

EUROPEAN EXTERNAL ACTION SERVICE



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

Advertisement for seconded/contracted staff members

Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Availability:	As indicated in the Job Descriptions		
Staff Regime:	As indicated below		
	Ref.	Name of the post	Available on
		Seconded/Contracted	
	HM004	Senior Mission Security Officer	ASAP
	HM006	Press and Public Information Officer	ASAP
	MS002	Chief Human Resources	ASAP
	MS010	Communication and Information Systems Officer	ASAP
		Seconded	
	HM007	Reporting Officer	ASAP
	PA005	Police Adviser	07-05-2014
	PA007	Senior Police Adviser	ASAP
	PA015	Senior Police Adviser	31-07-2014
	PA017	Senior Police Adviser	01-08-2014
	PA020	Police Adviser	ASAP
	PA023	Police Adviser*	11-07-2014
	PA025	Senior Police Adviser	ASAP
	PA028	Penitentiary Expert	ASAP
	PA029	Penitentiary Expert	01-06-2014
	RL002	Deputy Head of Rule of Law	ASAP

M_D GCIV 0007804 06-02-2014

	RL008	Justice Expert	ASAP
	RL012	Human Rights Expert	ASAP
	RL014	Ministerial Strategic and Policy Expert	ASAP
	PR003	Programme Manager	ASAP
Deadline for applications:	21 February 2014 at 1700 Bxl. Time		
E-mail address to send the Job Application Form/CV:	cpcc.eupolcopps@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Mr. Jørn Laursen E-mail: cpcc.cfc@eeas.europa.eu 0032 476 575740</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 contract¹. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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.

¹ 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.

Citizenship – Citizenship of a Member State of the European Union (EU) or of an Invited Third State 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.

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

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a 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 EUCI.

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

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member/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:

<u>Senior Mission Security Officer(HM004)</u>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Security Clearance at Level Secret only. No equivalent is acceptable.	Employment Regime: Seconded/Contracted
Post category for contracted: Mission Support Staff - Management level	
Reporting line: Head of Mission (HoM)/ Deputy Head of Mission (D/HoM)	

Summary

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the HoM, who remains responsible overall for the security and safety of mission staff, the Senior Mission Security Officer (SMSO) is responsible for managing the security and safety of EUPOL COPPS's and EUBAM Rafah's (whenever required) staff deployed to Palestine through the design and implementation of appropriate security policies and procedures. The SMSO reports to the Head of Mission of EUPOL COPPS.

Main tasks:

- To carry out the daily management of the EUPOL COPPS's and whenever required, EUBAM Rafah's Mission Security Office(s);
- To be responsible for the protection of EU classified information (EUCI) within the mission(s) and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREP's, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits – providing timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To oversee all staff responsible for security, providing instructions, support, and assistance as necessary;
- To be responsible, in line with the EEAS Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission security plans for relocation/evacuation, including an effective warden and movement of personnel system;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To ensure that the security policies and procedures are followed as per mission(s) SOPs;
- To monitor and assess the security situation and make security analyses, recommendations, and reports;
- To ensure personal security advice is given to members of mission(s) staff as required;
- To ensure an effective system of security reviews in relation to EUPOL COPPS and EUBAM (whenever required) missions property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available;
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security, residential and office security, making recommendations as necessary;

- To alternate with the Mission Security Officer (MSO) and be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- To participate in Senior Management Team Meetings - providing relevant security input (including assessments);
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure the policy on security clearances for Mission staff is correctly applied;
- To liaise with the EEAS Security Department and CPCC-Mission Security Coordinator (MSC) on all matters foreseen by the EEAS Field Security Policy and supporting documents;
- To undertake any other related tasks as required by the HoM.

Qualifications and experience:

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) **or** a graduate from military/police academy or civilian security organisation with specialised training on field operations, force protection (minimum three years); In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 10 years of progressively responsible professional experience at management **level** in the civilian security sector or in the military/police;
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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;
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding);
- Solid knowledge of the Middle East area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Arabic and/or Hebrew as well as other European languages is an asset;
- Civilian driving license class B and C mandatory. Diplomatic Passport is an advantage.

<u>Press and Public Information Officer (HM006)</u>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded/Contracted
Post category for contracted: Mission Support Staff – Management Level	
Reporting line: Head of Mission (HoM)/Deputy Head of Mission (D/HoM)	

Main tasks:

- Deliver accurate, timely and sufficient information on both EU CSDP missions EUPOL COPPS and EUBAM. Information activities will mainly be conducted from the field covering both West Bank and Gaza strip, but part of these activities will also be carried out from Brussels;
- Remain in close contact with the High Representative Spokespersons EEAS and receive guidance from them when requested;
- Liaise with the EU Delegation to the Government of Israel in Tel Aviv and the EU Representation Office to the Palestinian Authority in East Jerusalem;
- Develop and implement a media and public information strategy through various communication and promotion programs, projects, events and initiatives using different kinds of communication channels aiming at different target audiences with the overall objective to raise the visibility of the EU and its Missions;
- Follow up programs and events related to the EU;
- Overall responsibility for communication with the international or local media;
- Responsible for writing press releases and articles as well as providing briefings for the media etc;
- Provide advice on all media related matters;
- Assist as required in meetings with key stakeholders;
- Arrange press conferences, news briefings, media interviews, visits and public events related to the Mission or related projects;
- Preparing material for delegations that visit EUPOL COPPS and EUBAM;
- Keep abreast of international current affairs and of fields of interest to the Missions;
- Overall monitoring and analysis of media coverage;
- Assist both EUPOL COPPS and EUBAM HoMs and Mission members in all aspects related to the Public Information, including preparation for interviews;
- Contribute to raising the media awareness of all staff and keeping Mission personnel informed about the state of play of the Mission and the media rules to follow;
- Develop and manage the website of EUPOL COPPS and EUBAM;
- Preparation, drafting, publication and distribution of fact sheets and information material on the activities/project of EUPOL COPPS and EUBAM, to the media and general public and donors;
- Act as a spokesperson of both Missions;
- Undertake any other tasks required on behalf of the HoM.

Qualifications and experience:

- University Degree (minimum 3 years full time study) in Information Sciences, Social Sciences or Journalism; equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Minimum of 8 years of effective and extensive operational experience with Press and Public

- Information management as well as 12 years of overall professional experience;
- Sound knowledge and experience in knowledge of the EU Institutions and international standards, particularly related to the CFSP, including the CSDP and the European Communication Strategy and the Visibility Guidelines;
 - Proven experience in web designing and maintenance;
 - International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable;
 - Fluency in English (spoken, read, written, understood) mandatory;
 - Arabic and/or Hebrew as well as other European languages in an asset;
 - Awareness of the international political, economic, social and cultural context in the Middle East, particularly in Palestine and Israel;
 - Effective state-of-the-art knowledge and experience in the field of communications and public information;
 - Ability to operate Windows and Power Point applications, including Word processing and e-mail;
 - Excellent analytical, organizational, managerial, conceptual thinking and problem-solving skills;
 - Interpersonal skills like service and client orientation, team working, relationship building and networking, advising, negotiating and diplomacy;
 - Personal attitudes like initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development, organizational alignment;
 - Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required;
 - Qualified knowledge of basic international Human Rights Conventions and Principles;
 - Civilian driving license class B (mandatory) and C (desirable).

<u>Chief Human Resources(MS002)</u>	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret	Employment Regime: Seconded/Contracted
Post category for contracted: Mission Support Staff – management level	
Reporting line: Head of Mission Support	

Main tasks:

- To report to the Head of Mission Support regarding all personnel related issues;
- To manage and co-ordinate all Human Resources issues;
- To develop and update a Human Resource Policy for International and National staff in accordance with the OPLAN and the Standard Operating Procedures;
- To develop the deployment plan for the deployment of the mission members with constant updates and follow up;
- To provide advice and support to the HoM and DHoM, line managers as well as all staff members on Human Resources related matters;
- To develop, manage and follow up the Human Resources database, lists and files for the mission members as well as to provide statistics and figures about mission members;
- To ensure that all staff members are covered by an appropriate health and accident insurance on the expense of the mission;
- To coordinate the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national mission members in accordance with the CPCC Staff Selection Procedures;
- To organise the planning and to advise in the development of the training for personnel;
- To lead/coordinate and follow up the deployment of personnel, the contracts, the selection letters, the contract extensions, the termination/ends of mission, the leave and sick leave files;
- To collaborate with the finance unit for all relevant finance personnel related issues, including payroll, insurances, etc;
- To develop the guidelines for transparent and objective performance assessment and evaluation system for the mission;
- To set-up and follow up an appropriate system for local staff representation;
- Responsible for the monthly and six monthly reports concerning all Human Resources and personnel issues;
- To liaise with the CPCC and the European Commission on Human Resources related issues;
- To handle all special projects relating to personnel issues;
- To manage and supervise the Human Resources staff;
- To undertake any other task assigned by Head of Mission Support;

Qualifications and Experience:

- University Degree (minimum 3 years full time study) in Human Resources, Business Administration, Social Sciences or in other relevant field; equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Minimum of 3 years of human resources management experience, with a minimum of 8 years of professional experience in legal, administrative and operational aspects of Human Resources and training, as well as 10 years of overall professional experience;

- International experience, particularly from the CSDP and other international missions in crisis areas as well as from multi-national and international organizations is highly desirable;
- Experience in planning and implementing projects in the area of human resources is essential;
- Fluent in written and spoken English.

Communication and Information Systems Officer (MS010)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Security Clearance at Level Secret only. No equivalent is acceptable.	Employment Regime: Seconded/Contracted
Post category for contracted: Mission Support Staff – management level	
Reporting line: Senior CIS Officer	

Main tasks:

- Support and advise the Senior Communication and Information Systems Officer on all matters related to CIS software and hardware;
- To manage CIS equipment, telephones, radios, servers, network and software applications with respect to installation, systems support, security, maintenance and to coordinate the standardisation of computer hardware and software within the mission;
- To support in designing, implementation and maintaining EUPOL COPPS's local/wide area network and ensure the operation through an adequate preventive maintenance program while providing EUPOL COPPS with network accessibility, email accounts, internet use, security and backup of data;
- To manage service, support and repairs of CIS equipment, network and software applications with respect to installation, systems support, security and maintenance to ensure the operation of EUPOL COPPS to develop detailed systems specifications, functional specifications and user documentation for major systems;
- To provide technical advice on all CIS matters to EUPOL COPPS staff;
- To support the senior CIS Officer to conduct research, analysis and evaluation of goods, services and new technologies. Make recommendations for their deployment, as well as handling all aspects of drafting tender specifications, contract administration, including collaboration with EUPOL COPPS's Procurement Team in order to establish service level agreements or framework contracts with vendors;
- To maintain an adequate number of CIS equipment and spares while originating requisitions for equipment, spare parts and supplies and maintain the appropriate budget control and accountability for CIS spending – Organise repair and replacement as necessary;
- To produce precise reports concerning CIS issues and to recommend improvements for future acquisitions;
- To support the senior CIS Officer to continuously seek cost-effective solutions for CIS hardware and software according to the EUPOL COPPS's requirements;
- To organise the prompt delivery of technical services by assigning the available technical resources, including providing Office Automation as help desk support, standardisation, preparation and maintenance of applications;
- To support in the implementation of appropriate security mechanisms in order to protect EUPOL COPPS's CIS infrastructure from all kinds of electronic threats;
- To support EUPOL COPPS software applications such as procurement, personnel management, finance control, assets control, pass and ID;
- To identify users training needs with regards to the EUPOL COPPS's standard hardware and software. Develop the training curriculum and deliver the training;
- To support in the establishment of the technical liaison and coordination with other international organizations within the mission area with regards to CIS;
- To support in preparation/drafting the budget for CIS equipment and services;
- To support the establishment of Standard Operating Procedures containing policies and directives relating to all CIS issues, use and management of CIS equipment and produce technical documents regarding disaster recovery and network/server documentation;

M_D GCIV 0007804 06-02-2014

- Assist both EUPOL COPPS and EUBAM Missions in all aspects related to CIS;
- To deputise the Senior Communication and Information System Officer in his absence;
- To undertake any other related tasks as required by the Senior Communication and Information Systems Officer.

Qualifications and experience:

- University degree (minimum 3 years full time study) in Computer Science/Communications, Information Technology or IT Engineering; equivalent military/police education in the aforementioned fields can be considered as appropriate ;
- A minimum of 5 years of progressively responsible experience in CIS management and design, development and implementation of complex CIS systems;
- Advanced knowledge and experience in installation, management and configuration of servers (Microsoft Server/Linux), workstations, firewalls, routers, switches (Cisco network devices and IOS) and other network equipment; Relevant certifications are an asset;
- Knowledge and experience in communications (VHF, UHF, HF, Satellite systems “THURAYA” and “IRIDIUM”, GSM, PBX), as well as software;
- Advanced knowledge in networking: TCP/IP/LAN/WAN/WLAN including installation, administration and management;
- Ability to effectively provide CIS guidance and support to Mission Members;
- Ability to effectively manage a team of IT local staff;
- Effective project management skills;
- To be in a possession of Personnel Security Clearance at the level of EU SECRET;
- Punctuality, ability to perform under stress, willingness to work flexible working hours;
- Ability to prioritize and manage a high workload (advantage);
- Ability to perform under stress and in difficult circumstances;
- Good communication skills both oral and written in English;
- Knowledge in Information Technology Infrastructure Library (ITIL) and implementation of the same in a support structure is desirable;
- Possession of Microsoft Operating Systems technologies certifications (advantage);
- Knowledge of the functioning of the EU and in particular CSDP missions (advantage);
- International experience, particularly in crisis areas with multi-national and international organisations (advantage);
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment (advantage).

Seconded positions:

Reporting Officer (HM007)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Chief of Staff (CoS)	

Main Tasks :

- Be responsible for providing daily support to the mission Headquarters;
- Handle international enquiries;
- Collect, assemble, assess and collate Mission information in a cohesive and variable format;
- Synthesize information from Mission Members in order to draft reports for internal and external audiences;
- Prepare and draft reports and presentations (weekly, monthly, six monthly and special reports) in coordination with rest of the mission;
- Take meeting minutes on request;
- Assist in organizing visits, meetings, presentations etc;
- Undertake any other tasks required on behalf of the HoM / DHoM;
- Contribute to induction and other training with regard to reporting mechanism of the mission.

Qualifications and Experience :

- University degree (minimum 3 years full time study) in a related field such as political science, journalism, literature, etc;
- Substantial and broad understanding of activities in policing and rule of law activities;
- Five years of proven experience as a reporting officer in a related area of work;
- Very high proficiency in writing, reading and speaking English (native speaker level);
- Relevant international experience;
- Knowledge of political, and cultural context in the Middle East;
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

Police Adviser PA005	
Location: Ramallah, Palestine	Availability: 07/05/2014
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of the Police Advisory Section	

Main tasks:

- Provides expertise to strengthen the strategic functions and position of 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 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;
- 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;
- 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;
- 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 any EU Member State or Third Contributing State.
- Minimum of 5 years police service in general policing and 5 years minimum of senior management experience;
- 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);
- 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;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).

Senior Police Adviser PA007	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

Main tasks:

- Provides expertise to the development of organisational structures and mechanisms to support the development of modern and effective policing;
- 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;
- Advise and mentor senior police management in implementing their reform plans, including the restructuring of the PCP;
- Advise and mentor senior police members on general management, change management and leadership;
- Support the PCP in furthering establishing appropriate mandates / responsibilities for various police units/administrations, including at the district level;
- Advise PCP senior management, in conjunction with the PCP Human Resources Administration and strategic planning unit, in developing job descriptions and specifications for various police units/administrations, including at the district level;
- Support the coordination of reform activities;
- Advise PCP on how to operationalize and implement reform plans, and take stock of progress and performance;
- 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 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);
- 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;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook);

Senior Police Adviser PA015	
Location: Ramallah Palestine	Availability: 31 July 2014
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

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 activities to introduce the Intelligence Led Policing Model;
- 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;
- 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);
- 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;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).

Senior Police Adviser PA017	
Location: Ramallah Palestine	Availability: 01.08.2014
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

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 activities to introduce the Intelligence Led Policing Model;
- 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;
- 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);
- 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;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).

Police Adviser PA020	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

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;
- 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 8 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);
- 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;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).

Police Adviser PA023*	
Location: Ramallah, Palestine	Availability: 11/07/14
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

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;
- 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 8 years police service in administrative and internal support (i.e. human resources, training, logistics, finance, IT);
- 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);
- 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;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).

Senior Police Adviser PA025	
Location: Ramallah, Palestine	Availability: <i>ASAP</i>
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

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 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);
- 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;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).

Penitentiary Expert (PA028)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

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 organisational structures and development of strategic plans and on defining clear roles and responsibilities for staff of the Corrections and Rehabilitation Centres Department (CRCD) of the Palestinian Civilian Police (PCP);
 - Reviewing relevant laws, rules, regulations and operating procedures relating to prison management and providing support and advice on how to improve these instruments;
 - Analysing practices, procedures and conditions in Palestinian prison/detention facilities with a view to ensuring compliance with international human rights standards on imprisonment and detention. This includes an analysis of the movement restrictions for the Palestinian Civil Police (PCP), the CRCD, the prosecution service and the judiciary;
 - Advising on accountability and oversight mechanisms for the penitentiary service.
- Liaise closely with the CRCD of the PCP on any matters which arise and provide advice and direction as required and coordinate with the relevant ministries (Ministry of Interior and Justice) and with the judiciary;
- Coordinate the mission's activities with donors who are active with respect to supporting the CRCD (e.g. the US Bureau for International Narcotics and Law Enforcement and UN);
- 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, social science or equivalent academic or professional training;
- A minimum of 8 years of relevant experience in a correctional institution (preferably at headquarters level) or a relevant government ministry with broad professional experience in strategic management of prisons;
- Knowledge of prison related international standards would be a distinct advantage;
- 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;

- Ability to operate Microsoft Office package (Word, Excel, Powerpoint, Outlook);
- Project management experience (desirable);
- Excellent level of written and spoken English.

Penitentiary Expert (PA029)	
Location: Ramallah, Palestine	Availability: 01/06/2014
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Police Advisory Section	

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:
 - Supporting the Corrections and Rehabilitations Centre Department (CRCD) of the Palestinian Civilian Police (PCP) with the development and delivery of training in a range of areas and with the establishment of training procedures;
 - Advising on renovation and upgrading of detention/prison facilities.
- Liaise closely with the CRCD of the PCP on any matters which arise and provide advice and direction as required and coordinate with the relevant ministries (Ministry of Interior and Justice) and with the judiciary;
- Coordinate the mission's activities with donors who are active with respect to supporting the CRCD (e.g. the US Bureau for International Narcotics and Law Enforcement and UNODC);
- 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, social science or equivalent academic or professional training;
- A minimum of 8 years of relevant experience in a correctional institution (preferably at headquarters level) or a relevant government ministry;
- Experience of the development and delivery of training courses for prison personnel;
- Knowledge of prison related international standards would be a distinct advantage;
- 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;
- Ability to operate Microsoft Office package (Word, Excel, Powerpoint, Outlook);
- Project management experience desirable;
- Excellent level of written and spoken English.

M_D GCIV 0007804 06-02-2014

Deputy Head of Rule of Law Section (RL002)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Rule of Law Section	

Main tasks :

- Deputize for the Head of Rule of Law Section when required;
- Providing support to the Head of the Rule of Law Section in managing the section so that it fulfils its tasks efficiently and effectively in accordance with the strategic goals of the mission and the mission implementation plan in the area of criminal justice;
- Providing support to the Head of the Rule of Law Section in managing resource allocation within the section, planning activities and priorities, overseeing implementation of activities and assessing the work of the section;
- Drafting and editing reports in relation to the activities of the section and providing support with respect to the preparation of briefing notes and memoranda for the Head of Mission's Office on the range of areas within the field of criminal justice;
- Oversee daily logistical and administrative matters/issues and task staff accordingly;
- Providing support to the Head of the Rule of Law section in maintaining close, result-oriented contact with relevant local counterparts and with international organisations, donors and implementers operating in the field of criminal justice;
- Providing support to the Head of the Rule of Law section in liaising and coordinating activities with relevant officials at the Ministry of Justice, the High Judicial Council, the Office of the Attorney General and the Bar Association;
- Providing support to the Head of the Rule of Law section in overseeing the implementation of Quick Impact Projects within the section;
- Undertaking any other tasks assigned by the Head of Rule of Law Section.

Qualifications and experience:

- University degree (minimum 4 years full time study) in law, public administration or other relevant field with at least 8 years professional experience as a judge, prosecutor or lawyer;
- Sound, proven management skills, preferably in the context of an international organisation;
- International experience of working with rule of law/criminal justice reform;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Ability to plan, oversee and implement mission implementation plans;
- Excellent level of written and spoken English.

M_D GCIV 0007804 06-02-2014

Justice Expert (RL008)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Rule of Law Section	

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 and supporting the improvement of the internal organization and administrative structures at the High Judicial Council (HJC);
 - Supporting the improvement of the decision making process of the nine member council and its relationship with the council secretariat;
 - Supporting a review of the recruitment and promotion procedures for judges;
- Liaise closely with the HJC on any matters which arise (particularly with respect to internal organization and structure and with respect to recruitment procedures for judges) and provide advice and direction as required;
- Coordinate the mission’s activities with donors who are active with respect to supporting the work of the HJC;
- 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 task required on behalf of the Head or Deputy Head of Rule of Law Section.

Qualifications and experience:

- University degree (minimum 4 years full time study) in law;
- A minimum of 8 years professional experience as a judge, prosecutor or lawyer;
- Experience of working on internal organizational and structural issues at a judicial council would be a distinct advantage. Also experience on decision making processes at councils and relationships between councils and secretariats would be an advantage;
- Experience of developing recruitment and promotion policies for judges 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;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Project management experience (desirable);
- Excellent level of written and spoken English.

M_D GCIV 0007804 06-02-2014

Human Rights Expert (RL012)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Rule of Law Section	

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 human rights across the criminal justice institutions and the Palestinian Civil Police (PCP);
 - Advising on domestic violence and gender related issues in the PCP and in the criminal justice institutions. In particular, advice is to be provided to the Family Protection Unit of the PCP.
- Liaise with the criminal justice institutions on human rights issues and also with the Independent Commission on Human Rights;
- Coordinate when necessary the mission’s activities with donors who are active in providing advice on human rights issues within the portfolio of the Human Rights Expert;
- 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;
- A minimum of 8 years of working on human rights issues, preferably in an international context;
- Substantial 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;
- Ability to operate Microsoft Office package (Word, Excel, Powerpoint, Outlook);
- Project management experience (desirable);
- Excellent level of written and spoken English.

M_D GCIV 0007804 06-02-2014

Ministerial Strategic and Policy Expert (RL014)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Rule of Law Section	

Main tasks:

- Provide expertise and advice on further developing, implementing, and evaluating the MoJ strategic plan;
- Support the Minister of Justice on external policy issues including the relationship of the ministry with the other main criminal justice institutions;
- Assist in the development of a regulatory framework clearly identifying and separating competencies of the MoJ and other institutions in the justice sector. This will include assisting the MoJ in developing a clear mandate for the regulation of its functions, roles, and services;
- Contribute to the MoJ's efforts of setting up a legal framework for international legal cooperation;
- Assist the MoJ in its efforts to reform the external bodies over which the MoJ has oversight under the law such as the Palestinian Judicial Institute, Bureau of Legal Opinion and Legislation, and Justice Information Centre;
- Enhance the MoJ's efforts to promote and protect human rights, gender, and youth in the Palestinian Criminal Justice Sector;
- Provide expertise and advice on developing and implementing an effective and proactive communications strategy for the MoJ;
- Contribute to identify and report lessons and best practices within the respective field of responsibility;
- Undertake any other tasks required by the Head of the Rule of Law Section/Deputy Head of Rule of Law.

Qualifications and experience:

- University Degree (minimum 4 years full time study) in Law, International Relations, or Political Science;
- Extensive working experience (minimum 8 years) within a Ministry of Justice or other similar institution advising on policy and external relations;
- Extensive working experience in advising justice institutions on policy and reform in developing or emerging states;
- Good knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Understanding of the importance of rule of law and human rights in an institution building and developmental context;
- Project management, planning and strategic management experience;
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds;
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity;
- Experience working in a conflict or post-conflict environment desirable;
- Excellent drafting skills and fluency in written and spoken English;
- Ability to operate Microsoft Office package (Word, Excel PowerPoint, Outlook).

Programme Manager (PR003)	
Location: Ramallah, Palestine	Availability: ASAP
Security clearance level: EU Secret or equivalent	Employment Regime: Seconded
Post category for contracted:	
Reporting line: Head of Planning and Evaluation Department (P&ED)	

Main tasks:

- To assist and advise the Head of Planning and Evaluation Department (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, including the MIP 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

M_D GCIV 0007804 06-02-2014

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.