

# EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

## 2-2014 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)

### Advertisement for International Seconded/Contracted Staff Members

	Ref.	Name of the post	Location	Available on
	<b>SECONDED/CONTRACTED</b>			
	<b>KA-C-038</b>	Fire Marshall	KABUL	ASAP
	<b>KA-C-053</b>	Medical Officer	KABUL	12-Nov-14
	<b>KA-C-084</b>	Electrician	KABUL	ASAP
	<b>SECONDED</b>			
	<b>KA-C-001</b>	Executive Officer	KABUL	01-Nov-14
	<b>KA-C-108</b>	Legal Advisor	KABUL	ASAP
	<b>KA-C-011</b>	SPAR/MAC Analysis and Reporting Officer	KABUL	ASAP
	<b>KA-C-014</b>	SPAR/MAC Planning and Evaluation Officer	KABUL	ASAP
	<b>KA-P-007</b>	Head of Police Component	KABUL	ASAP
	<b>PRT-P-029</b>	Head of Field Office Herat	HERAT	ASAP
<b>Deadline for applications:</b>	<b>13 June 2014 17:00 hours (Brussels time)</b>			
<b>E-mail address to send the Job Application Form:</b>	<b>cpcc.eupolafghanistan@eeas.europa.eu</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC) <b>Mr Juho SÄRKILÄ</b> <b>cpcc.eupolafghanistan@eeas.europa.eu</b>			

M\_D GCIV 0037405 28-05-2014

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States / Invited Third States ("the States") will be considered. The 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 contract<sup>1</sup>. 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 the 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 relevant 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 the States propose candidates for the following international expert positions for EUPOL Afghanistan, according to the requirements and profiles described below:

#### **A. Essential requirements**

The 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 an 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.

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

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<sup>1</sup> 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.

**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 the 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 States should provide their personnel with a service/diplomatic passport.

**Visas** – The 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 the 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 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 the 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 VTC or 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. Contracted candidates from Invited Third States are considered only if there is at least one secondee of the same nationality in EUPOL. All candidates will be considered for all indicated priority positions in order to achieve full operational capacity as soon as possible and to maintain the staffing at this level throughout the Mission.

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

**Information on the outcome** – The 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>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-038	Fire Marshal	Mission Support Management level (MSML)

Job Description

The Fire Marshal working in the Mission Security Department shall perform as leading fire and life safety specialist in EUPOL AFG mission. Fire Marshal will act as a link between Security Department, EUPOL Fire Mentors, Medical Office, engineers, camp management, constructors and local authorities. Reporting to Senior Mission Security Officer, and will be responsible for:

Main Tasks and Responsibilities

- To make risk analysis in EUPOL camps and working locations in Kabul as well as in EUPOL Field Offices;
- To make risk mitigation plans;
- To do contingency planning;
- To do planning of Standard Operational Procedures SOPs related to fire and life safety;
- To work closely together with engineers when planning and building new buildings;
- To work closely with engineers in building maintenance;
- To work closely with private building constructors;
- To work closely with local authorities and liaison with other fire rescue units (UN/ISAF);
- To proceed tender processes related to fire and life safety supplements;
- To give/organize fire and life safety education/training for newcomers, existing mission members and local staff;
- Act as on call fire official (rotating with mission fire mentors);
- To act as Incident Commander in case of fire/accident/natural disaster;
- To keep EUPOL Fire Team operational;
- Conduct fire inspections and investigations plus reporting to SMSO;
- To assist Medical Officer in medical emergencies;
- To perform Mission Security Officers general duties ;
- Undertake any other related tasks as required by the Senior Mission Security Officer.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, 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 at management level;

OR

Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related 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 5 years of relevant and proven full-time professional experience at management level;

OR

Equivalent education in Police/Military/Fire Academy or Rescue College or in civilian security organization with specialised training on field operations, force protection and/or security and at least 6 years of relevant and proven full-time experience at management level.

Specification of experience

Senior rank in a fire brigade/rescue department with experience in a leading operational position.

Advantageous

- International experience as a Mission Security Officer, particularly in crisis areas with multi-national and international organisations involved in crisis management (e.g. CSDP missions, EUSR, etc);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds; A good understanding of risk analysis, safety assessment, risk mitigation, fire inspections;
- Good capabilities in firefighting (including smoke diving);
- Good capabilities to act in medical emergency;
- Good capabilities in giving education and training;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Physically fit;
- Experience in international co-operation;
- Experience in working in Urban Search and Rescue Team USAR /earthquake site.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission Support/ Medical Office (MED)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-053	Medical Officer	Mission Support Management level (MSML)

Job Description

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

Main tasks and responsibilities

- Assist, advise and replace (when absent and if required) the Chief of Medical Office;
- Assist and advise in close cooperation with the Chief of Medical office on all the medical evacuation issues and other emergency medical support matters;
- Establish diagnosis and take decisions on methods of treatment (preventive or curative) of patients;
- Assist in training exercises and medical emergency assistance for all the emergency included mass causality cases in theatre, and all the other issues related to repatriation and further treatment even in the home country;
- Asses, manage and undertake the daily clinical duties (24/7 hours) even in case of critical injuries or severe emergency cases;
- Assess on regular basis existing and outpatient medical treatment facilities and update the availability of the list;
- Perform medical briefings and Pre Hospital Trauma Care training for the mission members;
- Provide Pre Hospital Trauma Care equipment to all the EUPOL members according the EU guidelines for ESDP missions;
- Explore options for joint procurement and warehousing of medical equipment and supplies;
- Gather all the information related to security and health insurance including all the necessary administrative procedures;
- Keep detailed statistics and reports updated to the Chief of Medical Office;
- Undertake any other tasks as required by the Chief of Medical Office.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Medicine, Nursing or Health 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 progressive relevant and proven full-time professional experience.

OR

Successful completion of a full course of university studies attested by a degree in Medicine, Nursing or Health 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 progressive relevant and proven full-time professional experience.

Specification of experience:

- Above mentioned experience should be in Emergency Care/Pre Hospital Trauma Care and/or Anaesthesia/Intensive Care units.
- Licence for practice and/or certificate for good standing.

Advantageous

- Diploma in Pre Hospital Trauma Life Support (PHTLS) or Advanced Medical Life (AMLS) or Advanced Cardiac Life Support (ACLS) or Advanced Trauma Life Support (ATLS);
- Experience in organizing/planning MEDEVAC/CASEVAC;
- Instructor diploma in Cardio Pulmonary Resuscitation (CPR) Support.
- Experience in developing and/or delivering medical/nursing training in emergency medicine, trauma care and health care;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and to maintain effective working relationships as a team member;
- Ability to perform under stress and in difficult circumstances.



## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment 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-084	Electrician	Mission Support Assistant Level (MSAL)

### Job Description

The Electrician will assist Senior Camp Management Officer as a member of the Camp Management team in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Senior Camp Management Officer and will be responsible for:

### Main tasks and responsibilities

- Install, service and repair diesel driven generating sets and electrical equipment, diesel generator control systems and associated equipment, including charger and switchboard;
- Install, maintain, and repair electrical wiring systems and equipment, both high and low voltage (i.e., wall electrical outlets, AC components, air distribution systems, pumps, transformers, motors, camp lights, and appliances);
- Inspect, diagnose and repair malfunctioning electrical systems, apparatus, and components;
- Control electrical load and maintain electrical power within generators' capacity;
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures in conformance to EU standards, building and safety codes;
- Coordinate and train local staff to install, maintain, or repair electrical wiring, equipment, and fixtures;
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications; Install ground leads and security control systems and devices;
- Ensure availability of electrical power during emergencies for the Mission premises by operating floodlights and generators;
- Maintain an adequate stock of spares and materials, order supplies and equipment, keep records and files and prepare reposts, as required;
- Advise Senior Camp management Officer on all related issues, including advice on tenders, specification and cost estimation of services and/or products for new construction work;
- Undertake any other related tasks as required by the Senior Camp Management Officer.

### Qualifications and Experience

#### Essential

#### Education and experience

Level of secondary education attested by a diploma giving access to post-secondary education, and a European accredited professional licence as an Electrician, with a minimum of 5 years of relevant and proven full-time experience.

#### Specification of experience

Experience in developing standard electrical circuit diagrams and in maintaining/repairing Generator Alternators (of more than 500 KVA capacity).

#### Advantageous

- Experienced in using a variety of tools and equipment such as power construction equipment, measuring devices, power tools, and testing equipment including oscilloscopes, ammeters, and test

lamps;

- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

SECONDED

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-001	Executive Officer	

Job Description

The Executive Officer, placed in the Chief of Staff Office, shall assist the Chief of Staff (CoS) in all administrative and operational matters, and will be responsible for:

Main tasks and responsibilities

- Supporting the CoS in managing the Office of the Chief of Staff ;
- Support the CoS with organizing the work of the Office of Chief of Staff
- Acknowledging all official contacts towards the mission;
- Observing internal and external developments relating to the mission and its management in order to fully brief the CoS and provide him/her with well established advice and recommendations;
- Introducing the above mentioned issues to CoS or giving introduction on how Head of Mission's Office and Components shall handle the very issue in question;
- Ensuring that advice and information provided for the CoS by mission offices and mission staff is coordinated with all relevant components of the mission prior to its submission to the CoS;
- In close cooperation with the CoS and/or other relevant mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the HoM;
- Ensuring that any directive, SOP, order or instruction issued by the HoM is timely observed by, and implemented within, the mission;
- Supervising the conduct and outcome as well as introduction to HoM/DHoM of formal reporting, including reports via CivOpsCdr to Member States and other Contributing Countries;
- Developing and maintaining the external and internal rewarding system and heraldic;
- Promoting and supervising good police conduct, mission spirit, traditions and discipline within the mission;
- Acting as best practice and lessons learned officer for the mission;
- To coordinate and liaise with relevant mission components in the area of all the above mentioned tasks and assignments as deemed appropriate by the CoS;
- Maintain contacts with local authorities, governmental organizations, non-governmental organizations or other external counterparts in order to collect and disseminate information.
- To conduct any other tasks and assignments at the request of the Chief of Staff.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police sciences, Law, Political 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 10 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 11 years of relevant and proven full-time Police experience.

#### Specification of experience

- At least five years professional experience at the middle management level
- Professional experience in national and/or international assignments in planning and assisting crisis management missions as well as in managing projects related to Police reform.

#### Advantageous

- Substantive knowledge of the functioning of the EU, in particular the CFSP and ESDP
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as with international partners
- Highly resilient under physical and mental pressure and stress-resistant
- Ability to manage and coordinate a diversified and multidisciplinary team of advisers
- In-depth understanding of the following areas of activity within the team: general policing, criminal investigation, border police, training, logistics, administration, legal affairs
- Ability to organize all senior staff work at strategic level
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region
- Experience in international cooperation and in strategic liaison with international partners
- Proven knowledge in strategic management and/or public administration
- Experience in peacekeeping missions or in ESDP missions at senior level
- Experience in training field including Senior Ranking Officers management

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-108	Legal Adviser	

Job Description

The Legal Adviser is reporting to the Chief of Staff, and will be responsible for:

Main tasks and responsibilities

- To provide advanced legal expertise and advice for the HoM pertaining to the mission, its legal framework, and its mandate;
- To draft legal guidelines for the mission in accordance with instructions of the HoM;
- To support the mission in all legal matters related to contracts.
- To ensure his/her involvement in all relevant legal aspects of the mission, including but not limited to operational issues, contracts of employment, and other personnel management related or administrative legal issues;
- To coordinate and liaise with other components of the mission on issues where legal expertise is required;
- To work as a team and divide tasks and work assignments in close cooperation with the parallel Legal Adviser(s) within the mission.
- To liaise with other international and Afghan stakeholders in the area of abovementioned legal issues;
- To draft assessments and recommendations for the HoM and/or duly authorized delegates in terms of internal disciplinary and administrative proceedings;
- To contribute to induction and other training with regard to general legal issues related to the mission, its legal framework and its mandate;
- To conduct any other tasks and assignments at the request by the Chief of Staff.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law, 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 8 years of relevant and proven full-time professional experience.

Specification of experience

- Above mentioned experience should be as a lawyer, legal adviser, Judge or Prosecutor in national or international Organizations.
- Experience in criminal law, police law, labour law, contract law, international law, procedural law and administrative law.

Advantageous

- Proven skills and experience in drafting laws, SOPs, other regulations and assessments;
- Solid knowledge of and experience in CSDP mission related personnel and administrative procedures;
- Prior CSDP or equivalent mission experience in the field of Police, Rule of Law or Justice.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC) Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-011	SPAR/MAC Analysis and Reporting Officer	

Job Description

Under the authority of the Head of SPAR/MAC, the SPAR/MAC Analysis Officer supports and assists the objectives of the SPAR/MAC Department. S/he reports to the Head of SPAR/MAC through the chain of command and will be responsible for:

Main tasks and responsibilities

- Analyse and assess the development and progress of Mission's performance against the Mission's mandate, tasks and priorities set in the Mission Implementation Plan;
- Analyse and assess the state of play and performance of the Afghan National Police (ANP) and relevant justice institutions, and the Mission's impact on the same;
- Analyse and assess the development and progress of police and rule of law reform in Afghanistan as well as the progress of cooperation of the ANP with the justice system;
- Collect and collate information from across the Mission for analysis, including requesting information in order to fill identified gaps or focus information collection on prioritised areas of analysis;
- Produce quantitative and qualitative analysis of mandate implementation and Afghan progress, taking into account local cultural, social and political dimensions;
- Monitor and collect information about phenomena and events that may have an impact on the Mission, including external mission critical issues;
- Provide analytical support to the Mission's operations;
- Produce analytical Special Reports for submission to the chain of command, CPCC and EU Member States on Mission critical developments and issues;
- Produce/contribute to the drafting of periodic and ad-hoc reports for submission to the chain of command, CPCC and EU Member States on the status of the Mission;
- Assist in SPAR's information management, ensuring rapid retrieval of documents and information, including access to classified material;
- Contribute to the identification of and reports on lessons learned and best practices;
- Liaise regularly with Mission operational staff, Political Advisers, Security Office, Press and information Office and other key analytical functions – including external sources – for information exchange, coordination, and cooperation on relevant analytical issues;
- Communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- Prepare and hold presentations and produce presentations and speeches on behalf of others;
- Any other tasks as 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 political science, international relations, business administration, management, law or related studies, 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 five (5) years of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a degree in political science, international relations, business, administration, management, law or related 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 four (4) years of relevant and proven full-time professional experience.

#### Specification of Experience

- Professional fluency in English with excellent drafting skills;
- Good analytical capability;
- Good understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access);
- Excellent skills in report compilation, drafting and editing;
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

#### Advantageous

- Experience in international police and Rule of Law reform, international relations, and diplomacy;
- Previous experience from strategic international planning and programme management;
- Knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region;
- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Experience in working with an international organisation, particularly in crisis areas with multi-national organisations;
- Ability to work under pressure in a hostile environment.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC) Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-014	SPAR/MAC Planning and Evaluation Officer	

Job Description

The SPAR/MAC Planning and Evaluation Officer supports and assists the objectives of the SPAR/MAC Department. S/he reports to the Head of SPAR/MAC, through the Chief of Planning and Evaluation Unit, SPAR/MAC, and will be responsible for:

Main tasks and responsibilities

- Develop, implement and improve the planning, benchmarking and evaluation methods for the Mission;
- Elaborate plans to facilitate achievements of Mission`s priorities and objectives to be submitted to the Head of Mission;
- Maintain, update/upgrade the Mission Implementation Plan in close cooperation with the relevant Heads of Department and other key stakeholders;
- Identify Objectively Verifiable Indicator in close cooperation with the Mission, collect and analyse the data for the indicators in order to assess the status of impact.
- Assist the Chief of Planning and Evaluation Unit in the study and proposal of management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission with a special emphasis on Mission Implementation Plan as well as progress in relation to benchmarking;
- Draft reports on a regular basis in relation to planning, benchmarking and evaluation for both internal management and for the CPCC and member states on the impact of the Mission (benchmarking) in Afghanistan;
- Liaise with key Mission staff and regarding the strategic direction of the Mission and to ensure all activities are in line with the strategic priorities and specific objectives of the Mission;
- Support the collection and collation of information from across the Mission for routine reporting on and analysis of the Mission activities against the Mission`s tasks;
- Produce periodic reports for submission to the chain of command, CPCC and EU Member States on the status of the Mission;
- Produce ad-hoc reports for submission to the chain of command, CPCC and EU Member States on Mission critical developments and issues;
- Attend regular meetings and exchanges with Political Advisers, Security Office, Press and Information Office and other key functions for optimised coordination and synergy;
- Liaise frequently with external partners (CSTC-A, ISAF, UNAMA, IPCB, etc.) in order to enhance coordination and synergy;
- Follow internal and external developments relating to the Mission programme`s and brief the Head of SPAR accordingly;
- Give presentations and also to produce presentations and speeches on behalf of others;
- Undertake any other tasks required by the Chief of Planning and Evaluation Unit.



## Qualifications and Experience

### Essential

#### Education and Experience

Successful completion of a full course of university studies attested by a degree in project management, business administration or related studies, 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 project management, business administration or related 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 5 years of relevant and proven full-time professional experience.

#### Specification of Experience

- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability and drafting skills;
- Understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access).

#### Advantageous

- Previous experience from international policing, development policy, intelligence, international relations, or diplomacy is considered an asset;
- Broad international experience, particularly in crisis areas with multi-national and international organisations, and knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region are highly desirable;
- Knowledge of project planning, implementation and evaluation;
- Excellent interpersonal and communication skills, ability to work in a dynamic team as well as, and in particular, on own initiative in a methodical manner, and capacity to build rapport with Mission senior-level personnel and international partners;
- High standards of integrity.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-007	Head of Police Component (PC)	

Job Description

The Head of Police Component (PC) reports to the EUPOL Afghanistan Deputy Head of Mission (DHoM). He/she will be responsible for:

Main Tasks and Responsibilities:

- Assist the HoM to command, coordinate, manage and control all the police related EUPOL Afghanistan activities related to the police reform within the Afghan Ministry of Interior inter alia by contributing to the implementation of strategies, plans, programmes, taking into account overall political developments in Afghanistan ;
- Develop and implement all necessary activities and competences in the field of policing to achieve the objectives of the Mission, planning and maintaining timelines, allocating resources and coordinating the development of activities to ensure progress and success of Mission mandate ;
- Establish professional working relationships with EU personnel within the mission area to facilitate the mutual exchange of necessary information, to allow effective co-ordination and co-operation between the mission and other EU and international stakeholders, and especially with the Government of Afghanistan (GoA), UNAMA, ISAF, US Military and Agencies and other key actors ;
- To work in close cooperation with the other mission components ;
- Be able, when deemed necessary, to delegate authority utilising the approved chain of command structure of the Mission ;
- To deputise for the DHoM, when so appointed by the HoM ;
- Undertake any other tasks required by HoM /DHoM ;

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Political Science, International Relation, Diplomacy, 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 15 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 16 years of relevant and proven full-time Police experience.

Specification of Experience

- At least 10 years of experience serving at main Headquarters of Police or Public Administration out of which 3 years at ministerial level, dealing with strategic level management;
- Broad professional experience, both in operational and organizational aspects of police operations and/or police - judicial reforms or criminal or judicial investigations or organized crime and border service management.

Advantageous

- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate

it to the Mission personnel;

- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multi-national and international organizations;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region ;
- Experience in international co-operation in relation to Civil Crisis Management or strategic liaison with international partners;
- Prior CSDP or equivalent mission experience in a mission management position;
- 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/Field Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component / Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-029	Head of the Field Office Herat	

Job Description

The Head of Field Office will oversee the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, CID, Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights and Gender) in their respective field office. Reporting to the Head of the Field Office Component, will be responsible for:

Main Tasks and responsibilities

- Provide leadership and guidance to all field office staff;
- Reporting to the Field Office Component on the development and results of the activities undertaken in delivery against the Mission's programmatic strategic objectives and action plans;
- Overseeing provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and field office administration;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Line Manager for the Deputy Head of Field Office;
- Representing the Mission by facilitating the establishment, building of, and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations,
- Undertake any other tasks required by the Head of the Field Office Component.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration, 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 12 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 13 years of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one or more of the following areas of activity: CID; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management.

#### Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams.
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel
- Training, coaching and mentoring experience
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform.