



# SOUTHEAST EUROPEAN LAW ENFORCEMENT CENTER

SLC\_20240311/1\_OUT

Bucharest, 11/03/2024

Respectable Sir / Madame,

Please be informed that the Southeast European Law Enforcement Center (SELEC) opens two positions of *Crime Analyst* within the Operational Directorate.

The appointment of the *Crime Analysts* shall be made through a competition assessing the professional qualities and compatibility of the applicant against the requirements of the position.

The competition is open to all nationals of the SELEC Member States who meet the requirements mentioned in the enclosed Terms of Reference (*Annex 1*).

The job description of the position is contained by the Terms of Reference mentioned above.

The Application Form (*Annex 2*) must be completed in electronic format, printed, dated and duly signed. The documents must be completed in English.

The Application Form and the related documents should be sent to SELEC Secretariat by COB **April 26, 2024** (17:00 hours, Bucharest Time) at e-mail address: [secretariat@selec.org](mailto:secretariat@selec.org).

The attachment(s) should not exceed 10 MB.

Considering the experience of the previous selection procedures, and in line with the regulations and recommendations approved by SELEC's Council to ensure the proper visibility of job announcements at SELEC, and, at the same time, to enhance the chances of selecting the most appropriate candidates in terms of professionalism and skills, SELEC is kindly requesting the competent authorities of the Member States to disseminate the announcement to all concerned units (central and regional) following the respective national administrative regulations.

SELEC advises that the candidates be properly informed of the Terms of reference and application conditions accordingly by disseminating the full job announcement from SELEC.

The applications sent without all necessary information or after the specified deadline will not be considered.

The initial term of the contract is 18 (eighteen) months, with possibility of extension. The first 6 (six) months shall be considered as probation period. If it is completed successfully, the contract will be prolonged for a period of 1 (one) year.

The conditions of contracting are, as follows:

1. The value of the contract is 2,050 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 for health and social insurance (*i.e.* pension, illness, maternity, industrial accidents, hospital expenses, a/o).

The Selection Procedure for this position shall consist in two parts: written examination and interview. The selection procedure will be carried out in English, the working language of 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 successful candidates on the results of the selection process, and within thirty (30) days he/she has to take his/her position at SELEC, in Bucharest/Romania.

The successful candidates must provide documents to attest the educational and professional qualifications, and also evidence of professional experience.

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

SELEC encourages candidates from all Member States 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, etc.

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 phone no. +40.21.303.6009, or by e-mail at the following address: [secretariat@selec.org](mailto:secretariat@selec.org).