

THE SECOND (2ND) EXTRAORDINARY CALL FOR CONTRIBUTION 2011

European Union Police Mission in Afghanistan (EUPOL Afghanistan)

Advertisement for EU seconded staff members

Organisation:	European Union Police Mission in Afghanistan			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	KA-C-086	Head of IPCB Secretariat	KABUL	31/12/2011
	KA-C-088	Senior Liaison Officer IPCB-S	KABUL	ASAP
	KA-R-014	Chief of Mentors Anti-Corruption AGO*	KABUL	01/11/2011
KA-P-128	Head of Field Implementation Office	KABUL	ASAP	
Deadline for applications:	30 September 2011			
E-mail address to send the Job Application Form/CV:	cpcc.eupolafghanistan@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Mr Frank BORCHERS cpcc.cfc@eeas.europa.eu			

* The availability of this position is subject to the non-confirmation of a request for extension

AGO: Attorney Generals Office

IPCB-S: International Police Coordination Board-Secretariat

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing 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 document 7291/09 (10 March 2009). Personnel seconded from Third Contributing States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009).]

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract (1). The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by Member States. Candidates who are currently already seconded to the Mission and who would like to apply for a contracted post should provide, attached to the application, a written confirmation from their national authorities that an extension of secondment cannot be granted.

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/Contributing States propose candidates for the following international expert positions for the EUPOL Afghanistan, according to the requirements and profiles described below:

A. Essential requirements

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

Citizenship – Citizenship of a Member State of the European Union (EU) or of a Third Contributing 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 EU Member/Contributing States.

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

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

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

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.

B. Recommendable requirements

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

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

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

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

C. Essential documents for selected candidates

Passport – Seconding Member/Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

Visas – Member/Contributing 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 have 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/Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driving licence – Be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). Category C driving license (desirable). Able to drive any 4-wheel drive vehicle.

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/Contributing State will bear any related costs.

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

EUPOL AFGHANISTAN

<u>Department</u>		<u>Location</u>	<u>Staff Regime</u>
International Police Coordination Board (IPCB) Secretariat		Kabul	Seconded
<u>Position Code</u>	<u>Generic position title</u>	<u>Position Name</u>	<u>Category</u>
KA-C-086	Head of IPCB Secretariat	Head of IPCB Secretariat	Civilian

Job Description

Under the direction of Head of Mission the Head of IPCB Secretariat fulfilling the duties set in support of the EUPOL mandate. Reporting to Head of Mission, and will be responsible for the following tasks:

Main Tasks

- Exercising managerial and supervisory control over the IPCB Secretariat and its staff
- Assisting the IPCB Board in the conduct of its work
- Facilitate and coordinate the activities of the IPCB at Working-Level and the Senior Police Advisory Group (SPAG)
- Responsible for the monitoring, information gathering and timely dissemination of information on police reform in Afghanistan to IPCB members so that they can coordinate their programmes effectively and set joint priorities
- Responsible for regular liaison with and in between key police reform stakeholders to develop effective working relationships that support a coordinated international approach to police development
- Responsible for organising and in some cases chairing regular, effective seminars and conferences of IPCB members including at Ambassador and Deputy Ambassador level that allow discussion of key policing issues and facilitating agreement on police policy priorities
- Encourage active participation of the MoI in all IPCB forums
- Undertaking any other tasks required by the IPCB

Qualifications and Experiences

- Advanced university degree. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- Minimum 8 years of professional experience with at least five years in a leading position
- Considerable experience in diplomacy or within international organisations highly desirable
- Knowledge of or professional experience in policing highly desirable
- Experiences in the police reform of Afghanistan or other international policing missions are highly desirable
- Negotiation and mediation skills highly desirable
- Fluent spoken and excellent written English

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<u>Department</u>		<u>Location</u>	<u>Staff Regime</u>
International Police Coordination Board (IPCB) Secretariat		Kabul	Seconded
<u>Position Code</u>	<u>Generic position title</u>	<u>Position Name</u>	<u>Category</u>
KA-C-088	Officer	Senior Liaison Officer IPCB-S	Civilian

Job Description

Under the direction of Head of IPCB Secretariat the Senior Liaison Officer IPCB-S will assist in fulfilling the duties set in support of the EUPOL mandate. Reporting to Head of IPCB Secretariat, and will be responsible for the following tasks:

Main Tasks

- Liaison with Ministry of the Interior on a daily basis on issues relating to institutional, policy and programmatic developments
- Support the active participation of the Afghan Ministry of Interior in all IPCB forums
- Attending as an observer and reporting as appropriate on the Ministerial Development Coordination Meetings, Ministerial Development meetings, Ministerial Development Board Review, Ministerial Development Board
- Maintaining regular contacts with the relevant Afghan Government bodies and key stakeholders in police reform concerning current and planned activities
- Undertake any other tasks required by the Head of IPCB-S
- Give guidance to the Data Management Officer
- Monitoring civil-military coordination, security sector reform and institutional reforms
- Deputizing for the Head of Secretariat and supporting team members
- Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission

Qualifications and Experiences:

- University degree. Other qualifications combined with sufficient professional experience may be accepted in lieu of a university degree.
- At least five years of professional experience
- Civil service, diplomatic and/or previous international work experience required
- Experiences in police reform highly desirable
- Experience in and/or knowledge of Afghanistan highly desirable
- Coordination skills are highly desirable
- Fluent in spoken and excellent written English

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<u>Department</u>		<u>Location</u>	<u>Staff Regime</u>
Attorney General's Office (AGO)		Kabul	Seconded
<u>Position Code</u>	<u>Generic position title</u>	<u>Position Name</u>	<u>Category</u>
KA-R-014	Chief of Mentors Anti-Corruption AGO	Chief of Mentors Anti-Corruption AGO	RoL

Job Description

The Chief of Mentors Anti-Corruption AGO shall assist the Head RoL Component in all aspects connected to the mentioned area of specialization. Reporting to Head of RoL Component and will be responsible for:

Main tasks

- Guide the team of Mentors to the Attorney General's Office and lead their activities.
- Develop and implement milestones related to the Mission's strategic objectives.
- Mobilize, direct and manage funds to support EUPOL Anti-Corruption AGO projects.
- Closely work with the EUPOL regional RoL Advisers to ensure a coherent countrywide approach on anti-corruption projects.
- Collaborate closely with the Attorney General's Office, the Supreme Court and other external partners particularly in the Afghan judiciary including the Military Justice Sector.
- Enhance coordination and cooperation among key parties concerned, such as EU, EU member states, UNODC, ISAF, NTM-A/CSTC-A, US DoJ, JSSP and others.
- Identify and advise Attorney General's Office on activities where the EU Police Mission can make strategic differences in enhancing criminal investigations led by prosecutors.
- To consolidating EU activities across the criminal justice sector, including efforts to support the reform of criminal investigations, prosecutions and police - prosecutor cooperation.
- Provide strategic input into the reform of criminal procedures and restructuring relevant judicial or investigative institutions and bodies.
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector).
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitors court trials.
- Cooperate closely with the EC programmes and other national and international stakeholders in the law enforcement and justice sector.
- Address the basic substantial and criminal legislation, including the immediate operational needs of the prosecution service and the police to resume their functions respecting international standards.
- To plan measures to support effective ratification of the international conventions and other instruments dealing for instance with human rights, judicial cooperation, corruption, money laundering, human trafficking, drugs and terrorism.
- Undertake any other tasks required by the Head of Mission and the Head of RoL Component in support of the objectives of the mission.

Qualifications and Experience

- University Degree in Law, or equivalent academic training preferably with post-graduate or master studies in Criminal or Procedural Law, International Relations or other related matters.
- Good knowledge of judicial reform process and the functions and practices of criminal procedures including criminal investigation and prosecution.
- Experience in program and project management, resource mobilization, monitoring and evaluation, as well as process facilitation.
- Strong analytical, conceptual, management and leadership skills.

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests.
- An ability to work effectively under pressure in difficult circumstances in a post conflict environment.
- Well-developed interpersonal skills and the ability to communicate effectively with people of all levels including those at a strategic level.
- Sound decision-making skills, political judgement and ability to influence.
- Relevant experience (minimum 8 years) could include: Experience from developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation.
- Investigative experience in corruption related cases is an advantage.
- Experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, Practicing lawyer, Legal Trainer, Ombudsman officer etc.
- Excellent oral and written communications skills in English.

EUPOL AFGHANISTAN

<u>Department</u>		<u>Location</u>	<u>Staff Regime</u>
Field Implementation Officer (FIO)		Kabul	Seconded
<u>Position Code</u>	<u>Generic position title</u>	<u>Position Name</u>	<u>Category</u>
KA-P-128	Head of Field Implementation Office	Head of Field Implementation Office	Police/RoL

Job Description

The Head of Field Implementation Office shall overseeing the implementation of the Mission's Mandate and its six strategic objectives - corresponding to programming in Intelligence Led Policing, CID, Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights, through the delivery of the City Police and Justice Programmes (CPJP) in each of the provincial field offices. Reporting to Deputy Head of Mission, and will be responsible for:

Main tasks

- Works in close cooperating with the Heads of both Police Rule of Law Components;
- Supporting provincial field offices CPJP in developing rational operational plans and ensuring their subsequent implementation is on time and on task;
- Monitoring CPJP progress;
- Providing field offices with and/or facilitating professional guidance with a view to effectively supporting all elements of the CPJP for delivery of maximum results;
- Establishing and managing professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations, including, but not limited to, representatives of the Government of Afghanistan (GoA), ISAF, CSTR-A, NTM-A, Provincial Reconstruction Teams, UNAMA, key NGOs, etc
- Undertaking frequent travel to the provinces;
- Undertaking any other tasks required by Deputy Head of Mission.

Qualifications and Experience

- A university degree (or equivalent experience) in criminal justice and police science, law, international relations, or another relevant discipline;
- A minimum of 12 years of professional experience, at least 8 of which at strategic level;
- Proven skills in strategic management, as well as results and/or process based project management;
- Substantive knowledge of the functioning of the EU, in particular the CFSP and ESDP, and of the wider international community;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as with international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Broad international professional experience;
- Ability to manage a diverse multinational and multidisciplinary team with a relatively high number of posts;
- In-depth understanding of either police or justice reform, and one of the following areas of activity CID, Police Intelligence, Police Command Control and Communications, Corruption Investigation, Police Justice Cooperation, Criminal Prosecutions Procedure, Human Rights (with an emphasis on Gender);
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

Additional desirable requirements

- Experience in ESDP or similar missions at a senior level;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, preferable connected to Afghanistan, or other areas within the same geopolitical

context;

- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

Filename: Annex 1 - Job Descriptions EUPOL AFG (FB) 16.09.2011.doc
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