specifications would be considered advantageous selection criteria.

1.7. Facility management – technical (Corporate Services Department)

The trainee will support CEPOL staff, in particular the Head of Corporate service department and the building and facility manager of CEPOL in assisting with negotiations of the new CEPOL Headquarter agreement which include discussions on a new building layout such as room lay-outs (ergonomic, office space, functionality of the rooms), cabling (electricity, internet and similar), environmental matters (use of rain/waste waters, heating/cooling systems, use of renewable energy and similar).

Good communications skills, fluency in English is essential for the position. Final year student or a recent graduate in architecture or civil engineering would be considered for this position.

1.8. Legal/Administration (Corporate Services Department)

The trainee will support CEPOL staff, in particular the Head of Department Corporate Services in assisting with negotiations of the new CEPOL Headquarter agreement which include discussions on a new building such as preparation of documents necessary for meetings with Hungarian authorities, minutes taking, briefings as well as communications with European institutions such as European Commission, Parliament and Council.

In addition to this, the trainee shall also support the Head of Department Corporate Services with tasks stemming from the chairing of the European Union Agencies Network .

Good communications skills as well as good drafting skills and fluency in English is essential for the position. Final year student or a recent graduate of Law with major in law or external relations would be considered advantageous for this position.

³ [LEEd - EU Agency for Law Enforcement Training \(europa.eu\)](http://leed.europa.eu) online education and training platform

1.9. Librarian/Documentation management (Corporate Services Department)

The trainee will support CEPOL staff, in particular the Head of Corporate Service Department in preparing the introduction of a document management system (ARES - Advance Record System, electronic document management system) as well as a review of documents in the archive, digitalisation of files and cleaning up the archive.

Trainee will also provide assistance in preparing the archive plan, review of the records in the archive, setting up the FAQ and other related tasks.

Good communications skills as well as good drafting skills and fluency in English is essential for the position. A student in final year of a higher education, or recently graduated student with a major in library science/archiving/document management or similar would be considered for this position.

2. ELIGIBILITY

Any candidate who meets the criteria mentioned above and following minimum eligibility criteria may apply for a traineeship at CEPOL:

2.1 Nationality

Trainees shall be nationals of the Member States of the European Union⁴, Schengen Associated Countries⁵ or candidate countries benefiting from a pre-accession strategy⁶. In addition, this call is intended to offer opportunities for Ukrainian residents, supporting those Ukrainian residents (recent graduates and young professionals) affected by the war in Ukraine, therefore their applications are also encouraged.

2.2. Qualifications

2.2.1 Education

Candidates must have a level of education which corresponds to completed or on-going university studies or vocational training relevant for the tasks of CEPOL.

2.2.2 Languages

All candidates must declare at least one (1) mother tongue. Candidates must have very good, proven knowledge of the working language of CEPOL (English) at the level B2⁷ or higher.

⁴ Nationals of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden

⁵ beside the listed members states also nationals of Norway, Liechtenstein, Iceland and Switzerland

⁶ Albania, Moldova, the Republic of North Macedonia, Montenegro, Serbia, Turkey, Ukraine

⁷ <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

2.3. Certificate of Good Conduct

Candidates must provide a recent Certificate of Good Conduct⁸ prior to commencing the Traineeship.

2.4. Prior experience

Traineeships are, as a rule, open to candidates who have not yet had a possibility to work either as a staff member or as a trainee (formal or informal, paid or unpaid) in the European institutions, agencies or bodies. However, if justified for the benefit of service, CEPOL may consider applications from candidates having interned at other EU institutions if they may present particular value for the Agency.

3. APPLICATION PROCESS

All applications will be subject to pre-selection taking into account the applicant's profile and the organisational needs and requirements.

3.1 Submission of applications

There are **3 requirements** to be fulfilled in order for the application to be considered valid:

1. Candidates should **submit their application using the EU Pass CV⁹** with the motivation letter;
2. Candidates should **clearly state in their application for which of the announced traineeship opportunities they are applying**. Each traineeship position requires separate application;
3. **The application shall be signed, scanned and send electronically** by the candidate, to the e-mail address traineeships@CEPOL.europa.eu in order to confirm his/her compliance with the eligibility criteria for the traineeship.

Applications, which do not meet the eligibility criteria or are incorrectly submitted, will be rejected.

Deadline for applications: 10 April 2023, 23:55hrs, Budapest Time

3.2. Selection procedure/Assessment of applications

CEPOL makes selection of trainees on the basis of the detailed screening of the received application form and motivation letter for a position applied for. Please be reminded that each traineeship position requires separate application.

In addition, candidates may be contacted by CEPOL over the phone or Teams in order to discuss their experience and mutual expectations prior to the final selection decision.

⁸ Annex A of the On Rules Governing Traineeship at CEPOL

⁹ <http://europass.cedefop.europa.eu/documents/curriculum-vitae>

Only successful candidates shall be informed by an offer letter by email stating the starting date and duration of the traineeship period.

Applicants may withdraw their applications any time informing CEPOL by letter or email to traineeships@CEPOL.europa.eu.

4. CONDITIONS OF TRAINEESHIP

4.1 Duration of traineeship

The duration of traineeship will be for a period of **six months period**. The traineeship may be extended once for a further period of a maximum 6 months, under exceptional and duly justified circumstances.

The traineeship contract will be signed on the first day when entering CEPOL.

4.2. Beginning of the traineeship

Trainees in CEPOL shall start on 1st or 16th day of the month only. **This traineeship is expected to start on 1 June 2023.**

Only successful candidates will be asked to scan and send documents of their identity, education, health insurance and a certificate of good conduct prior to taking up the position. Originals will have to be presented on the first day of traineeship period.

All trainees must possess health insurance throughout the entire period of their traineeship. Proof of this insurance must be presented to the Human Resources Department before the start date of the traineeship. Trainees are also advised to take out civil liability insurance.

At the beginning of the traineeship, the trainee will be asked to sign a written agreement stating the conditions of the traineeship and his/her activities during the traineeship period, as well as a CEPOL Declaration of Confidentiality. Trainees may also be required to fill out a declaration of interest.

CEPOL shall provide trainees with an office space, computer access and other equipment necessary to perform their duties.

5. RIGHTS AND OBLIGATIONS OF THE TRAINEE

5.1 Status

Admission to the traineeship program at CEPOL does not award to the participants the status of Other Servants of the Communities nor does it entail any right or priority with regard to an appointment in the services of CEPOL.

5.2. Duties and obligations

Trainees shall be required to comply with the instructions given by their supervisor as well as the respective managers of the hosting entity. They shall also comply with the internal rules governing the functioning of CEPOL, in particular the rules concerning security and confidentiality as well as all provisions of the CEPOL Code of Conduct.

Trainees must take part in all activities organised for them, respecting the timetables and programs laid down.

CEPOL reserves its right to terminate the traineeship and to take legal proceedings against any person who does not respect their obligations, including obligations related to discretion and confidentiality.

At the end of the traineeship period, trainees must submit to their supervisor a report on their activities and objectives met during the traineeship period.

5.3. Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any matter, disclose to any unauthorized person any document or information not already made public. To ensure this discretion, trainees shall be requested to implement and sign CEPOL Declaration of Confidentiality before starting the traineeship.

If trainee's participation in a particular project during the traineeship does involve access to classified information, only candidates holding security clearance of the appropriate EU level from the Member States will be accepted.

For these trainees positions security clearance is not required.

5.4. Traineeship grants

Trainees are entitled to a flat monthly grant during the period of the traineeship. The amount of the grant is the one annually published by the Commission's traineeship office, weighted with the correction coefficient that applies for Budapest (Hungary).

The amount of the grant for 2023 is **€ 1,300.00EUR** weighted with the correction coefficient that applies for Budapest (Hungary). Currently the correction coefficient for Budapest is **69.90%**¹⁰ and is subject to change. The traineeship grant will be adjusted annually and published via an Administrative Notice.

The above-mentioned grants shall be calculated in EUR and paid in EUR or in HUF, according to the *InforEuro*¹¹ monthly exchange rate. The grant shall be paid by the 16th day of each

¹⁰ The correction coefficient may change due to the annual update of the correction coefficients applicable to the remuneration and pensions of officials and other servants of the European Union. Correction coefficient is determined by Eurostat on the basis of the ratios between the corresponding economic parities referred to in Article 1 of Annex XI to the SR and the exchange rates specified in Article 63 of the SR and are always updated as of 1 July.

¹¹ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

month. The grant for the first month of traineeship may be paid in four to six weeks following the start of the traineeship.

Trainees are solely responsible for the payment of any taxes due on the grants received from CEPOL by virtue of the laws in force in the State concerned. Grants awarded to trainees are not subject to the tax regulations applying to officials and other servants of the European Communities.

At the end of traineeship and for tax purposes, the Human Resources Team shall provide a certificate stating the total amount received by the trainee, confirming that tax and social security payments have not been paid by CEPOL. For all Financial related questions, please refer the **Rules Governing Traineeship at CEPOL**¹², in particular articles 13 and 14.

5.5. Insurance

All trainees must possess sickness insurance throughout the entire period of their traineeship. Proof of this insurance must be presented to the Human Resources Management Sector before the starting date.

6. PROTECTION OF PERSONAL DATA

Any personal data provided by the candidate shall be processed pursuant to Regulation (EU) No 2018/1725 on the protection of individuals with regards to the processing of personal data by the Community Institutions and bodies and on the free movement of such data. Should the candidate have any queries concerning the processing of his/her personal data, she/he shall address them to the Data Protection Officer, CEPOL, 1903 Budapest, Pf.314, Hungary or by email at: dpo@cepol.europa.eu.

For further information on Data Protection in relation to the CEPOL recruitments, please visit: <https://www.cepol.europa.eu/work-us/careers/recruitment-cepol>.

¹² [Traineeships | CEPOL \(europa.eu\)](https://www.cepol.europa.eu/work-us/careers/recruitment-cepol)