



# Ministero della Giustizia

Dipartimento dell'Amministrazione Penitenziaria  
Direzione Generale del Personale  
Ufficio III - Relazioni Sindacali

Ai Rappresentanti delle OO.SS. della  
Area Negoziale dei Dirigenti di Polizia Penitenziaria

Oggetto: CEPOL – Agenzia dell'Unione Europea per la formazione delle Forze dell'Ordine. Richiesta Esperto Nazionale Distaccato. Bando per due posti da "Senior Project Officer" (CEPOL/2024/SNE/02)

Per opportuna conoscenza si trasmette la nota GDAP-0530774.U del 17.12.2024 della Direzione Generale della Formazione, relativa alla procedura indicata in oggetto.

Si porgono distinti saluti.

IL DIRETTORE  
Dott.ssa Ida Del Grosso





# Ministero della Giustizia

*Dipartimento dell'Amministrazione Penitenziaria*

*Direzione Generale della Formazione*

Ufficio del Capo del Dipartimento  
Ufficio I – Segreteria Generale

Al Dipartimento della Giustizia Minorile e di Comunità

Direzioni Generali

Provveditorati Regionali

Istituti Penitenziari

Scuole di Formazione e Istituti di Istruzione

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Oggetto: CEPOL – Agenzia dell'Unione Europea per la formazione delle Forze dell'Ordine.  
Richiesta Esperto Nazionale Distaccato. Bando per due posti da "Senior Project Officer" ( CEPOL/2024/SNE/02)

L'Agenzia dell'Unione Europea per la formazione delle Forze dell'Ordine ha pubblicato un bando teso a raccogliere le candidature per ricoprire la posizione di Esperto Nazionale per due posti da Senior Project Officer, uno in qualità di "Operational expert" e l'altro in qualità di "Training expert" presso la sede di Budapest dell'Agenzia Cepol per la durata di due anni.

*Divisione Prima*



# Ministero della Giustizia

*Dipartimento dell'Amministrazione Penitenziaria*

*Direzione Generale della Formazione*

Si unisce alla presente la relativa nota pervenuta dalla Scuola di Perfezionamento per le Forze di Polizia – Unità Nazionale CEPOL, affinché sia valutato l'eventuale interesse a proporre la candidatura da parte di personale interessato appartenente alla Carriera dei Funzionari del Corpo, in possesso dei previsti requisiti per l'assunzione delle funzioni.

Le richieste di partecipazione devono essere inoltrate a questa Direzione Generale ([prot.dgformazione.dap@giustiziacert.it](mailto:prot.dgformazione.dap@giustiziacert.it)), **entro e non oltre il 3 gennaio 2025.**

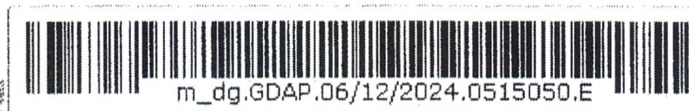
L'occasione è gradita per porgere cordiali saluti

Il Direttore Generale

Rita Russo

*Divisione Prima*





# Ministero dell'Interno

**DIPARTIMENTO DELLA PUBBLICA SICUREZZA**  
SCUOLA DI PERFEZIONAMENTO PER LE FORZE DI POLIZIA  
Unità Nazionale CEPOL  
dipps021.0201@pecps.interno.it

OGGETTO: CEPOL - Agenzia dell'Unione Europea per la formazione delle Forze dell'Ordine.  
Richiesta Esperto Nazionale Distaccato. Bando per due posti da "Senior Project Officer" (CEPOL/2024/SNE/02).

ALL'UFFICIO PER IL COORDINAMENTO E LA PIANIFICAZIONE  
DELLE FORZE DI POLIZIA  
[dipps020.0600@pecps.interno.it](mailto:dipps020.0600@pecps.interno.it) ROMA

ALLA DIREZIONE CENTRALE DELLA POLIZIA CRIMINALE  
[dipps009.0100@pecps.interno.it](mailto:dipps009.0100@pecps.interno.it) ROMA

ALLA DIREZIONE CENTRALE PER GLI AFFARI GENERALI E LE  
POLITICHE DEL PERSONALE DELLA POLIZIA DI STATO  
[dipps035.0300@pecps.interno.it](mailto:dipps035.0300@pecps.interno.it) ROMA

ALLA DIREZIONE CENTRALE PER I SERVIZI ANTIDROGA  
[dipps016.0000@pecps.interno.it](mailto:dipps016.0000@pecps.interno.it) ROMA

ALLA DIREZIONE INVESTIGATIVA ANTIMAFIA  
[dipps028.0000@pecps.interno.it](mailto:dipps028.0000@pecps.interno.it); [addestramento@dia-net.it](mailto:addestramento@dia-net.it) ROMA

AL COMANDO GENERALE DELL'ARMA DEI CARABINIERI  
[crm28734@pec.carabinieri.it](mailto:crm28734@pec.carabinieri.it) ROMA

AL COMANDO GENERALE DELLA GUARDIA DI FINANZA  
[rm0010127p@pec.gdf.it](mailto:rm0010127p@pec.gdf.it) ROMA

AL DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA  
[prot.dgf.dap@giustiziacert.it](mailto:prot.dgf.dap@giustiziacert.it) ROMA

Si comunica che l'Agenzia dell'Unione Europea per la formazione delle Forze dell'Ordine, CEPOL, ha pubblicato un bando teso a raccogliere le candidature per ricoprire la posizione di Esperto Nazionale Distaccato, con due posti da *Senior Project Officer*, uno in qualità di "*Operational expert*" e uno in qualità di "*Training expert*", che si allega in copia e che può essere visionato anche accedendo tramite il seguente link: <https://www.cepol.europa.eu/work/seconded-national-expert-project-officer-2024-SNE-02>.



# Ministero dell'Interno

DIPARTIMENTO DELLA PUBBLICA SICUREZZA  
SCUOLA DI PERFEZIONAMENTO PER LE FORZE DI POLIZIA  
Unità Nazionale CEPOL  
dipps021.0201@pecps.interno.it

Si fa presente che gli eventuali candidati dovranno necessariamente essere in possesso di tutti i requisiti specificati nel bando in argomento e di un preliminare nulla osta al distacco dall'Amministrazione di appartenenza. I requisiti richiesti dovranno essere evidenziati nel Curriculum Vitae da allegare alla candidatura.

Il distacco presso la sede di Budapest dell'Agenzia avverrà entro Aprile 2025 e avrà la durata iniziale di 2 anni, soggetta a proroga in caso di necessità.

L'Agenzia prenderà in considerazione esclusivamente le candidature inoltrate tramite le Unità Nazionali CEPOL.

Ciò premesso, le Direzioni ed i Comandi in indirizzo sono cortesemente pregati di far pervenire, **entro il 13 gennaio 2025**, le eventuali candidature alla dipendente Unità Nazionale CEPOL, corredate dal CV in formato Europass in lingua inglese. Si fa presente che verranno inoltrati esclusivamente i CV debitamente compilati ed elaborati in maniera da evidenziare il possesso di tutti i requisiti richiesti.

La dipendente Unità Nazionale CEPOL resta a disposizione per ogni ulteriore precisazione ai recapiti telefonici tel. 06-465.24380, 24343, 24476 e 24358, nonché e-mail: italy.cepol@interno.it.

IL DIRETTORE  
Valone



**Vacancy Notice for  
the SNEs**Document number:  
Approval date:**Template**  
TE.HR.023-1**VACANCY NOTICE****FOR A SECONDED NATIONAL EXPERT (SNE)  
REFERENCE: CEPOL/2024/SNE/02****JOB TITLE: SENIOR PROJECT OFFICER****2 POSTS****International Cooperation Unit/Capacity building projects  
(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).

In addition, CEPOL is managing International Cooperation projects to build the capacity of partner services in countries benefiting from European Union external assistance. Currently CEPOL runs five projects start started in late 2023 and 2024 with 3 years and 4 years cycle respectfully.

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Posts for which the reserve list will be established will be project-funded and secondment will be specifically for this purpose.

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 **SENIOR PROJECT OFFICER** for capacity building projects within the 2 profiles:

1. Operational expert
2. Training expert

Please be aware that all nominations for these positions 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**Document number: TE.HR.023-1  
Approval date:**1. Job Summary**

Under the supervision of the Project Manager (Senior Project Officer), the Senior Project Coordinator, and the overall responsibility of the Head of the International Cooperation Unit, the Senior Project Officer (SPO) shall support, develop, implement and coordinate training activities for relevant law enforcement audiences as defined in art 2 (1) of Regulation (EU) 2015/2219 (the CEPOL Regulation) in the framework of CEPOL's international cooperation portfolio with countries and jurisdictions outside of the European Union. Towards that end, they shall be engaged and responsible for all stages of the implementation of capacity building activities (including initiating, planning and designing, implementing, monitoring, reporting and evaluation) with selected countries in the geographical areas concerned. This may include the supervision of assigned resources.

**2. Key Accountabilities****2.1. Operational Expert**

- Professional experience and competences relevant for cross-border criminal investigations from one or more of the following aspects:
  - Serious, organised crime for instance drugs trafficking, migrant smuggling, THB, firearms trafficking, financial crimes, organised property crime, intellectual property crime or other EMPACT areas, and/or
  - Countering terrorism including criminal intelligence, prevention and investigation, PVE/CVE, Prison and Probation, FTF and Returnees, Strategic Communications, Financing Terrorism, Nexus Terrorism-Organised Crime, Cyber Threats, Critical Infrastructure, Hybrid Threats Weapons and Explosives.
- Plan, develop, design, support, coordinate, implement, evaluate, report capacity building (training, networking, expert meeting) activities on organised crime and countering terrorism for relevant law enforcement audiences as defined in art 2 (1) of Regulation (EU) 2015/2219 (the CEPOL Regulation);
- Collect and manage a repository of best practices, case studies and lessons learnt;
- Provide strategic and operational advice for the further development of the capacity building portfolio;
- Liaise with partners, coordinate with stakeholders to develop capacity building activities in the assigned thematic area and region;
- Be responsible for the management of capacity building activities, including initiation, planning, drafting, designing, implementing, monitoring, reporting and evaluation, transferring professional knowledge and conducting networking.
- Ensure adequate outreach, communication, PR and project visibility, as well as coordination with other donor-funded initiatives;
- Monitor relevant EU policies in the area of justice and home affairs and its external aspects, with a view to translate them into viable training initiatives.

**2.2. Training expert**

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- Professional experience and competences relevant for design and delivery of training activities;
- Experience in development and implementation of train the trainer's programmes and activities;
- Develop and tailor training curricula to meet specific needs of diverse target group;
- Ensure the projects training curriculum quality assurance and the monitoring and improvement of policies and procedures;
- Conduct assessment and peer review of training system in third countries, including evaluation of national training curricula;
- Conduct operational training needs analysis at project level.
- Integrate innovative and interactive training methodologies;
- Develop and apply evaluation frameworks to measure training outcomes, track participants' progress, and assess the long-term impact of training on operational performance and capacity;
- Document and share best practices, lessons learned;
- Engage with stakeholders and end-users, build partnership with national and international training institutions;
- Mentor and support trainers.

**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****For Operational expert profile:**

- Professional experience of at least 5 years of operational experience in the field of law enforcement which is relevant to the duties carried out during the period of active secondment:
  - Serious and organised crime for instance drugs trafficking, migrants smuggling, trafficking in human beings, firearms trafficking, financial crimes, organised property crime, intellectual property crime or other EMPACT areas, and/or
  - Countering terrorism including criminal intelligence, prevention and investigation, Preventing and countering violent extremism (PVE/CVE), Prison and Probation, Foreign Terrorist Fighters and Returnees, Strategic Communications, Financing Terrorism, Nexus Terrorism-Organised Crime, Cyber Threats, Critical Infrastructure, Hybrid Threats Weapons and Explosives.

**For Training expert profile:**

- Professional experience of at least 5 years of training experience in the field of law enforcement which is relevant to the duties carried out during the period of active secondment.



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### 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>1</sup>, the candidate must therefore have a thorough knowledge of English language of at least B2<sup>2</sup>. Working knowledge of Neighbourhood region<sup>3</sup> languages of at least B2 would be considered advantage. Working knowledge of English language will be tested during the interview.

### 3.3. Miscellaneous

In addition, 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

#### 4.1.1. Operational expert

- Operational experience of at least 5 years in one of the serious and organised crime area or countering terrorism,
- Experience in developing and implementing capacity building activities (training, networks of professionals in law enforcement, workshops)
- Knowledge of the European Union policies and instruments in the area of Justice and Home Affairs and in particular in the specific area as listed in the professional experience portfolios (3.1.)
- Good organisational and presentation skills,
- Ability and experience in drafting reports for senior management,
- Excellent verbal and written communications skills in English.

#### 4.1.2. Training expert

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

<sup>2</sup> [Common European Framework of Reference for Languages: Learning, teaching, assessment \(CEFR\) \(coe.int\)](#)

<sup>3</sup> Morocco, Algeria, Tunisia, Egypt, Libya, Jordan, Lebanon, Palestinian Authorities, Israel, Ukraine, Moldova, Georgia, Armenia, Azerbaijan, Serbia, Montenegro, Bosnia and Herzegovina, North Macedonia, Albania, Kosovo(\*) this designation is without prejudice to positions on status, and it is in line with UNSCR 1244/1999 and the ICJ opinion on the Kosovo declaration of independence

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- Training experience of at least 5 years in design and delivery of law enforcement training activities,
- Experience in developing train the trainers' programmes,
- Experience in ensuring training curriculum quality assurance,
- Knowledge of the European Union policies and instruments in the area of Justice and Home Affairs and in particular in the specific area as listed in the professional experience portfolios (3.1.),
- Good organisational and presentation skills,
- Ability and experience in drafting reports for senior management,
- Excellent verbal and written communications skills in English.

**5. Submission of Application**

Interested candidates are requested to complete their application in the form of Europass CV<sup>4</sup> 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-2024-sne-02@cepol.europa.eu](mailto:cepol-2024-sne-02@cepol.europa.eu) by no later than 17 January 2025, 23:55 CET, Budapest time.**  
The subject of the e-mail has to include the reference of this vacancy (CEPOL/2024/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 2025 and may be extended by decision of the Appointing Authority of CEPOL.

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



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### 9. Appointment and Conditions of Employment

The secondment is expected to start as soon as possible, **latest by end of April 2025**. The initial secondment period would be for two years, which may be subject to extension, should there be a business need. Given that the current project portfolio is multiannual, the last project is foreseen to be implemented until 30 September 2028.

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/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 11/2023/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)

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

<sup>5</sup> [Management Board Decision 11/2023/MB | CEPOL](#)

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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](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)).