



## SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER - SELEC

**Respectable Sir / Madame,**

Please be informed that the Southeast European Law Enforcement Center (SELEC) re-opens the position of **Operational Assistant** within the Operational Directorate.

The appointment of the Operational Assistant shall be made through open competition based only on professional qualities, following an open procedure. The competition is open to all nationals of the SELEC Member States who meet the specified requirements.

For the above-mentioned position the requirements and the job description are provided in *Annex 1*- Terms of reference of the Operational Assistant, attached herewith.

The Application Form must be completed in electronic format and must be accompanied by detailed Curriculum Vitae and at least one Recommendation Letter. The application form must be printed and duly signed. All the documents must be completed in English.

The Application Form (*Annex 2*), the Curriculum Vitae and the Recommendation Letter(s) of the candidates should be sent to SELEC Secretariat by COB 22 October 2021 (17:00 Bucharest Time, GMT+3) at e-mail address: [secretariat@selec.org](mailto:secretariat@selec.org) - the attachment(s) should not exceed 10MB. The applications sent without all necessary information or after the specified deadline will not be considered.

The initial term of the contract is for a period of 1 (one) year, with possibility of prolongation. The first 6 (six) months will be considered as probation period.

The conditions of employment are, as follows:

1. The level of compensation is 2050 EURO per month.
2. The holidays are 30 workdays during 12 months, being payable at the same level as the working time.
3. For the duration of the contract, and based on available funds, SELEC may offer free access to medical services.
4. SELEC does not make arrangements to receive social insurance (i.e. cover for illness, maternity, industrial accidents and hospital expenses), pension contributions, or welfare benefits (in case of death, inability to work or other disability).

The Selection Procedure for this position will consist in two parts: written examination and interview. The selection procedure will be in English, the working language in SELEC.

The short listed candidates will be announced in due time on the date and hour of the written exam, which will be carried out through electronic means of communication (Internet). The follow up interviews will be carried out by phone/internet, individually.

SELEC shall notify the winning candidate about the result of the selection process, and within thirty (30) days he/she has to take his/her position at SELEC, in Bucharest/Romania. Also, the successful candidate must provide documents to attest the educational and professional qualifications, and also evidence of professional experience.

SELEC may, at any time, terminate the employment contract, if the successful candidate cannot prove the validity of the certificates, diplomas and any other information provided in the Application Form or Curriculum Vitae.

SELEC encourages candidates from all Member States, both men and women, to apply for this position, without distinction on ground such as sex, race, ethnic or social origin, religion or belief, political or any other opinion, membership of a national minority, disability, age or personal status.

All personal data collected for the purpose of the selection procedure shall only be used within this specific context, treated in strict confidence and will not be disclosed to third parties.

Should you require any further information, please contact SELEC at telephone no. +40.21.303.6009, or by e-mail at the following address: [secretariat@selec.org](mailto:secretariat@selec.org)

**Yours Sincerely,**

**Snejana Maleeva**  
**Director General**