

# EUROPEAN EXTERNAL ACTION SERVICE



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

### Advertisement for seconded/contracted staff members

<b>Organisation:</b>	<b>EUPOL COPPS</b>		
<b>Job Location:</b>	<b>Palestine</b>		
<b>Availability:</b>	<b>As indicated below</b>		
<b>Staff Regime:</b>	<b>As indicated below</b>		
	<b>Ref.</b>	<b>Name of the post</b>	<b>Available on</b>
		<b>Seconded/contracted:</b>	
	AdmS06	Finance Officer	As soon as possible
		<b>Seconded:</b>	
	HoMS09	Mission Security Officer	As soon as possible
	ProgS05	Programme Advisor - Police	21.05.2013
	RoLS06	Justice Expert - Judiciary	As soon as possible
	RoLS09	Penitentiary Expert	As soon as possible
	RoLS12	Police Adviser (Senior) – District Coordinator	As soon as possible
	RoLS13	Police Adviser (Senior)	As soon as possible
<b>Deadline for applications:</b>	<b>15 March 2013</b>		
<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eupolcopps@eeas.europa.eu</b>		
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p><b>Mr. Jørn Laursen</b> <b>E-mail: cpcc.cfc@eeas.europa.eu</b></p>		

**\* Post availability subject to a non-confirmation to 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 Third Contributing States are 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<sup>1</sup>. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

The Civilian Planning and Conduct Capability, CPCC, requests that Member/Contributing 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/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 Contributing 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.

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

**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/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 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/Contributing 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/Contributing State will bear any related costs.

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

## **Seconded/contracted position:**

### **Finance Officer (AdmS6)**

Post category: Mission support management level

#### **Main tasks:**

Under the supervision of the Chief of Finance, the Finance officer will be responsible for:

- The delivery of accounting and treasury services;
- Process invoices for payments ensuring that the expenses are eligible;
- Handle the monthly payments to the Mission Members;
- Prepare and follow up the payments considering different payment procedures and to maintain the petty cash;
- Follow up bank statements with different bank accounts;
- Administer the account system, enter and maintain the financial data and records, both on paper and electronically in line with sound financial management;
- To support the Chief of Finance in the development/revision of policies (preparation of SOPs) for the control of EU funds;
- Provide data for financial reports and to support Chief of Finance in the preparation of the monthly, the interim and the final reports to the European Commission;
- Assist in the establishment and implementation of financial accounting systems and procedures for the Mission according to European Union Financial Regulation and its Implementing Rules and the internal guidelines created for the Mission;
- Evaluate current systems and make recommendations to ensure efficient management of EUPOL COPPS funds;
- To assist the Chief of Finance in the setting up and running of a management information system;
- Assist in the preparation of the files for the Audit verification;
- Maintain any financial control as appropriate and as requested by Chief of Finance.

#### **Qualifications and experience:**

- A University degree of four years minimum in Economics, Finance, Accounting or Business administration; other academic or professional training may be considered as equivalent to the University degree but might result in a lower grading;
- To have a minimum of 5 years of relevant professional experience;
- Proven knowledge of accounting software (eg SAGE);
- Theoretical knowledge and practical experience with a double entry bookkeeping system is essential;
- Ability to operate usual computer tools, intranet, internet, and computerized financial systems (e.g. excel financial formulas and add-ins);
- Ability to prioritize and manage a high workload expeditiously;
- Excellent analytical, research and problem-solving skills;
- Excellent level of written and spoken English;
- International experience in crisis areas with multinational and international organizations;
- Proved knowledge of EU budget procedures and financial management rules.
- International experience in crisis areas with multinational and international organizations would be an advantage.

## **Seconded positions:**

### **Mission Security Officer HoMS09**

#### **Summary**

The incumbent is a part of the Mission Security Office, which works directly under the HoM. He/she is to assist and support the Senior Mission Security Officer (SMSO) in the provision of day to day security services within the Missions, reporting to the Senior Mission Security Officer of EUPOL COPPS.

The Mission Security Officer will act as the principal security reporting officer and stand-in for the Senior Mission Security Officer (SMSO) EUPOL COPPS during periods of leave or other absences and that in line with the EEAS Policy on the Security of staff deployed outside the EU.

#### **Main tasks:**

- To manage the security and safety of CSDP staff deployed in the mission area, through the design and implementation of appropriate security policies and procedures.
- To liaise with other international and national authorities with the aim to assess the security situation, make security recommendations, and adopt the security measures as appropriate.
- To carry out the daily work according to the job description for a CSDP Mission's Security Office.
- 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's security plans.
- To ensure that the security policies and procedures are followed according to EUPOL COPPS SOPs and EUBAM's when required..
- To ensure timely and accurate security reporting including real time reporting from potential trouble spots.
- To respond to security incidents and events as directed by the SMSO, if necessary by deploying to the field, including acting as a first responder, particularly for first aid incidents.
- To contribute under the supervision of the SMSO to security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary.
- To contribute under the supervision of the SMSO to the production of daily SITREPs', WOS, monthly and six monthly reports.
- To ensure personal security advice is given to members of mission staff as required. In this regard, to provide a security-briefing package for staff members with regard to security situations to be expected or encountered in West Bank, Gaza strip, East Jerusalem and Israel
- To ensure an effective system of security reviews in relation to CSDP mission(s) property and buildings and recommend changes if necessary.
- To ensure (under the SMSO authority) protection of EU classified information (EUCI) within the mission and thereby ensure information is handled in accordance with EEAS rules.
- To identify staff training needs in security related areas in line with standards set by the EEAS Field Security Policy and supporting documents.
- Ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUPOL COPPS and EUBAM when required.
- To alternate with the SMSO, 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
- Undertake any other tasks required by the SMSO or Head of Mission in support of the objectives of the Mission.

#### **Qualifications and experience:**

- University degree in security or management related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/ police

- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management
- In both 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 5 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)
- Extensive knowledge of information security management
- 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 an asset

**EU Security Clearance at Level Secret only. No equivalent is acceptable.**

C or C1 driving licence is compulsory

## **Programme Advisor - Police (ProgS05)**

### **Main tasks:**

As part of a small Programme team working under the overall supervision of the Head of Programme Section, the incumbent will be assigned the following tasks:

- Actively participate in the team which is co-located in the Palestinian Civil Police (PCP), a joint undertaking of the Police Advisory and Programme Sections;
- Be an active member of one or more of the four programme team(s) working on the management of the so-called 'project groupings' (programmes), including the provision of on-the-job training to PCP counterparts and the provision of programme related advice to PCP senior management;
- Advise on and assist with the development of new projects in accordance with the relevant national strategy documents and the corresponding Mission aims;
- Provide support to the Programme Steering Committee, which is the main coordinating body for all project-based assistance to the PCP;
- Assist the Senior Management Team with developing the Mission's programme, implementation modalities and evaluation mechanisms;
- Assist the Police Advisory Section with identifying and addressing areas for improvement within the PCP structure and operational capacities;
- Analyse internal and external developments related to the PCP and EUPOL COPPS programmes;
- Collaborate in the preparation of internal and external publications, presentations and documents;
- Coordinate and liaise with counterparts, implementing partners and (potential) donors;
- Support the reporting on progress of the Mission's programmes and projects according to EU reporting requirements;
- Evaluate the relevance and effectiveness of the projects in each 'project groupings', and help assess the contributions towards the PCP strategic goals and objectives;
- Undertake any other related tasks as requested by the Programme Director.

### **Qualifications and Experience:**

- University degree or equivalent studies – Policing, Law, Public Administration, Development, Social, Economics, etc.;
- Extensive Programme and Project management experience, preferably within the context of Security Sector Reform, including the design, drafting, implementation and evaluation of programmes and projects (minimum of five years);
- Comprehensive policing experience, and preferably several years of managerial experience;
- International professional experience, particularly in crisis and post-crisis areas with national and international organisations;
- Proven understanding of complex organisations and organisational change management processes;
- Excellent communication skills with a good sense of professional relationships and cultural awareness, combining professional advisory skills with solid operational capacities;
- Excellent communication, presentation and writing skills in the English language (Arabic desirable);
- Capacity to perform well under (time) pressure, in a small and dedicated team serving a diverse group of clients;
- Previous experience with the concept of co-location (at the beneficiary organisation) or other forms of close collaboration with target institutions;
- Good working knowledge of the political, cultural and security situation in the Middle East (desirable).



## **Justice Expert - Judiciary (RoLS06)**

### **Main tasks:**

Under the direction of the Head of Rule of Law (RoL) Section and in coordination with other experts of the EUPOL COPPS Mission the Justice Expert will:

- As a member of the RoL Section's Court Team, provide support and technical advice to the High Judicial Council (HJC) and judiciary in respect of criminal law-related matters. Such advice will include ways to achieve the HJC's goals and objectives contained in the Justice Sector Strategy, the HJC Strategic Plan, and other key strategic documents;
- Whenever requested, assist the HJC to develop strategic and operational level plans for the judiciary and courts;
- Plan, develop and implement projects to facilitate activities agreed with the HJC;
- Plan and organise necessary training to enhance skills of members of the judiciary, especially anti-corruption and specialised criminal skills training;
- Work closely with the heads of the different departments of the HJC and other key members of the judiciary;
- Cooperate with other international organisations providing support to the judiciary sector, taking a role to coordinate donor efforts where possible;
- Contribute to and enhance the network of local stakeholders involved in the judicial field, such as NGOs, international donors etc;
- Advise other Mission Members on judicial issues whenever required;
- Report on activities undertaken whenever required;
- Undertake any other tasks as required by the Head of RoL Section.

### **Qualifications and Experience:**

- University degree in law;
- Minimum of 8 years professional legal experience, with at least 3 years experience as a criminal judge in a civil law system;
- Proven knowledge of administration of justice and criminal procedures;
- Experience of planning and implementing reform projects is desirable;
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook) ;
- Excellent level of written and spoken English;

## **Penitentiary Expert (RoLS09)**

### **Main tasks:**

Under the supervision of the Head of Rule of Law (RoL) Section the Penitentiary expert will:

- Work in close collaboration with the other members of EUPOL COPPS, particularly the members of the Penitentiary team within the RoL Section;
- Provide support to the Palestinian penitentiary service, with a focus on support at the higher strategic/policy level, including:
  - Analysis of practices, procedures and conditions in Palestinian prison/detention facilities with a view to compliance with international Human Rights standards on imprisonment and detention;
  - Review of the laws (including Law on Rehabilitation and Correction Centres), rules, regulations and operating procedures relating to prison management, and provide advice and support to improve these;
  - Review prison administration recruitment and training procedures;
  - Promotion of accountability and oversight mechanisms for the penitentiary service;
  - Promotion of reform of organizational structures, development of strategic plans and planning capacities, capacity-building within the various departments of the penitentiary service;
  - Assistance to develop job descriptions and clear roles/responsibilities for penitentiary service staff.
- Develop projects and activities to improve the functioning of the Palestinian penitentiary service;
- Review and advise on co-ordination and working relations between the Prison Service and the other relevant institutions: Ministry of Interior, Ministry of Justice, Palestinian Civilian Police, Public Prosecution and the Judiciary;
- Coordinate closely with other international stakeholders involved in penitentiary reform, particularly the US Bureau for International Narcotics and Law Enforcement and the UN Office for Drugs and Crime;
- Actively promote coordination between international donors and other stakeholders;
- Support the other members of the Penitentiary team when required;
- Perform other tasks and responsibilities as requested by the Head of RoL Section.

### **Qualifications and Experience:**

- An advanced University Degree in Law, Social Sciences or equivalent academic or professional training;
- A minimum of 8 years of relevant professional experience in correctional institutions, preferably at headquarters level, or relevant government ministry, with broad professional experience in legal, management and strategic aspects;
- Excellent knowledge of prison-related international standards;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

**Police Adviser (RoLS12) (senior)**  
**District Coordinator**

**Main tasks:**

Under the supervision of the Head of the Police Adviser Section the Police Adviser will:

- Coordinate district activities and facilitate the exchange of information within the Police Adviser Section;
- Provide and coordinate within the Police Adviser Section and with the Programme Section baseline studies as part of needs assessments as preparation for project design or as part of project monitoring and evaluation;
- Provide a link between police advisers at the strategic level and district police advisers
- Coordinate efforts between the Police Adviser Section and PCP regarding projects at the district level;
- Establish, ensure and monitor cooperation and coordination with the relevant counterparts in the Palestinian Civil Police (PCP);
- Provide analytical support and strategic/operational advice to the Police Adviser Section and to the counterparts in the PCP concerning projects and other district activities related to PCP;
- Assist the PCP with short and long-term strategic and operational planning;
- undertake any other tasks assigned by the Head of Police Adviser Section.

**Qualifications and Experience:**

- University degree in Police Sciences, Law, Public Administration or other relevant field or equivalent police professional training;
- Minimum of 8 years professional experience in a senior managerial position within the police, Ministry of Interior or other relevant government body responsible for internal security and policing;
- Wide range of experience on a variety of aspects of policing, including CID, front line policing, oversight and district or community policing models;
- Experience with the operational and administrative sides of managing police districts – logistics, administration, human resources, training, business development, strategic and operational planning etc;
- Extensive experience in working with police development (national/international);
- Experience working in a Security Sector Reform (SSR) context (desirable);
- Extensive experience in coordinating police activities on a strategic level;
- Proven project management experience;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

## **Police Adviser (Senior) (RoLS13)**

### **Main tasks:**

Under the overall supervision of the Head of the Police Advisory Section the Police Adviser will:

- Provide strategic advice in relation to criminal investigation, crime scene management and basic forensic science through mentoring, close cooperation and collaboration with relevant counterparts in the Palestinian Civilian Police (PCP), mainly at HQ Ramallah based level of the PCP but also in Police Districts in all West Bank;
- Mentor and advise the PCP counterparts on strategies regarding Criminal Investigations and Criminal Intelligence methodology;
- Advise and mentor on the development of criminal intelligence, intelligence led policing and proactive crime prevention;
- Initiate, co-ordinate and implement projects within the Criminal Investigations area;
- Support the PCP in developing the regulatory framework for the role, techniques, structure, training and infrastructure of the Criminal Investigations Department (CID);
- Follow-up and report on the implementation of all Mission's CID-related activities;
- Facilitate and support the implementation of projects within his/her specialist area in coordination with EUPOL COPPS Programme Section;
- Provide support on project development, implementation and coordination mechanisms to counterparts in the PCP in coordination with EUPOL COPPS Programme Section;
- Provide coordination assistance between PCP, UN, INL and other implementing agencies, and EUPOL COPPS;
- Undertake any other tasks required on behalf of the Head of the Police Advisory Section.

### **Qualifications and experience:**

- A university degree in Law, Public or Business Administration, Police Sciences, or equivalent academic or police training;
- Minimum of 8 years professional experience in a managerial position within the Police, Ministry of Interior or other relevant government body responsible for internal security and policing;
- Solid proven experience in a criminal investigation department at different levels of responsibility and in different areas of expertise including management;
- Full understanding and experience of CID procedures and techniques;
- Full understanding of the criminal intelligence process, including the concept of intelligence led policing;
- Experience in Family Protection Units or Juvenile Investigation Units (desirable);
- Experience in Disciplinary Investigation Units (desirable);
- Ability to provide advice with a full understanding for the concept of local ownership;
- Project experience, e.g. steering groups, project member/manager from projects focused on implementing new working methods or development in general;
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment;
- Excellent level of written and spoken English.