

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission in Afghanistan (EUPOL Afghanistan)

Advertisement for international seconded/contracted 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/Contracted</u> | | | |
| | KA-C-020 | Mission Security Officer (MSO), Analysis | Countrywide | ASAP |
| | KA-C-035 | Verification Officer | Kabul | ASAP |
| | KA-C-064 | Verification Officer | Kabul | ASAP |
| | KA-C-043 | Finance Officer* | Kabul | 01-Mar-13 |
| | <u>Seconded</u> | | | |
| | KA-P-002 | Deputy Head of Mission (DHoM) | Kabul | ASAP |
| | KA-C-008 | Head of Strategic Planning, Analysis and Reporting Department/MAC | Kabul | ASAP |
| | KA-C-032 | Project Management Officer* | Kabul | ASAP |
| | P-F-047 | Project Management Officer* | Kabul | ASAP |
| | PRT-P-017 | Mission Security Officer (MSO) | Countrywide | ASAP |
| | PRT-P-073 | Mission Security Officer (MSO) | Countrywide | ASAP |
| | PRT-P-019 | Mission Security Officer (MSO), Analysis | Countrywide | ASAP |
| | KA-P-016 | Head of Anti Crime Department | Kabul | ASAP |
| | KA-P-025 | Mentor/Adviser Staffing Structure (Tashkeel) | Kabul | ASAP |
| | KA-R-010 | Head of Rule of Law Reform | Kabul | 01-Jan-13 |
| Deadline for applications: | 7 December 2012 | | | |
| E-mail address to send the Job Application Form/CV: | cpcc.eupolafghanistan@eeas.europa.eu | | | |
| Information: | <p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Ms Anna MATIKKA cpcc.cfc@eeas.europa.eu</p> | | | |

*The availability of this position is subject to the non-confirmation of a request for extension or non-acceptance to a job offer.

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.

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.

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

B. Recommendable requirements

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

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

Training and experience – To have attended a Civilian Crisis Management Course or have participated in 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.

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the OPLAN.

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--|
| Head of Mission/ Mission Security Office (MSO) | Kabul/Countrywide | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-020 | Mission Security Officer (MSO), Analysis | Mission Support Management level (MSML) |

Job Description

In line with the EUs 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 Senior Mission Security Officer (SMSO), the MSO Analysis will be responsible for:

Main tasks and responsibilities

- Implement security requirements for EU-led civilian crisis management operations;
- Assist the SMSO/DSMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assess the security situation and analyse all relevant information;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- Maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conduct regular security drills, communication tests and evacuation exercises;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies;
- Establish liaison as directed and co-operative closely with ISAF, other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside;
- Provide comprehensive reports to the SMSO/DSMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- Report and assist the SMSO/DSMSO on the security level and state of alert for the mission staff;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- Travel countrywide and conduct security duties in EUPOL Field Offices as well;
- Undertake any other tasks required by the SMSO/DSMSO in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

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

OR

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

OR

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

Specification of experience

- Above mentioned professional experience must be progressively at management level in the civilian security sector in the military/police;
- 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.
- Solid knowledge of Afghanistan and potential security threats.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as Analyst, particularly in crisis areas with multi-national and international organisations involved in crisis management (e.g. CSDP missions, EUSR, etc);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|------------------------------------|-----------------------------|--|
| Mission Support Division | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-035 KA-C-064 | Verification Officer | Mission Support Management level (MSML) |

Job Description

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

Main tasks and responsibilities

- Perform, in coordination with Finance Procurement Department and where relevant Mission Components Ex-ante checks put in place by the Authorising Officer responsible to verify operational and financial aspects of each operation;
- Monitor that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of personnel, local labour law, European Commission's note on representation expenses etc.);
- Review and confirm, under the supervision of the Authorising Officer and prior to the initial launch of any tender procedure and before the signature of contracts, that the Practical Guide to Contract Procedures for EC external actions is duly respected;
- Ensure compliance with financial and other applicable regulations ;
- Provide oversight of chart of accounts according to the budget and financial regulations;
- Identify and resolve possible account discrepancies in a timely manner;
- Provide assistance to external auditors as required;
- With the aim of informing Project Managers and Officers from Mission components, define and implement a regular training schedule on the authorising and validation process.
- Undertake any other related task as required by Head of Mission Support.

Qualifications and experience

Essential

Education and Experience

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

Specification of experience

A minimum of 5 years experience specifically related to Audit or Project Management or accountancy and/or book-keeping.

Advantageous

- Previous experience in CSDP missions and/or EU-Institutions;
- Excellent analytical, research and problem-solving skills;
- Familiar with procedures and controls;
- Ability to operate Windows, including MS Office and in special extremely confident with spreadsheets, or PC based budget, accounting or Human Resource systems.

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|-------------------------|--|
| Mission Support Division/ Finance Department (FIN) | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-043 | Finance Officer* | Mission Support Management level (MSML) |

Job Description

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

Main tasks and responsibilities

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

Qualifications and experience

Essential

Education and Experience

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

Specification of experience

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

Advantageous

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

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|------------------------------------|--------------------------------------|--------------------------|
| Head of Mission | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-002 | Deputy Head of Mission (DHoM) | |

Job Description

The Deputy Head of Mission (DHoM) shall assist the Head of Mission in managing and coordinating Mission activities. Reporting to the EUPOL AFGHANISTAN Head of Mission (HoM) with main tasks and responsibilities to:

Main Tasks and responsibilities

- Deputize for the HoM in his absence and on his behalf ;
- Assist the HoM to command, coordinate, manage and control all the EUPOL Afghanistan activities related to the mission operational components with regard to Training, Programme Coordination, Advising and Mentoring, and to contribute to the developments of strategies, plans, programmes, taking into account overall political developments in Afghanistan ;
- Supervise the implementation of all necessary activities and competences to achieve the objectives of the Mission, planning and maintaining timelines, allocating resources and coordinating the development of activities to ensure progress and success of Mission mandate ;
- Support the Heads of components, Programme Coordination, Advising and Mentoring, ensuring that all operational tasks are performed efficiently and effectively, and providing operational analysis ;
- Establish professional working relationships with EU personnel within the mission area to facilitate the mutual exchange of necessary information, to allow effective co-ordination and co-operation between the mission and other EU and international stakeholders, and specially with the Government ;
- By delegation of the HoM, to exercise disciplinary control over all police officers through National Contingent Commanders, as well as international and local civilian personnel in the mission ;
- Be able, when deemed necessary, to delegate authority utilizing the approved chain of command structure of the Mission ;
- Oversee and coordinate interregional cooperation related to the Advisers and Mentors to Central and Regional Commands, through the Head of Advising and Mentoring ;
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Political Science, International Relation, Diplomacy, Social Sciences or Business Administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **15 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **16 years** of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multi-national and international organizations;

- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region ;
- Experience in international co-operation in relation to Civil Crisis Management or strategic liaison with international partners;
- Prior CSDP or equivalent mission experience in a mission management position;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--|--------------------------|
| Head of Mission/ Strategic Planning, Analysis and Reporting (SPAR)/ Mission Analytical Capability (MAC) Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-008 | Head of Strategic Planning, Analysis and Reporting Department/MAC | |

Job Description

Under the Head of Missions authority, the Head of Strategic Planning, Analysis and Reporting Department (SPAR) presides over the entire planning, analysis, reporting, and information gathering processes as well as internal capacity building activities in close cooperation with the relevant Departments/Offices, etc. Line management subject to change by management reorganisation for CivCom decision, currently is reporting to Head of Mission, and will be responsible for:

Main tasks and responsibilities

- Support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- Oversee and coordinate the Mission planning activities to facilitate achievement of Mission's strategic priorities and objectives;
- Develop a strategic process for the Mission in close cooperation with the Senior Management;
- Development of new projects according to the priorities and objectives of the Mission mandate in coordination with Deputy Head of Mission, Heads of Components Police and Rule of Law, Head of Mission Support and all relevant Heads of Departments;
- Develop management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- Ensure that unit output is timely, quality-checked, focused and value added vis-à-vis Mission decision-making and goals;
- Prioritise tasks to unit staff in accordance with the needs of the Mission and pursuant to the progress of Mission goals;
- Supervise information analysis and develop/implement/improve analytical methods;
- Implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command, CPCC, EU Member States and other international stakeholders;
- Supervise unit's information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- Coordinate unit activities with Deputy Head of Mission, Head of Component Police, Head of Component RoL and Head of Mission Support;
- Coordinate regular meetings and exchange with Political Advisers, Security Office, Press and Information Office, and other key analytical functions for optimised coordination and synergy;
- Liaise with external partners in order to enhance information collection and analysis;
- Undertake any other task as required by the HoM.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in political science, international relations, management or related studies, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience.

Specification of experience

Experience in international policing, intelligence, international relations or diplomacy.

Advantageous

- A thorough understanding of the functioning of European institutions and the CSDP framework;
- International experience, particularly in crisis areas with multi-national organizations;

- Previous experience from international policing, intelligence or diplomacy and/or international strategic planning and programme management ;
- Excellent analytical skills and profound knowledge of information collection and analytical methods as well as reporting;
- Excellent interpersonal skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Ability to work under stress in a hostile environment;
- Deep knowledge and understanding of staff management;
- High standards of integrity.

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|-----------------------------------|--------------------------|
| Head of Mission/ Strategic Planning, Analysis and Reporting (SPAR)/ Mission Analytical Capability (MAC) Department / Project Management Office (CPM) | Kabul | Seconded |
| <u>Position Codes</u> | <u>Position Name</u> | |
| KA-C-032*, P-F-047* | Project Management Officer | |

Job Description

The Project Management Officer will assist the Chief of the Project Management Office in carrying out the duties assigned to the Project Management team. Reporting to Chief of the Project Management Office, and will be responsible for:

Main tasks and responsibilities

- Assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- Assess project proposals and make recommendations on the feasibility and sustainability of projects;
- Liaise with EUPOL's international partners, especially the EU delegation, as regards to for example the construction of police training centres in Afghanistan, etc;
- Advise project leaders in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc;
- Ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- Act as the interface between project leaders and various elements of Mission Support;
- Maintain a record of EUPOL project history and ongoing activities;
- Ensure upon project completion that post-project reporting and evaluation have been completed;
- Develop best practices on project management, make training recommendations and record lessons learnt;
- Undertake any other related tasks as required by the Chief of the Project Management Office.

Qualifications and experience

Essential

Education and experience

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

OR

Successful completion of a full course of university studies attested by a **degree** in project management, business or public administration or related studies, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

Specification of experience

Above mentioned professional experience should be in planning and implementing projects and in project cycle management.

Advantageous

- International experience, particularly in crisis areas with multinational organizations;
- Experience in drafting legal documents and/or knowledge of EC Financial Regulations;
- Demonstrated good organisational, analytical and administrative skills;
- Excellent interpersonal and communication skills, including capacity to summarise complex issues and convey key messages efficiently;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity;
- Ability to work independently and on own initiative;
- Task orientation, flexibility, service attitude;
- Excellent drafting skills.

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---------------------------------------|--------------------------|
| Head of Mission/ Mission Security Office (MSO) | Kabul/Herat/ Country wide | Seconded |
| <u>Position Codes</u> | <u>Position Name</u> | |
| PRT-P-017, 073 | Mission Security Officer (MSO) | |

Job Description

In line with the EUs 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 Senior Mission Security Officer (SMSO), the MSO will be responsible for:

Main tasks and responsibilities

- Implement security requirements for EU-led civilian crisis management operations ;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures ;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice ;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security ;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness ;
- Conduct regular security drills, communication tests and evacuation exercises ;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies ;
- Establish liaison as directed and co-operative closely with ISAF, other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside ;
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities ;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information ;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission ;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation ;
- Report and assist the SMSO on the security level and state of alert for the mission staff ;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases ;
- Travel countrywide and conduct security duties in PRTs as well ;
- Undertake any other related tasks as required by the SMSO in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

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

OR

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

OR

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

Specification of experience

- Above mentioned professional experience must be progressively at management level in the civilian security sector in the military/police.
- 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.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as a Mission Security Officer, particularly in crisis areas with multi-national and international organisations involved in crisis management (e.g. CSDP missions, EUSR, etc);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class C.

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--|
| Head of Mission/ Mission Security Office (MSO) | Kabul/Countrywide | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| PRT-P-019 | Mission Security Officer (MSO), Analysis | Mission Support Management level (MSML) |

Job Description

In line with the EUs 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 Senior Mission Security Officer (SMSO), the MSO Analysis will be responsible for:

Main tasks and responsibilities

- Implement security requirements for EU-led civilian crisis management operations;
- Assist the SMSO/DSMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assess the security situation and analyse all relevant information;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- Maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conduct regular security drills, communication tests and evacuation exercises;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies;
- Establish liaison as directed and co-operative closely with ISAF, other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside;
- Provide comprehensive reports to the SMSO/DSMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- Report and assist the SMSO/DSMSO on the security level and state of alert for the mission staff;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- Travel countrywide and conduct security duties in EUPOL Field Offices as well;
- Undertake any other tasks required by the SMSO/DSMSO in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

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

OR

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

OR

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

Specification of experience

- Above mentioned professional experience must be progressively at management level in the civilian security sector in the military/police;
- 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.
- Solid knowledge of Afghanistan and potential security threats.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as Analyst, particularly in crisis areas with multi-national and international organisations involved in crisis management (e.g. CSDP missions, EUSR, etc);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Staff Regime</u> |
|--|--------------------------------------|---------------------|
| Police Component/ Anti-Crime Department (CID) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-016 | Head of Anti Crime Department | |

Job Description

The Head of Anti-Crime Department will lead the Anti Crime Mentors/Advisers in developing the operational capability of the department within Afghan National Police (ANP) through effective mentoring, at both strategic and tactical level. He/she will assist the Head of Police Component in all aspects connected to the mentioned area of specialization and for the effective and efficient management of the unit's personnel and logistical assets. Reporting to the Head of Police Component, and will be responsible to:

Main tasks and responsibilities

- Manage the output and performance of the AC Unit and provide leadership and guidance to the AC staff;
- Lead, support, coordinate and monitor the actions of Anti Crime Mentors/ Advisers in all aspects related to the performance of advising, mentoring and monitoring activities in the area of criminal investigations and intelligence;
- Advise, monitor and mentor the ANP counterpart on the implementation of the national strategy for criminal investigation and enhance their standards in the concerned area, including the operational capacity to effectively collect and analyse criminal intelligence and the ability to prevent and investigate crimes operating in close cooperation with the prosecution and judicial system.;
- Monitor, in the relevant area, the ANP compliance with Afghanistan's obligations under the international human rights law as well as the ANP working within the framework of the rule of law;
- Maintain continuous liaison with the Anti Crime Mentors/ Advisers deployed within the PRTs, and coordinate their action in all anti-crime related issues;
- Implement directives from the Head of Mission and Head of Component Police, as well as regularly attend command structure meetings;
- Liaise with Mission Support in order to address human resources and logistical needs;
- Regularly attend coordination meetings with Afghan/ International partners;
- Deliver presentations related to the anti-crime department development and progress;
- Undertake any other tasks required by the Head of Component Police in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

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

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **11 years** of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Substantive knowledge of the functioning of the EU institutions;
- Strong managerial and decision-making skills, flexibility and ability to establish priorities;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;

- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good computer skills;
- Experience in the field of Rule of Law.

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|----------------------------|---|--------------------------|
| <u>Department</u> | <u>Location</u> | <u>Employment Regime</u> |
| Police Reform (PRE) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-025 | Mentor/Adviser Staffing Structure (Tashkeel) | |

Job Description

Tashkeel is the planning of the staffing and organizational structure for the 157.000 policemen in Afghanistan. Every year all departments, Zones and Provinces are invited to present their needs for personnel and equipment for the next fiscal year and by the end of the year the Command Plan Review Board approve the next year structure.

The EUPOL Afghanistan Mentor /Adviser to the Force Management Director of Tashkeel Department at Ministry of Interior (MoI) shall assist the Head of Police Reform in performing effective mentoring and advising in favour of the MoI. Reporting to the Head of Police Reform and will be responsible for:

Main tasks and responsibilities:

- Conduct daily mentoring for the Force Management Director of Tashkeel Department at Ministry of Interior (MoI) in cooperation with Mentors from Combined Security Transition Command–Afghanistan (CSTC-A) and IJC (Isaf Joint Command);
- As the EUPOL Mentor Tashkeel to be the EUPOL representative in all matters in regards to the Tashkeel and one of four members of the Tashkeel Commission which is lead by the Force Management Director of Tashkeel Department at MoI;
- Advise and work closely with all EUPOL Mentors in all tasks in relation to the Tashkeel;
- Collaborate closely with all external partners on all Tashkeel related matters;
- Keep an updated database available on the EUPOL share drive;
- Support and advise the Head of Mission during the yearly Command Plan Review Board;
- Undertake any other related tasks as required by the Head of Mission, the Head of Police Component, the Head of Police Reform in support of the objectives of the mission.

Qualifications and experience

Essential

Education and experience

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

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **11 years** of relevant and proven full-time Police experience at a managerial level.

Specification of Experience

Minimum 5 years of experience in Police Force Management plus experience at operational level.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with international;
- Good understanding of the political, cultural and security situation of Afghanistan ;
- Excellent interpersonal skills and ability to communicate internally and to relate with international organizations together with national partners.

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| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--------------------------|
| Rule of Law Component (RoL)/Rule of Law Reform (RLR) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-R-010 | Head of Rule of Law Reform (RLR) | |

Job Description

The Head of RoL Reform will assist the Head of RoL Component in performing his/her duties by directing and coordinating the advising, mentoring, monitoring and training activities of the Component and advising the Head of RoL Component on the strategic direction of the Mission itself. His/her tasks involve directing and coordinating the Chiefs of the RoL Units and their interactions within the Mission, with senior management, within the RoL pillar and across the other mission pillars. The post holder will engage with senior Afghan and international counterparts in the development of RoL reform projects. In addition, this post holder shall deputise for the Head of RoL Component in his/her absence. Reporting to Head of Rule of Law Component, the Head of RoL Reform will be responsible for:

Main tasks and responsibilities

- Assist the Head of RoL Component in leading and managing the RoL Component in particular in the areas of police-prosecutor cooperation, human rights & gender, and justice sector reform ;
- Deputise for the Head of Component in his/her absence as required by the Head of Component ;
- Assist the Head of Component RoL in defining the overall direction of the Component's mentoring and training activities and in particular in coordinating the Advisers/Mentors and Trainers deployed centrally and in integrating existing and planned training and mentoring activities ;
- Supervise the work of the staff members of the RoL Reform unit ;
- Lead and consolidate EUPOL's efforts in contributing to RoL Reform through EUPOL training and mentoring projects and through the provision of strategic input on this process ;
- Closely cooperate with EUPOL's Field Implementation Office and regional CPJP RoL Mentors/Advisers in RoL-related matters to ensure a coherent countrywide approach on RoL projects and supporting strategic planning of RoL activities in EUPOL's City Police and Justice Programmes ;
- Closely coordinate RoL activities with EUPOL's other substantive components, EUPOL's project cell and EUPOL's reporting section ;
- Support the Head of Component RoL in the decision making process by drafting and submitting for approval relevant plans, directives and orders ;
- Support the Head of Component RoL by compiling and drafting regular reports for the Reporting Office ;
- Assist the Head of RoL Component in leading project networking and partnership development with the aim of enhancing coordination and cooperation among key parties and donors, such as the European delegation programmes, international organizations (e.g. UNAMA) and bilateral actors (e.g. USA, EU member states), and others ;
- Identify projects in the different areas of legal reform in cooperation with Afghan counterparts and supporting their implementation through the Chiefs of Units ;
- Undertake any other tasks required by the Head of Component RoL in support of the objectives of the mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Law, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience of which at least 5 years at senior management level.

Specification of experience

Experience in managing police and/or judicial reform programs.

Advantageous

- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course or equivalent;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human rights;
- Knowledge of the mechanisms for international and national police and judicial cooperation;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in strategic management and/or public administration;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel.