



## SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER

SLC\_20230712/1\_MEMO

Respectable Sir / Madame,

Please be informed that the Southeast European Law Enforcement Center (SELEC) opens the position of IT&C Expert within the Legal and Internal Affairs Directorate.

The appointment of the IT&C Expert 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 IT&C Expert*, attached herewith.

The applications for this position shall consist of:

- A detailed CV
- The Application Form (Annex 2 ), to be completed in electronic format, dated and signed
- Copies of diploma (s)/certificate(s) attesting the educational and professional qualifications, including proof of knowledge of the English language
- Evidence of professional experience
- Criminal record
- Declaration on its own responsibility that there is no criminal investigation/procedure initiated against him/her
- Declaration on its own responsibility that the person is not a close relative - by blood, marriage or cohabitation - with any of the members of the SELEC Management.

All the documents must be completed in English.

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 this contract for personal services are, as follows:

1. The level of compensation is 2310 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 private medical services.
4. SELEC doesn't cover the social and health insurance.

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 selected candidate about the result of the selection process, and within maximum thirty (30) days he/she has to take his/her position at SELEC, in Bucharest/Romania.

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.

The applications should be sent to SELEC Secretariat by **29th of September 2023** (17:00 hours, Bucharest Time, GMT+3) at e-mail address: [secretariat@selec.org](mailto:secretariat@selec.org).

**The attachment(s) should not be archived and should not exceed 20 MB.**

Our system will not accept e-mails that have more than 20 MB. If required, segregate your e-mails to accommodate e-mail data restrictions. For segregated e-mails please use sequence of emails like E-mail 1, E-mail 2, etc. in the subject line.

For attachment purposes please only use MS Word, Excel, Power Point, jpeg and PDF formats.

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).