



*Ministero della Giustizia*  
*Dipartimento dell'Amministrazione Penitenziaria*  
*Direzione Generale del Personale e della Formazione*

Prot.

Roma,



GDAP-0311594-2011

PU-GDAP-2000-16/08/2011-0311594-2011

**ALLE DIREZIONI GENERALI**  
**AGLI UFFICI DI STAFF DELL'UFFICIO DEL CAPO**  
**DEL DIPARTIMENTO**

**S E D E**

**AI PROVVEDITORATI REGIONALI**  
**DELL'AMMINISTRAZIONE PENITENZIARIA**

**AGLI ISTITUTI PENITENZIARI PER ADULTI**

**AGLI UFFICI DI ESECUZIONE PENALE ESTERNA**

**ALLE SCUOLE DI FORMAZIONE E AGGIORNAMENTO**  
**DEL CORPO DI POLIZIA PENITENZIARIA E DEL**  
**PERSONALE DELL'AMMINISTRAZIONE**  
**PENITENZIARIA**

**AL CENTRO AMMINISTRATIVO " G. ALTAVISTA "**

**AI S.A.D.A.V.**

**AL DIPARTIMENTO DELLA GIUSTIZIA MINORILE**

**LORO SEDI**

Oggetto: Accademia Europea di Polizia. CEPOL.

Per la più ampia diffusione e per quanto di interesse, si trasmettono in allegato, le modalità di partecipazione alla copertura di 3 posti nelle specialità di Expert Cybercrime, Legal Advisor e ETS Project Manager. Le candidature dovranno essere presentate entro il primo settembre c. a. direttamente all'Accademia Europea di Polizia.

Il Direttore dell'Ufficio

*Ufficio Primo dell'Organizzazione e delle Relazioni*



## Call for Nominations Seconded National Experts Cybercrime

Bramshill, 03/08/2011

### Job Summary

The role of the Seconded National Expert is to support the preparation, planning and the implementation of trainings activities in the area of Cybercrime.

CEPOL has already different training activities on cybercrime. Currently negotiations take place if CEPOL can take a central prominent role in the planning, further development and implementation of the training activities on Cybercrime in intensive cooperation with the ECTEG cooperation.

While reporting to the Deputy Director, the Seconded National Expert's daily work shall be carried out in cooperation with the Programme Coordinator.

### **Key Accountabilities**

- To be involved in the negotiations with partners, stakeholders and the Commission.
- To support the cooperation with the elements in the CEPOL structure and the Member States.
- To draft a risk assessment report for the planned project.
- To prepare all necessary documents / applications to the EU Commission / CEPOL Governing Board / CEPOL Secretariat / ECTEG cooperation with a focus on both the organizational and financial aspects.
- To organize activities / meetings in accordance with agreed CEPOL quality standards.

## **Eligibility Criteria**

A level of education which corresponds to completed university studies of at least three years attested by a diploma;

or

Where justified in the interest of the service, professional training of an equivalent level.

Thorough knowledge of English as the working language within the Secretariat

## **Selection Criteria**

### Essential Selection Criteria

- At least 5 years experience in a law enforcement service;
- Various project planning and management experience;
- A proven expertise in the area of cybercrime;
- Proven training experience and expertise
- An ability to manage financial data;
- Experience with Microsoft Office applications;
- Experience with web-based tools for communication, information, evaluation and sharing/exchanging of the programme's outcomes is required.
- Good command of both written and spoken English.

### Advantageous Selection Criteria

- Project administration experience, especially with finance and budget work;
- Spirit of initiative and an ability to work under high pressure with minimum supervision.

## **Procedure/ organization**

The Secretariat will select out of the nominations officers to the positions in correspondence to the staff regulations. Generally the selection will be done based on the received documents. If there is a need for interviews we will invite the officers asap.

**Due to the current and expected workload the selection will be done asap.**

The time for the secondment is planned as follows:

Start: ASAP

Duration: **Until end of 2012**

Pls. be reminded that the salary for the Seconded National Experts needs to be borne by the sending country.

CEPOL pays additionally the daily allowance and monthly allowance in accordance to the staff regulation of the EU.

About the Secondment we will establish contracts between the sending organization and CEPOL.

**Timeline for nominations:**

Due to the urgent need for the different projects we would highly appreciate if you can send to the CEPOL Secretariat nominations up to **1<sup>st</sup> September 2011 via email.**

Applications can only be accepted when they are submitted by the NCP. Applications submitted by individuals will be refused.

Pls send the nominations to the following email address:

[ana.porto@cepol.europa.eu](mailto:ana.porto@cepol.europa.eu) and in CC to [detlef.schroeder@cepol.europa.eu](mailto:detlef.schroeder@cepol.europa.eu).

Pls. attach a CV on the CEPOL application form ( [http://www.cepol.europa.eu/fileadmin/website/About CEPOL/Vacancies/How To Apply/applicationform.doc](http://www.cepol.europa.eu/fileadmin/website/About%20CEPOL/Vacancies/How%20To%20Apply/applicationform.doc) ).

In this form it is only necessary to fill in Article 1 - 8 and Article 13.

Best thanks in advance for your support for this very important challenge!

If you have any questions do not hesitate to contact us.

## **Call for Nominations – Seconded National Experts - Legal Advisor**

### **1. Lawyer / Legal advisor**

#### **1.1. General Description**

The Secretariat has currently no Lawyer / Legal advisor employed, although it requires advice on a broad range of legal and regulatory issues related to the activities of CEPOL. This causes problems in some areas and delays in different areas where we would like to improve the work / structure of CEPOL.

Here two examples:

- a It is aimed to further develop the system of Framework Partnerships and Grant Agreements. For this reason there is a clear necessity to finally revise all contracts in this area.
  
- b In CEPOL there is a strong need for adaptation and development of a no. of implementing rules.

#### **1.2 Tasks**

The tasks can be described generally as follow:

- Give advice on a broad range of legal and regulatory issues related to the activities of CEPOL
- Assist in corporate secretarial matters
- Arrange and review draft contracts and agreements
- Arrange and review draft internal rules, regulations and decisions
- Liaise with external counsel when necessary and assist Director in legal representation
- Provide support in compliance related matters and risk management

#### **1.3 Preferred expertise**

For this position the SNE should be an experienced lawyer / legal advisor with a good knowledge of European legislation, preferably about the regulations of the Commission. The candidate must have prior knowledge and experience with EU structures and working procedures of Commission services and agencies; familiarity with the European Union, its institutions and decision making processes;

#### **1.4 Timeline for the secondment**

Aimed starting date: ASAP  
Planned length of the secondment: until end 2012

## 2. Procedures

The National Contact Points are invited to send their nominations together with the CVs of the nominated persons on the europass form **and** a CEPOL application form. Additional supporting documents when necessary in a digital version via email.

Deadline for receipt of applications is 9th September 2011 to [ana.porto@cepol.europa.eu](mailto:ana.porto@cepol.europa.eu) and cc to [detlef.schroeder@cepol.europa.eu](mailto:detlef.schroeder@cepol.europa.eu) and [zafeiria.pagida@cepol.europa.eu](mailto:zafeiria.pagida@cepol.europa.eu) .

All nominations must be sent through the NCPs. To avoid misunderstandings we have to reject applications which are received directly from individuals.

The selection of the SNEs will be done mainly on the basis of the applications forms.

If there is a need for an interview this will be done mainly via skype or if necessary the persons will be invited to Bramshill.

About the secondment a contract between the sending authorities and CEPOL will be established. CEPOL will pay a daily and monthly allowance in accordance to the staff regulation of the EU.

Pls. be reminded that the sending authorities are obliged to continue to cover the salaries of the SNE during the time of the secondment.

Do not hesitate to contact us for further details.

## **Call for Nominations – Seconded National Experts – ETS Project Manager**

### **1. Project Manager for European Training Scheme survey (ETS)**

#### **1.1. General Description**

The Commission has assigned CEPOL to conduct a survey with the aim of mapping current law enforcement training activities within EU Member States and other parties within the EU. This exercise aims to support the development of a European Training Scheme policy, which initial draft shall be presented in the first half of 2012. An assessment of law enforcement training need in Europe is part of this endeavour.

This project is fully in line with CEPOL's plan to implement a comprehensive training needs assessment.

This is a project with a tight timeline, which cannot be taken on in addition by current CEPOL staff. We are therefore looking for a qualified and experienced SNE capable of taking on the responsibility for the conduct and delivery of this project. He or she will be supported by two assistants working under his auspices and direction.

#### **1.2 Tasks**

The tasks can be described generally as follow:

- Conceptualisation and design of the survey in its staged phases, according to CEPOL's and the Commission's requirements
- Support, steering and oversight of data collection, consolidation and analysis processes
- Managing and controlling the work process of the two assistants
- Regular reporting with CEPOL staff
- Organisation and moderation of workshops with relevant stakeholders
- Delivering interim and final outcome reports

#### **1.3 Preferred expertise**

For this position the SNE should have profound experience with European-wide surveys using online and conventional data gathering techniques and methodologies. The candidate must have prior knowledge and experience with police training and education affairs within EU structures and working procedures of Commission services and agencies.

#### **1.4 Timeline for the secondment**

Aimed starting date:

ASAP

Planned length of the secondment: until January 2012

## 2. Procedures

The National Contact Points are invited to send their nominations together with the CVs of the nominated persons on the Europass form **and** a CEPOL application form. Additional supporting documents when necessary in a digital version via email.

Deadline for receipt of applications is 10th August 2011 to [ana.porto@cepol.europa.eu](mailto:ana.porto@cepol.europa.eu) and cc to [detlef.schroeder@cepol.europa.eu](mailto:detlef.schroeder@cepol.europa.eu) and [zafeiria.pagida@cepol.europa.eu](mailto:zafeiria.pagida@cepol.europa.eu) .

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