

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

4th EXTRAORDINARY CALL FOR CONTRIBUTIONS 2013 FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN) <u>Advertisement for International Seconded/Contracted Staff Members</u>				
Organization:	EUPOL AFGHANISTAN			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
	Ref.	Name of the post	Location	Available on
	SECONDED/CONTRACTED			
	KA-C-045	Head of Mission Support	KABUL	1-Feb-14
	KA-C-069	Human Resources Officer	KABUL	16-Apr-14
	KA-C-072*	Chief of Technical Services	KABUL	15-Feb-14
	KA-C-107	Finance Officer	KABUL	ASAP
	SECONDED			
	KA-C-016	Chief of Planning and Evaluation Unit	KABUL	ASAP
	KA-P-022 KA-P-025	Expert to the Ministry of Interior (Moi)	KABUL	ASAP
	KA-P-085	Head Training Component	KABUL	30-Mar-14
	KA-P-086	Deputy Head Training Component	KABUL	30-Mar-14
	KA-P-087	Training Operations Co-ordinator	KABUL	28-Feb-14
Deadline for applications:	10 January 2014 at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form/CV:	cpcc.eupolafghanistan@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC), Juho SÄRKILÄ cpcc.eupolafghanistan@eeas.europa.eu			

*The availability of this position is subject to an ongoing selection process

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Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States / Invited Third States will be considered. Member States / Invited Third States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Invited Third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required through an employment contract¹. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will first be given to candidates seconded by EU Member States or Invited Third States. Second preference will be given to EU Member States' contracted candidates over Invited Third States' contracted candidates. A seconded EUPOL staff member is eligible for a contracted post only if his/her secondment will end within six (6) months from the deadline for application and if a request for extension of the secondment has not been supported by the Member State, Invited Third State or EU Institution. Applications from seconded staff members will be accepted at any time, however employment cannot start until the staff member has completed a minimum of 6 months in his/her current position.

Tour of Duty / Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States / Invited Third States propose candidates for the following international expert positions for EUPOL Afghanistan, according to the requirements and profiles described below:

A. Essential requirements

Member States / Invited Third States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a Invited Third State (Canada, New Zealand, Norway and Serbia) and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

¹ Communication on Specific Rules of Special Advisers entrusted with the implementation of operational Common Foreign and Security Policy (CFSP) actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States/Invited Third States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and email systems are essential. Knowledge of other IT tools will be an asset.

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

Driving skills – Be able to drive a 4-wheel vehicle and possess a valid civilian driving licence for motor vehicles (Category B or equivalent). Category C driving license (desirable).

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of Afghanistan – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a Common Security and Defence Policy (CSDP) Mission (desirable).

Language skills – Knowledge of local languages will be an asset.

C. Essential documents for selected candidates

Passport – Seconding Member States / Invited Third States should provide their personnel with a service/diplomatic passport.

Visas – Member States / Invited Third States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts. Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a Member State / Invited Third State with whom the GSC does not yet have a full security agreement but an agreement exists relating to the participation/contribution of that State which expressly addresses the obligations of that country towards the handling of EUCI.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State / Invited Third State. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages Member States / Invited Third States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. All seconded candidates will be given preference over contracted candidates. Contracted candidates from EU Member States will be given preference over contracted candidates from Invited Third States.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member State / Invited Third State will bear any related costs.

Information on the outcome – Member States / Invited Third States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN). Based on the outcome of the experimental phase regarding training positions, reporting lines might be subject to revision.

SECONDED/CONTRACTED

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Mission Support Division	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-045	Head of Mission Support	Expert

Job Description

The Head of Mission Support is a member of the Mission's Senior Management Team working in support of the Mission mandate. He/She directly reports to the Head of Mission and will be responsible for:

Main tasks and responsibilities

- Defining the administrative requirements of the mission, including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services
- For the output and performance of the Mission Support Units
- Providing leadership and guidance to the Chiefs of the different Mission Support functions
- Coordinating on strategic and operative mission support matters with internal, external and relevant EU functions
- The command and coordination of all Mission Support matters
- Giving advice to Mission Command, and developing inter-unit plans coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters
- Leading the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics
- Ensuring that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules
- Leading the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions;
- Monitoring and directing day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements
- Assisting and advising, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues
- Studying and proposing operational and management decisions that have the objective to increase the efficiency of the mission service
- Producing, coordinating and deciding about plans and reports related with the mission activities, namely related with the organisation and administrative services.
- Establishing sound financial management and effective internal control systems in compliance with the standards set by the European Commission
- Assuming the coordination of the administrative issue related to the regional offices of the Mission
- Undertaking any other related tasks as required by the Head of Mission

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Business

Administration, Economics, Law, Public Administration, Finance/Accounting or directly related field, where the normal duration of university education in the country awarded is four (4) years or more. Senior expert with minimum 5 years management experience in the field and at least 10 years of overall professional experience related to the post.

Advantageous

- Sound experience in leading administration, HR and financial management activities.
- Experience in planning and implementing projects;
- Experience in EU financial management and EU procurement rules;
- Ability to perform under stress and in difficult circumstances;
- Experience serving as a manager in a multi-disciplinary administrative department preferably in a CSDP mission.

Languages

- Very good level of written and spoken English

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Mission Support Division/ Human Resources Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-069	Human Resources Officer	Mission Support Management level (MSML)

Job Description

The Human Resource Officer will assist Chief of Human Resources in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Human Resources and will be responsible for:

Main tasks and responsibilities

- Assist and advise the Chief Human Resources;
- Assist in managing the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national mission members in accordance with the CPCC Staff Selection Procedures;
- Assist in publishing the Calls for Contributions;
- Carry out the recruitment process for the international and national staff in a fair and transparent manner, processing applications and together with the line managers for short listing of candidates and managing interviews, be a member of selection panels;
- Assist in the development and coordination of Job Descriptions;
- Ensure the daily management of the documentation and correspondence concerning the arrival, deployment, extensions of tour of duty, performance assessments and repatriation of the staff members;
- Develop all personnel related files and databases as appropriate, maintain all the records related to personnel in the proper filing system payroll, keeping all relevant documentation well organized and in a secure place;
- Supervise, coordinate and follow up of leave requests, travel requests and sick leave certificates, updating and improvement of Leave File and Sick leave roster;
- Planning and developing the administration of training for new staff members;
- Assist in the handling of all special projects related to personnel issues;
- Undertake any other related tasks as required by the Chief of Human Resources.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree Human Resources, Law, Business or Public Administration or Social Sciences, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a degree in Human Resources, Law, Business or Public Administration or Social Sciences, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience.

Specification of experience

Above mentioned professional experience should be in recruitment, legal, administrative and operational aspects of human resources.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Experience in planning and supervising personnel logistics;
- Experience and/or training in mediation;
- Experience in coordinating personnel training.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Mission Support Division/ Technical Services Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-072*	Chief of Technical Services	Expert

Job Description

The Chief of Technical Services will assist The Head of Mission Support in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Head of Mission Support, and will be responsible for:

Main tasks and responsibilities

- Plan, analyze, design, program and implement all aspects of Technical Services needs of the Mission in cooperation and coordination with relevant members of the Team;
- Exercise managerial and supervisory control over all Technical Services elements– Logistics, Fleet Management and Workshop – required by the mission;
- Develop the Technical Services systems necessary for reaching the main objective of the Mission and suitable for the needs of all personnel;
- Coordinate and manage the distribution and reallocation of resources provided for the Mission, ensuring systems in place for replacement and repair;
- Ensure accuracy and comprehensive policies and guidelines to the logistics aspects;
- Identify needs of goods and/or services specifically required for its area of responsibility and technically define the appropriate requirements of the means required to cover these needs and participate, as appropriate, in the correspondent processes to procure these goods and services;
- Coordinate the provision of material and office space;
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action;
- Deputise for the Head of Mission Support when necessary;
- Undertake any other related tasks as required by the Head of Mission Support.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Business or Public Administration, Logistics, Engineering, Legal or Economic studies where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

Specification of experience

At least 5 years of management experience in Technical Services.

Advantageous

- To possess a very good understanding of the operations in all the Sections under his/her command;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Proven ability to lead a multifunctional team;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources;
- Good awareness of different product and services markets and industrial business network;
- Good working knowledge of MS Office (Word, Excel, Access, Power Point);
- Experience in planning and implementing projects and in EU procurement processes and regulations.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Mission Support Division/ Finance Department (FIN)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-107	Finance Officer	Mission Support Management level (MSML)

Job Description

The Finance Officer will assist Chief of Finance in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Finance Department, the incumbent will be responsible for:

Main tasks and responsibilities

- Assist and advise the Chief of Finance;
- Manage the accounts, payments, treasury, payroll, financial system, claims, funds and other financial functions;
- Approving obligations, payments and disbursements;
- Manage salaries, per diems, and reimbursements;
- Liaise and cooperate on financial issues with other relevant actors;
- Identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- Undertake any other tasks as required by the Chief of Finance.

Qualifications and experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience.

Specification of experience

A minimum of 5 years experience financial matters, in accounting and book-keeping.

Advantageous

- Computer literate with practical experience with Windows applications and Finance software;
- Knowledge of EC procurement and financial regulations;
- Experience in planning and implementing projects.

SECONDED

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission/Chief of Staff/Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC) Office/Planning and Evaluation Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-016	Chief of Planning and Evaluation Unit	

Job Description

The Chief of Planning and Evaluation Unit (SPAR/MAC) will assist Head of Mission in planning and evaluating Mission's tasks and activities, as well as performing effective benchmarking in support to the EUPOL mandate. S/he reports to the Head of SPAR/MAC, and will be responsible for:

Main tasks and responsibilities

- Maintain and update benchmarking, planning and evaluation procedures and documents in the Mission in accordance with CPCC instructions and the OPLAN of the Mission.
- Cooperate and coordinate closely with unit chiefs within the department.
- Plan the yearly Mission Implementation Cycle including all Monthly Progress Meetings (MPM) and the Mid-Term Reviews (MTR).
- Provide input to the Six-Monthly Report in regards to Mission Mandate Implementation and Afghan capacity building against the end state.
- Report to line manager and the Head of Mission on a regular basis on the Mission's status in relation to the implementation of the Mission Implementation Plan, but also in relations to its risks and assumptions.
- Attend regular meetings and exchanges with SPAR, Political Advisers, Security Office, and other key functions for optimised coordination and synergy.
- Coordinates the Planning and Evaluation Unit's input to analysis, as provided by SPAR, of Mission activities and outcomes against the Mission objectives.
- Liaise frequently with external partners (ISAF, UNAMA, IPCB etc.) on EUPOL's outcomes/impact.
- Follow internal and external developments relating to planning and evaluation;
- Maintain and update a reporting system and supervise all reports to be submitted to the chain of command, CPCC, EU Member States and other international stakeholders.
- Coordinate unit activities with the Chiefs in SPAR, Deputy Head of Mission and Heads of Component.
- Develop benchmarking, planning and evaluation training and record lessons learned.
- Undertake any other tasks required by the Head of SPAR/MAC.

Qualifications and experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a degree in business administration, project management, development studies, social sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least seven (7) years of relevant and proven full-time professional managerial experience.

Specification of Experience

- The above mentioned professional experience should be in strategic planning, benchmarking or project management and follow up with a national or international organisation;
- Excellent analytical and drafting skills;
- A thorough understanding of the functioning of European institutions and the CSDP framework;
- Professional fluency in English with good drafting skills;
- Good analytical skills;
- Good computing skills (e.g. Word, Power Point, Excel and Access).

Advantageous

- Experience in international police reform, international relations, diplomacy;
- International experience, particularly in crisis areas with multi-national organisations;
- Excellent interpersonal and communication skills and experience in networking;
- Demonstrated organisational and administrative skills;
- Experience in project management;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity;
- Experience in planning and implementing projects;
- Experience in leading a team
- High standards of integrity.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment/Staff Regime</u>
Police Component (PC)/ Police Reform & Professionalization Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-022, 025	Expert to the Ministry of Interior (MoI)	

Job Description

The EUPOL Afghanistan Expert to the MoI shall assist the Head of Police Reform & Professionalization in performing effective mentoring and advising in favour of the Minister / Deputy Ministers of Interior (MoI) or related (IPPD) process. Reporting to Head of Police Reform & Professionalization, and will be responsible for:

Main Tasks and Responsibilities

- To assist the mentee in improving his/her managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the ANP;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing as well as in elaborating and implementing policing strategies and best practice, including the fight against misuse of power, improvement of the quality of police personnel, facilities, systems and processes;
- Assist the Minister/ Deputy Ministers of the Interior of Afghanistan in elaborating and implementing, through their chain of command within MoI, an effective coordination between all the different pillars of the ANP, other Afghan National Security Forces and the judicial system;
- Assist the Minister / Deputy Ministers of the Interior of Afghanistan in developing Intelligence led civilian police by reviewing, restructuring, retraining and refurbishing, the Afghan Uniform Police (AUP) and the Afghan Anti-Crime Police (AACP);
- To assist the mentee in elaborating fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline;
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of Police Reform, relevant proposals for a coherent mentoring strategy in favour of the MoI;
- Liaise closely with the other members of the Mentors Team in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Head of Police Reform and Professionalization.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 6 years of relevant and proven full-time Police experience.

Specification of Experience

- At least 6 years of experience at strategic level in a national Police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-085	Head of Training Component	

Job Description

The Head of EUPOL Training Component will have responsibility for the organisational management, development and delivery of high quality training products and services by EUPOL and international partners to ensure operational civilian policing excellence is delivered to the Afghan National Police. Reporting to Deputy Head of Mission, and will be responsible for:

Main Tasks

- The Head of Training Component will have responsibility for overseeing the construction and development of Training Component facilities, specifically in relation to the design, dimensions, procurement, project oversight, completion and handover. In addition, the Head of Training Component will have responsibility for overseeing concept and curriculum development, mentoring, organisational Training Component project management, course and programme development, training execution and final handover;
- Manage and lead the Training Component function through the development and delivery of a new management model to ensure the organisation is resourced with people who have the appropriate skills and abilities to deliver and achieve EUPOL aims and objectives. In addition, to provide all staff with appropriate personal support and services to maintain and improve their individual performance;
- Assess, develop and implement strategies to support the short, medium and long term aims and objectives of Training Component, including all aspects of HR activity (i.e. resource management, succession planning, talent management, performance management, learning and development, leadership development, equality and diversity and organisational development.);
- Provide strategic advice to the EUPOL Senior Management Team and senior stakeholders by recommending and developing effective policies and procedures which are aligned to organisational goals, support organisational values and conform to all relevant legislation.
- As a member of the EUPOL Senior Management Team, he/she will contribute to the maintenance of strategies, management of risks and associated challenges in relation to Training Component, by reviewing performance, developing succession planning and the endorsement of associated strategy;
- Monitor policy, legislative and national developments and advise the EUPOL Senior Management Team in relation to any associated implications;
- As a member of the Senior Management Team, assume joint responsibility for strategic direction and development of the organisation in relation to Training Component;
- Manage the developmental and organisational change in terms of Human Resources ensuring they are aligned to EUPOL organisational strategic objectives, to deliver high quality performance and continuous improvement;
- Manage finance and resources in line with budgetary constraints to ensure effective service provision;
- Evaluate and measure Training Component activity and progress through the design and delivery of an effective performance management framework to improve organisational delivery and the sharing of good practice with partners;
- Develop and implement an executive Training Component media strategy and actively promote, and represent, the organisation across the wider international arena;
- Negotiate contracts and associated service level agreements in respect of service provision;

- Develop effective liaison with the Afghan National Police and all international partners and stakeholders to improve service delivery;
- Work with internal departments and external partners to ensure all appropriate Risk Management strategies, including Business Continuity and Disaster Recovery plans, are in place to provide the organisation and its customers with appropriate service resilience;
- Ensure that existing service provision is consistently assessed for effective delivery and value. Advise and make recommendations on requirements to satisfy the principles of best value and associated efficiency targets and participate in organisational reviews;
- Actively lead or participate in change management projects as required to achieve continuous improvement in organisational performance in relation to Training Component;
- Participate as an Executive EUPOL specific point of contact (SPoC) for external stakeholders;
- Ensure compliance with all EUPOL policies and procedures;
- Undertake any other related tasks as required by the Deputy Head of Mission.

Education and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree , where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time senior professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 10 years of relevant and proven full-time senior Police experience.

Specification of experience

This is a senior management post, and the successful applicant will be able to demonstrate a CV which reflects holding a senior police leadership role, including independent command.

Advantageous

- Experience in Peacekeeping missions or in ESDP missions at senior level;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, preferable connected to Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-086	Deputy Head of Training Component	

Job Description

The Deputy Head of Training Component will be responsible for acting as Head of Component in the absence of the substantive post holder. He/she will be the line manager for the Operations Coordinator, and oversee the effective delivery, management and organization of all training delivered within the Police Staff College, The Crime Management College, and Train the Trainers activity.

The Deputy Head of Training Component, will be responsible for the development, delivery and enhancement of internal strategic direction and operational management. He/she will advance the overall delivery of EUPOL aims and objectives as required by the Head of Training Component and will achieve customer expectations and satisfaction.

He/she will maintain, manage and develop key Training Component external stakeholder relationships and ensure key timelines, priorities and budgets that underpin the delivery of all services are achieved. Reporting to Head of Training Component.

Main Tasks and responsibilities

- As required by the Head of Training Component, he/she will manage and provide clear leadership in relation to the concept of police curriculum development and mentoring. In addition, to provide all staff with appropriate personal support and services to maintain and improve their individual performance;
- Assess, develop and implement strategies to support the short, medium and long term aims and objectives of Training Component;
- He/she will contribute to maintaining strategies, managing risks and associated challenges in relation to Training Component, by reviewing performance, developing succession planning and implementing associated strategy or procedures;
- Manage the developmental and organisational change in terms of Human Resources ensuring they are aligned to EUPOL organisational strategic objectives, to deliver high quality performance and continuous improvement;
- Measure, evaluate, and report upon Training Component activity and progress through the design and delivery of an effective performance management framework to improve organisational delivery and the sharing of good practice with partners;
- Assist in the development and implementation of an executive Training Component media strategy
- Develop effective liaison with the Afghan National Police and all international partners and stakeholders to improve service delivery;
- Actively lead or participate in change management projects as required to achieve continuous improvement in organisational performance;
- Undertake any other related tasks as required by the Head of Training Component.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree , where the normal duration of university education in the country awarded is three (3) years or more and, after having

obtained the university degree at least 10 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with at least 10 years of relevant and proven full-time Police experience.

Specification of experience

This is a senior management post, and the successful applicant will be able to demonstrate a CV which reflects holding a senior police leadership role, including independent command.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-087	Training Operations Coordinator	

Job Description

The EUPOL Training Component Operations Coordinator, reporting to the Deputy Head of Component, will be responsible for overseeing all training related operations within the component, and will be the line manager of the Chief of all the Departments of the Component.

Main Tasks and responsibilities

- Oversee the management of strategic, operational and administrative issues, including the implementation of effective systems and processes in relation to the Training Component;
- On behalf of the Deputy Head of Training Component, assess, develop and implement strategies to support the short, medium and long term aims and objectives of Training Component, including all aspects of HR activity (i.e. resource management, succession planning, talent management, performance management, learning and development, leadership development, equality and diversity and organisational development) ;
- Provide information or advice to the Deputy Head of Training Component, the EUPOL Senior Management Team and senior stakeholders, wherever required, by recommending and developing effective policies, practices and procedures which are aligned to organisational goals, support organisational values and conform to all relevant legislation. He/she will also effectively manage the implementation of agreed EUPOL policies and procedures;
- Contribute to maintaining strategies, managing risks and associated challenges in relation to the Training Component project, by reviewing performance, developing succession planning and implementing associated strategy, policy or procedures;
- Monitor policy, legislative and national developments and advise the Deputy Head of Training Component accordingly in relation to any associated implications;
- Participate in the continued development of cooperation between police and prosecutors and the wider Criminal Justice Community in Afghanistan;
- Manage the developmental and organisational change in terms of Human Resources ensuring they are aligned to EUPOL organisational strategic objectives, to deliver high quality performance and continuous improvement;
- Develop effective liaison with the Afghan National Police, and all international/local partners or contacts and stakeholders to improve service delivery;
- Undertake any other tasks required by the Deputy Head of Training Component in support of the mission and Training Component aims and objectives.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

OR

Have completed a full course at a Police Academy, and have had at least 10 years relevant experience

Specification of experience

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and MS Excel.