

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 European Union Police Mission in the Palestinian territories (EUPOL COPPS)

### Advertisement for seconded/contracted staff members

<b>Organisation:</b>	<b>EUPOL COPPS</b>		
<b>Job Location:</b>	<b>Palestine</b>		
<b>Availability:</b>	<b>As indicated in the Job Descriptions</b>		
<b>Staff Regime:</b>	<b>As indicated below</b>		
	<b>Ref.</b>	<b>Name of the post</b>	<b>Available on</b>
		<b>Seconded/Contracted</b>	
	HM008	HoM/DHoM Executive Officer*	04/01/2015
	MS004	Senior Procurement and Contracting Officer	ASAP
		<b>Seconded</b>	
	PA001	Head of Police Advisory Section	ASAP
	PA004	Police Adviser	01/03/2015
	PA011	Police Adviser	24/03/2015
	PA013	Police Adviser	15/03/2015
	PA018	Senior Police Adviser	17/02/2015
	PA021	Police Adviser	15/02/2015
	PA022	Police Adviser	15/02/2015
	PA024	Senior Police Adviser	03/02/2015
	RL003	Prosecution Expert	ASAP
	RL004	Prosecution Expert	ASAP
	RL005	Prosecution Expert	ASAP
	RL009	Defense Counsel Expert	25/02/2014
	RL013	Gender Expert	ASAP

	PR004	Programme Manager	ASAP
	MS008	Logistics Officer/ Transportation Coordinator	22/04/2014
<b>Deadline for applications:</b>	<b>Friday 31 October 2014 at 1700 Bxl. Time</b>		
<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eupolcopps@eeas.europa.eu</b>		
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p><b>Mr. Jørn Laursen</b>  <b>E-mail: <a href="mailto:cpcc.cfc@eeas.europa.eu">cpcc.cfc@eeas.europa.eu</a></b>  <b>0032 476 575740</b></p>		

**\* the availability of this position is pending an extension request**

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances, other than those paid according to Council document 7291/09 (10 March 2009). 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.

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

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

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

Member/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 an Invited Third State and full rights as a citizen.

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<sup>1</sup> Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

**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.

**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 Contributing/Member States.

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

**Driver's licence** – Be in possession of a valid - including Mission area - civilian driver license for motor vehicles (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable). Able to drive any 4 wheel drive vehicles.

**Computer Skills** – Skills in word processing, spreadsheet, presentation and E-mail 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.

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 the Middle East** – To have a good knowledge of the history, culture, social and political situation of the region. 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 CSDP Mission (desirable).

**Language skills** – knowledge of Arabic or Hebrew will be an asset.

## **C. Essential documents for candidates**

**Passport** – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

**Visas** – The mission shall facilitate the obtaining of visas for selected personnel with EU citizenship once the mission members have been deployed in the country. Therefore a visa prior to the deployment is not required.

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of security clearance (EU Confidential 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 Confidential; 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 participating/contributing Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EU CI.

**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/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. The Civilian Planning and Conduct Capability, CPCC, encourages Member/Contributing 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. If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member/Invited Third State will bear any related costs.

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

## Seconded/contracted positions:

HoM/DHoM Executive Officer (HM008)	
Location: Ramallah, Palestine	Availability: 02.01.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded/Contracted
Post category for contracted: Mission Support Staff - Assistant level	
Reporting line: Head of Mission (HoM)/ Deputy Head of Mission (D/HoM)	Open to Third States: Yes

### Main tasks:

- Acknowledging all official contacts towards the mission and taking care of mission protocol issues;
- Observing internal and external developments relating to the mission and its management in order to fully brief the HoM and provide him/her with well-established advice and recommendations;
- In cooperation with the Chief of Staff and/or other relevant mission staff contributing to drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the HoM;
- To contribute to lesson learned exercise and best practices;
- Contribute to defining, charting, communicating and coordinating the methodology for policy engagement within the mission;
- Supporting Head of Mission in preparing background papers for meetings and related subjects, in coordination with mission support and operational sections and with external counterparts as needed;
- To liaise with relevant mission components in the area of all the above mentioned tasks and assignments as deemed appropriate by the HoM;
- To conduct any other tasks and assignments at the request of the HoM and D/HoM.

### Qualifications and Experience:

- Relevant secondary education attested by a certificate;
- Minimum of 5 years professional experience at policy making level;
- Previous CSDP mission experience will be a distinct advantage;
- Developed analytical and organizational skills and the ability to work independently;
- An articulate person with excellent interpersonal and team-working skills capable of ensuring effective communication in a culturally and politically sensitive environment (within and outside the mission);
- Excellent level of written and spoken English;
- Highly IT literate; able to operate Microsoft software, particularly Excel and Power Point applications, including Word processing and e-mail;
- Possess a full driving license qualified to drive armored vehicles B6 class (desirable).

<b>Senior Procurement and Contracting Officer (MS004)</b>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded/Contracted
Post category for contracted: Mission Support Staff – management level	
Reporting line: Head of Mission Support	Open to Third States: Yes

**Main tasks:**

- Assist and advise the Head of Mission Support on all procurement issues;
- Plan, develop and manage procurement activities for the provision of a broad range of supplies services and works in accordance with EU procurement procedures;
- Analyze complex and/or critical procurement proposals of significant operational impact, determine appropriate strategy/approach to best serve institutional interests, and ensure implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary;
- Develop and recommend strategy for the effective implementation of procurement policies and reforms;
- Direct, manage and conduct planning, solicitation, negotiation and if necessary, termination of contractual and procurement contracts/purchase orders;
- Coach, mentor, lead and direct a small procurement work team, plan and allocate work assignments;
- To develop professional relationships and work in partnership with the European Commission in the field of procurement for the mission;
- Serve as principal adviser to mission members, providing authoritative technical and policy advice on all aspects of procurement, develop and disseminate best practices, especially in the field of the mission’s Quick Impact Projects Scheme;
- To undertake any other task assigned by Head of Mission Support.

**Qualifications and experience:**

- University Degree (minimum 3 years full time study) in Law, Public or Business Administration or in other relevant field; equivalent military/police education in the aforementioned fields can be considered as appropriate;
- At least 6 years of operational experience at middle management level with a minimum of 2 years experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- International procurement experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Fluent in written and spoken English.

## Seconded positions:

Head of the Police Advisory Section PA001	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Deputy Head of Mission	Open to Third States: Yes

### Main tasks:

- Contribute on the operational level and in his/her field of expertise, aligned to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular regard to strengthening the capabilities of the Palestinian Civilian Police (PCP);
- Provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development and transformation, specifically to senior officials at District, Headquarters and Ministerial level, in accordance with the Mission's mandate and in coordination with other international actors and stakeholders;
- Provide overall management and direction to the Police Advisory Section so that it fulfils its tasks efficiently and effectively and implements its agreed objectives;
- Under the overall guidance of the HoM and DHoM, identify the overall objectives of the Section, yearly work plans and planning, in accordance with the Mission's mandate;
- Ensure appropriate management of the human and financial resources of the Section;
- Review, assess and report on the work and activities of the Section;
- Seek continuous improvement of the performance of the Section and provide remedial and corrective action where required;
- Ensure the highest working standards, be maintained through appropriate communication, coordination and co-operation within the Section, with the rest of the Mission and relevant outside actors;
- Maintain close, result-oriented working relationships with relevant local counterparts and other international stakeholders active in the civilian Security Sector Reform;
- Maintain working relationships with local civil society actors in the civilian Security Sector Reform, in particular those promoting human rights in policing;
- Facilitate and provide overall guidance in the implementation of projects within the Section;
- Closely collaborate with the Programme and Evaluation Department on donor-coordination issues and the implementation of projects;
- Undertake any other tasks assigned by the HoM or DHoM.

### Qualifications and Experience:

- University degree in Police Sciences, Law, Public Administration or other relevant field or equivalent police professional training with at least 10 years professional experience in a managerial position within the Police, Ministry of Interior or other relevant government body responsible for internal security and policing;
- Sound, proven management skills at national or international level;
- International experience of working with police development in Security Sector Reform (SSR) context desirable;
- Good understanding of the concept of Civilian Policing and Primacy, Rule of Law, Human Rights and the entire chain of Criminal Justice (from Police to Prison), in an institution building and development context;
- Ability to provide advice with a full understanding for the concept of local ownership;

- Project management experience, e.g. steering groups, project member/manager from projects focused on implementing new working methods or development in general;
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment;
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable).



<b>Senior Police Adviser PA004</b>	
Location: Ramallah, Palestine	Availability: 01.03.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of the Police Advisory Section	Open to Third States: Yes

#### **Main tasks:**

- Contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- Provides expertise to strengthen strategic functions and policy development in the Palestinian Civil Police (PCP), including the Ministry of Interior (MOI);
- Actively participate in the team which is co-located in the Palestinian Civil Police;
- Advise and mentor the relevant strategic and planning unit in PCP, and when appropriate, in the Ministry of Interior (MOI);
- Advise the development of instruments and mechanisms to strengthen strategic work;
- Advise on and assist with the development of new projects in accordance with the relevant national strategy documents and the corresponding Mission aims;
- Provide support to the various coordination mechanisms within PCP and MOI;
- Support the PCP, and when appropriate MoI, in the development and implementation of strategic plans;
- Advise the PCP, MOI, and other Governmental bodies how to participate in police/security cooperation schemes or initiatives (i.e. INTERPOL, EUROPOL);
- Advise on the development of appropriate legal regulatory framework governing the work of the PCP;
- Support activities, tools, and coordination schemes which strengthen civilian police primacy;
- Identify, analyze and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP frontline policing administrations;
- Undertake any other related tasks as required by the Head of Police Advisory Section/Deputy Head of the Police Advisory Section;

#### **Qualifications and experience**

- Graduated from a Police academy or college in any EU Member State or Third Contributing State;
- Minimum of 8 years police service in general policing and 5 years minimum of senior management experience;
- Programme and Project management experience, preferably within the context of Security Sector Reform, including the design, drafting, implementation and evaluation of programmes and projects (desirable);
- Training experience (desirable). Experience working in a Ministry of the Interior or Ministry of Justice is highly desirable;
- Excellent level of written and spoken English;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Project management experience (desirable);
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Ability to effectively manage change in difficult and tense environments;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data;

<b>Police Adviser PA011</b>	
Location: Ramallah, Palestine	Availability: 24.03.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Police Advisory Section	Open to Third States: Yes

**Main tasks:**

- Provides expertise to strengthen the capabilities of frontline operational police administrations;
- Identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the Palestinian Civil Police (PCP) frontline policing administrations;
- Contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- Supports the adoption of service-minded policing through the development and implementation of SOPs, manuals, and policies;
- Identifies and advises on the capacity and training gaps of specialized branch police units;
- Assists in the implementation of local training;
- Advise the PCP to adopt public partnerships and identify local and community policing needs;
- Establish and develop professional working relationships with relevant authorities and civil society organizations developing long-term plans in-conjunction with district and/or specialized branch police units;
- Support as appropriate, the PCP frontline operational police administrations identify the appropriate equipment and infrastructure needed to deliver effective policing;
- Advise the frontline policing administrations interact and coordinate with other local police Districts and Police HQ;
- Undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

**Qualifications and experience:**

- Graduated from a Police academy or college any EU Member State or Third Contributing State.
- Minimum of 5 years police service in General policing (i.e. patrolling, special police force, traffic, public order, command and control, community policing, etc.);
- Training experience desirable;
- Excellent level of written and spoken English;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Project management experience desirable;
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Ability to effectively manage change in difficult and tense environments;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data;

<b>Police Adviser PA013</b>	
Location: Ramallah, Palestine	Availability: 15.03.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Police Advisory Section	Open to Third States: Yes

### **Main tasks:**

- Provides expertise to strengthen the capabilities of frontline operational police administrations;
- Identify, analyze and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the Palestinian Civil Police (PCP) frontline policing administrations;
- Contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- Supports the adoption of service-minded policing through the development and implementation of SOPs, manuals, and policies;
- Identifies and advises on the capacity and training gaps of specialized branch police units;
- Assists in the implementation of local training;
- Advise the PCP to adopt public partnerships and identify local and community policing needs;
- Establish and develop professional working relationships with relevant authorities and civil society organizations developing long-term plans in-conjunction with district and/or specialized branch police units;
- Support as appropriate, the PCP frontline operational police administrations identify the appropriate equipment and infrastructure needed to deliver effective policing;
- Advise the frontline policing administrations interact and coordinate with other local police Districts and Police HQ;
- Undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

### **Qualifications and experience:**

- Graduated from a Police academy or college in any EU Member State or Third Contributing State;
- Minimum of 5 years police service in General policing (i.e. patrolling, special police force, traffic, public order, command and control, community policing, etc);
- Training experience desirable;
- Excellent level of written and spoken English;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Project management experience desirable;
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Ability to effectively manage change in difficult and tense environments;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data;

<b>Senior Police Adviser PA018</b>	
Location: Ramallah Palestine	Availability: 17.02.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Police Advisory Section	Open to Third States: Yes

### **Main tasks:**

- Provides expertise to strengthen the capabilities of frontline operational police administrations, in particular the Criminal Investigation Department (CID) and other investigative units;
- Identify, analyze and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the Palestinian Civil Police (PCP) investigation units;
- Contributes on the operational level and in his/her field of expertise, aligned to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- Advises and support the development of the Family Protection unit;
- Support PCP in working against Juvenile delinquency crimes;
- Supports the adoption of criminal intelligence methodology through the development and implementation of SOPs, manuals, and policies.
- Identifies and advises on the capacity and training gaps of the PCP investigative units;
- Assists in the implementation of local training;
- Support as appropriate, the PCP investigate units identify the appropriate equipment and infrastructure needed to deliver effective policing;
- Advises the PCP in developing the regulatory framework for the role, techniques, structure, training and infrastructure of the CID ;
- Establish and develop working relationships with relevant authorities (Attorney General's Office, Ministry of Justice, civil society organisations) to strengthen their interaction and coordination with the PCP CID;
- Advise the PCP investigative units interact and coordinate with other local police Districts and Police HQ;
- Undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

### **Qualifications and experience:**

- Graduated from a Police academy or college any EU Member State or Third Contributing State;
- Minimum of 8 years police service in criminal investigation with a solid knowledge in CID procedures and techniques and criminal intelligence process, including the concept of intelligence led policing;
- Training experience desirable;
- Domestic violence and Juvenile delinquency experience desirable.
- Excellent level of written and spoken English;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Project management experience desirable;
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Ability to effectively manage change in difficult and tense environments;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data;

<b>Police Adviser PA021</b>	
Location: Ramallah Palestine	Availability: date14.02.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Police Advisory Section	Open to Third States: Yes

**Main tasks:**

- Identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the Palestinian Civil Police (PCP) investigation units;
- Contributes on the operational level and in his/her field of expertise, aligned to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- Supports the adoption of criminal intelligence methodology through the development and implementation of SOPs, manuals, and policies;
- Identifies and advises on the capacity and training gaps of the PCP investigative units;
- Assists in the implementation of local training;
- Support as appropriate, the PCP investigate units identify the appropriate equipment and infrastructure needed to deliver effective policing;
- Establish and develop working relationships with relevant authorities (Attorney General's Office, Ministry of Justice, civil society organisations) to strengthen their interaction and coordination with the PCP ;
- Advise the PCP investigative units interact and coordinate with other local police Districts and Police HQ;
- Undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

**Qualifications and experience:**

- Graduated from a Police academy or college of any EU Member State or Third Contributing State.
- Minimum 5 years in police service with specialized competencies in developing and undertaking training needs assessments and implementation of training programme.
- Training experience desirable;
- Excellent level of written and spoken English;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Project management experience desirable;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Ability to effectively manage change in difficult and tense environments;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data;

<b>Police Adviser PA022</b>	
Location: Ramallah, Palestine	Availability: 14.02.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Police Advisory Section	Open to Third States: Yes

### **Main tasks:**

- Provides expertise to strengthen the capabilities of the administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- Identify, analyze and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP administrative and internal support administration/units;
- Contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- Supports the adoption of service-minded policing through the development and implementation of SOPs, manuals, and policies;
- Identifies and advises on the capacity and training gaps of the administrative and internal support policing units;
- Support the PCP Logistics.
- Assists, when appropriate, in the implementation of local training;
- Support as appropriate, the PCP administrative and internal support units identify the appropriate equipment and infrastructure needed to deliver effective policing;
- Advise the administrative and internal support policing units interact and coordinate with other local police Districts and Police HQ;
- Advise and support the PCP in implementing externally funded projects/initiatives;
- Undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

### **Qualifications and experience:**

- Graduated from a Police academy or college of any EU Member State or Third Contributing State or another relevant professional background;
- Possess a diploma/degree or relevant training in police affairs, law or related subject (minimum of 3 years);
- Minimum of 5 years police service in administrative and internal support (i.e. human resources, training, logistics, finance, IT, etc);
- Training experience desirable;
- Excellent level of written and spoken English;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Project management experience desirable;
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Ability to effectively manage change in difficult and tense environments;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data;

<b>Senior Police Advisor PA024</b>	
Location: Ramallah, Palestine	Availability: 03.02.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Police Advisory Section	Open to Third States: Yes

**Main tasks:**

- Provides expertise to strengthen oversight and accountability within the Palestinian Civil Police (PCP);
- Contribute on the operational level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- Support and provide strategic and operational advice to the senior management of the PCP departments in implementing the PCP accountability strategy and implementation plan and in the overall development of the relevant accountability units;
- Advise PCP on the development and implementation of a public complaints mechanism, and support the institutionalization of necessary organisational structures;
- Advise the PCP on implementing and disseminating the PCP Code of Conduct;
- Support the PCP develop the appropriate structures, mandates, and job descriptions to carry out oversight and accountability functions;
- Identifies and advises on the capacity and training gaps of the accountability units;
- Support the PCP accountability units (e.g. Inspector General Office, Bureau for Grievances and Human Rights and the Police Security and Discipline Department) to acquire skills and develop procedures and standards in line with international best practices;
- Advises the PCP develop an efficient inspection regime;
- Provides expertise in the development of a human rights training manual;
- Support the integration of gender into all aspects of the PCP;
- Support relationship-building and dialogue between the PCP and Civil Society Organisations;
- Undertake any other tasks required on behalf of the Head of the Police Advisory Section/Deputy Head of Police Advisory Section.

**Qualifications and experience:**

- Graduated from a Police academy or college in any EU Member State or Third Contributing State.
- Minimum of 8 years police service in general policing including 5 years minimum of senior management experience;
- Training experience desirable;
- Excellent level of written and spoken English;
- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Project management experience desirable;
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable;
- Ability to effectively manage change in difficult and tense environments;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data.

<b>Prosecution Expert (RL003)</b>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Rule of Law Section	Open to Third States: Yes

### **Main tasks**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to:
  - Developing the operational capacity of the Office of the Attorney General in terms of delivering fair, prompt and proportionate justice;
  - Increasing the effectiveness of the investigation and prosecution of crimes through enhancing police/prosecutor cooperation;
  - Contributing to the efforts to develop the capacity and skills of police and prosecutors to undertake effective and efficient investigation;
  - Supporting the Palestinian authorities with respect to international legal cooperation;
  - Supporting the Palestinian prosecution service with respect to the protection of victims and witnesses;
- Liaise closely with the Police Advisory Section of the mission in order to coordinate efforts with respect to the enhancement of police/prosecutor cooperation and with respect to the other matters listed above;
- Liaise closely with the Office of the Attorney General on any matters which arise and provide advice and direction as required;
- Coordinate the mission's activities with donors who are active with respect to supporting the Office of the Attorney General;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

### **Qualifications and experience**

- University degree (minimum 4 years full time studies) in law;
- Minimum 8 years professional experience as a prosecutor;
- Experience of working on police/prosecutor coordination;
- Experience of working on international legal cooperation and assistance would be a distinct advantage;
- Experience of working on issues related to the protection of victims and witnesses would be a distinct advantage;
- Experience of training prosecutors on a range of relevant matters desirable;
- International experience of working with rule of law and criminal justice system issues desirable;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- Project management experience (desirable);



- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable).

<b>Prosecution Expert (RL004)</b>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Rule of Law Section	Open to Third States: Yes

### **Main tasks:**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to supporting the criminal justice institutions which focus on anti-corruption (the Palestinian Anti-corruption Commission and the Corruption Crimes Court);
- Liaise closely with the Palestinian Anti-Corruption Commission and the Corruption Crimes Court on any matters which arise and provide advice and direction as required;
- Assist in the development and delivery of training packages on economic crime, corruption and other specialised areas;
- Support investigation and cooperation on economic crimes between the police and the prosecution service;
- Liaise closely with the Police Advisory Section of the mission in order to coordinate efforts, particularly with respect to the accountability mechanisms at the Palestinian Civil Police;
- Support cooperation between the prosecution and the criminal investigation components of the police, especially through assisting in the organisation of joint activities;
- Develop cooperation mechanisms between the Palestinian Anti-corruption Commission and the institutions within the PA administration related to finance and economy;
- Coordinate the mission's activities with donors who are active with respect to supporting the Palestinian Anti-corruption Commission and the Corruption Crimes Court;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Perform other tasks as required by the Head and/or the Deputy Head of the Rule of Law Section.

### **Qualifications and experience:**

- University degree (minimum 4 years of full time studies) in law;
- Minimum of 8 years professional experience as a prosecutor;
- Experience of working on prosecuting/adjudicating serious economic crime, money laundering and/or corruption cases;
- International experience of working with rule of law and criminal justice system issues desirable;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- Project management experience desirable;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable.

<b>Prosecution Expert (RL005)</b>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Rule of Law Section	Open to Third States: Yes

### **Main tasks**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to
  - Developing and implementing organisational and administrative structures at the Office of the Attorney General which will assist in strengthening the effectiveness of prosecutorial decision making;
  - Providing advice on the roles and mandates of the principal justice institutions within the sector (High Judicial Council, Ministry of Justice and Office of the Attorney General);
- Liaise closely with the Office of the Attorney General on any matters which arise (particularly with respect to organisational and structural issues) and provide advice and direction as required;
- Coordinate the mission's activities with donors who are active with respect to supporting the Office of the Attorney General;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

### **Qualifications and experience**

- University degree (minimum 4 years full time study) in law with at least 8 years professional experience as a prosecutor;
- A minimum of 8 years professional experience of working on organisational and structural issues at a public prosecution office would be a distinct advantage;
- International experience of working with rule of law and criminal justice system issues desirable;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- Project management experience (desirable);
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable).

<b>Defence Counsel Expert (RL009)</b>	
Location: Ramallah, Palestine	Availability: 24.02.2015
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Rule of Law Section	Open to Third States: Yes

**Main tasks:**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP), in particular with respect to:
  - Developing the organisational and administrative structures at the Palestinian Bar Association (PBA);
  - Supporting defence attorneys and the PBA in terms of acquiring the appropriate knowledge and skills to defend criminal cases in an efficient and effective manner;
  - Encouraging the adoption of measures so as to reduce delays in terms of the defence attorneys;
  - Supporting the PBA in enhancing the efficiency and transparency of disciplinary proceedings against lawyers.
- Liaise closely with the PBA on all matters which arise and provide advice and direction as required;
- Coordinate the mission's activities with donors who are active with respect to supporting the PBA;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

**Qualifications and experience:**

- University degree (minimum 4 years full time study) in law;
- Minimum of 8 years professional experience as a judge, prosecutor or lawyer;
- Experience of working in a bar association (and in particular on disciplinary processes) would be a distinct advantage;
- Experience of working on training matters for lawyers would be a distinct advantage;
- Experience or working on measures to deal with court delays desirable;
- International experience of working with rule of law and criminal justice system issues desirable;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- Project management experience desirable;
- Possess a full driving licence qualified to drive armoured vehicles B6 class desirable.

<b>Gender Expert (RL013)</b>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Rule of Law Section	Open to Third States: Yes

**Main tasks:**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to advising on mainstreaming gender issues across the criminal justice institutions.
- Provide advice to the criminal justice institutions on the development of strategies with respect to gender issues and the implementation of strategic objectives once defined;
- Ensure proper follow up on strategic objectives with respect to gender issues which have already been defined and implemented with respect to the Palestinian Civilian Police (PCP);
- Liaise with the criminal justice institutions, the PCP, civil society and with the Independent Commission on Human Rights (when necessary) with respect to gender issues;
- Coordinate when necessary the mission's activities with donors who are active in providing advice on gender issues within the portfolio of the Gender Expert. This may involve attending and participating at the Justice Sector Working Group;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Actively work with the Human Rights experts who also report to the Head of the Rule of Law Section on human rights and gender related issues;
- Ensure development of the mission internal Gender policy;
- Perform any other tasks as required by the Head and/or Deputy Head of Rule of Law Section.

**Qualifications and experience:**

- University degree (minimum 4 years full time study) in law, human rights or other relevant field;
- A minimum of 8 years of working on gender issues, preferably in an international context;
- Knowledge of the roles of the different justice institutions and the criminal justice systems;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Project management experience (desirable);
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable);
- Excellent level of written and spoken English.

<b>Programme Manager (PR004)</b>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Head of Planning and Evaluation Department (P&ED)	Open to Third States: Yes

### **Main tasks:**

- To assist and advise the Head of P&ED to the Department's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation and compliance mechanism;
- To support, on behalf of the Head of P&ED, Heads of Section in translating the benchmarks and objectives of the MIP into their work;
- To ensure that P&ED initiatives and planning are kept updated, in coordination with the Police Advisory and Rule of Law Sections;
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of P&ED accordingly;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law structures/activities relevant for the Mission; to analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing and maintain longitudinal analysis for programmes stakeholders to gauge programmes impact;
- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and evaluation mechanisms;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To actively participate in the efforts of the co-location team embedded in the Palestinian Civil Police (PCP) as per modalities decided by the Head of P&ED;
- To undertake any other tasks as required by the Head of P&ED.

### **Qualifications and Experience:**

- Successful completion of a full course of university studies attested by a degree in Law, Economics, Political Science, Business Administration or other related university studies, where the normal duration of university education awarded is four (4) years or more and after having obtained the university degree at least five years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Economics, Political Science, Business Administration or other related university studies, where the normal duration of university education awarded is three (3) years or more and after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience.
- Professional experience in legal, administrative, and operational aspects of Programme Management;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Proven experience in evaluation and compliance procedures;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations, preferably in an CSDP operation;
- Good understanding of the political, cultural and security situation in the Middle East;
- Proven understanding of complex organisations and organisational change management processes;
- Sound understanding and proven experience in rule of law procedures, development and institution/capacity building;
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable).

<b>Logistics Officer/Transportation Coordinator (MS008)</b>	
Location: Ramallah, Palestine	Availability: 22.04.2014
Security clearance level: EU Confidential or equivalent	Employment Regime: Seconded
Post category for contracted: N/A	
Reporting line: Chief of General Services	Open to Third States: Yes

**Main tasks:**

- Supervise the logistic and maintenance staff and the transportation/fleet management office;
- Be responsible for coordination and management of the logistical support for the mission and the implementation of logistics policies and guidelines;
- Provide advice and support to managers and staff on logistics related matters, ensuring the necessary distribution of logistical resources (including storage of the equipment). This includes the aspects related to the customs clearance procedures;
- Support the Chief of General Services in all aspects related to the management of the Mission estate;
- Be responsible for the efficient monitoring and review of legal contracts relating to acquisition and maintenance/services contracts, including rental contracts and insurance issues;
- Be able to analyze and identify the technical specifications for logistics tenders related to goods and services. To support the realization of technical designs and evaluation or control reports fortender's process (acquisition and services);
- Assist both EUPOL COPPS and EUBAM Missions in all aspects related to logistics;
- Be responsible for the production of reports concerning logistical issues, proposing/ recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects of the mission;
- Establish a management system that includes transparent and objective analysis, coordination and supervision acquisitions, storage, allocation and distribution, consumption and future needs;
- Ensure the establishment and effective management of logistical databases, inventories and lists of equipment;
- Identify the Mission's need for office space, maintenance and repair;
- Coordinate the provision of material and office space for the mission members;
- Establishment, review and follow up a transport management system which controls all necessary data such as mileage, fuel consumption, and damages to the vehicles, road accidents and insurance cover;
- Coordinating the technical and administrative management of vehicle maintenance and repairs;
- Undertake any other duty assigned by the Chief of General Services.

**Qualifications and Experience:**

- A University degree (minimum 3 years full time study) in Logistics, Engineering, Administration or other relevant field; an equivalent professional education may be considered;
- Minimum of 5 years of professional experience in logistics related matters;
- Previous experience in transportation related issues of at least 2 years;
- Previous experience with project based work/planning and with different product and service markets as well as industrial business networks is essential; Experience in the implementation of EU procurement processes and regulations (distinct advantage);
- International experience, particularly from international missions or organizations in crisis areas (distinct advantage);



- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Ability to operate Microsoft Office Package (Word, Excel Power Point, Outlook);
- Civilian driving license class B (mandatory)
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable);
- Excellent level of written and spoken English.