

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

1st EXTRAORDINARY-2013 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)

Advertisement for International Seconded/Contracted Staff Members

Guidelines for Application and Basic Requirements

Organisation:	European Union Police Mission in Afghanistan			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
	Ref.	Name of the post	Location	Available on
	<u>Seconded/Contracted</u>			
	KA-C-059	Chief of Procurement*	KABUL	May 2013
	PRT-C-004	Field Office CIS Officer (Communications)	MAZAR-E-SHARIF /Countrywide	ASAP
	PRT-C-010	Field Office CIS Officer (Communications)	HERAT /Countrywide	ASAP
	<u>Seconded</u>			
	KA-P-003	Chief of Staff	KABUL	ASAP
	KA-C-017	Senior Benchmarking Officer	KABUL	ASAP
	KA-P-010	AU(C)P: Chief Community Policing*	KABUL	ASAP
	KA-C-101	IT and Data Management Officer to IPCB-S	KABUL	31-May-13
	<u>Field Offices outside Kabul (Seconded)</u>			
	PRT-P-015	Field Office Senior Police Mentor/Adviser	MAZAR-E-SHARIF	ASAP
Deadline for applications:	19 April 2013			
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>
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*The availability of this position is subject to the non-confirmation of a request for extension or non-acceptance to a job offer.

AU(C)P: Afghan Uniform Civilian Police

FO: Field 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 EU Member States. A seconded EUPOL staff member is eligible for a contracted post only if his/her secondment will end within six (6) months from the deadline for application and if a request for extension of the secondment has not been supported by the Contributing State or EU institution. Applications from seconded staff members will be accepted at any time, however employment cannot start until the staff member has completed a minimum of 6 months in his/her current position.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact 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.

Communication on Specific Rules of Special Advisers entrusted with the implementation of operational Common Foreign Security Policy (CSFP) actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in 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://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

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.

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 Common Security and Defence Policy (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.

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 Operation Plan (OPLAN). Based on the outcome of the experimental phase regarding training positions, reporting lines might be subject to revision.

SECONDED-CONTRACTED POSITIONS

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Procurement Department (PRO)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-059	Chief of Procurement	Expert

Job Description

The Chief of Procurement is reporting to the Head of Mission Support and will assist him in fulfilling the duties set in support of the EUPOL mandate.

Main tasks and responsibilities

- Be responsible for the output and performance of the procurement function
- Provide leadership and guidance to the procurement staff
- Leads, develops, manages and co-ordinates the CFSP mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations
- Assist and advise the chain of command on all contracting and procurement issues
- Provides assistance to the mission members related with all contracting and procurement matter
- Develops professional relationships and work partnership with EC in the field of contracting and procurement for the mission.
- 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 Law, Business or Public Administration, Economics or Finance, 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 **8 years** of relevant and proven full-time professional experience.

Specification of experience

- A minimum of 3 years of professional experience at management level
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in financial management of tendering processes and audits, preferably including EU procedures

Advantageous

- International experience, particularly in crisis area with multinational organizations;
- Experience in planning and implementing projects and programmes
- Good working knowledge of MS Word and MS Excel

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Communication & Information Systems Department (CIS)	Mazar-e-Sharif /Countrywide	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
PRT-C-004	Field Office CIS Officer (Communications)	Mission Support Management level (MSML)

The Field Office CIS Officer (Communications) will assist the Chief of CIS in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of CIS, he/she will be responsible for:

Main Tasks

- Assist in the design and implementation, management and maintenance of CIS telecommunication systems in EUPOL Field Offices.
- Installation and commissioning of all standard communications equipment in the Mission including: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- Ensure the proper functioning of force tracking systems (FTS), navigation systems, and electronic counter measures (ECM) equipment installed in EUPOL vehicles.
- Write technical service or maintenance reports; and operating instructions, guidelines, and procedures for the proper use of EUPOL communications equipment; and provide training to EUPOL staff in the proper use of EUPOL communications equipment.
- Ensure to maintain an adequate stock of telecommunications equipment and spares in Field Offices, and organize repair and replacement of equipment as necessary to maintain operational readiness of mission-critical communications equipment.
- Provide technical support for EUPOL IT network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems.
- Provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment.
- The location of assignment can vary and is subject to operational and technical requirements of the mission within the theatre of operations of EUPOL in order to ensure the efficient support to the mandate.
- To perform any other duties related to his/her assignment.

Qualifications and Experiences

Essential

Education and Experience

- Successful completion of a full course of university studies attested by a **degree** in Telecommunications, Electronics, or a closely related field, 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 Telecommunications, Electronics, or a closely related field, 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 7 years of progressive experience in radio and satellite communication technology solutions design, implementation, installation, and support.
- Expert knowledge of HF CODAN, UHF Motorola GM and GP (analogue and digital), UHF repeater systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems.
- Good knowledge of and experience with electronic counter measures (ECM) systems and force tracking systems (FTS).
- Knowledge of and experience with Voice over Internet Protocol (VOIP) and Session Initiation Protocol (SIP) technologies for telephony and videoconferencing systems.
- Proven experience in supporting and troubleshooting hardware and software operation issues in Microsoft Windows environments as well as experience in maintaining IP-based local and wide area networks.
- Demonstrate a good understanding of technologies with wired and wireless Local Area Networks (LANs), Metropolitan Area Networks (MANs) and Wide Area Networks (WANs), using digital microwave radio systems (e.g. WiMAX).
- Practical experience and knowledge in VSAT technologies, installation, operation, and support.

Advantageous

- Relevant industry certifications and professional training in technologies in the abovementioned specification of experience.
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Ability to perform under stress and in difficult circumstances.
- Effective project management skills.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Expert level of problem solving and analytical ability to analyse complex, communication systems configurations, and manage the same on a day to day basis.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Communication & Information Systems Department (CIS)	Herat /Countrywide	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
PRT-C-010	Field Office CIS Officer (Communications)	Mission Support Management level (MSML)

The Field Office CIS Officer (Communications) will assist the Chief of CIS in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of CIS, he/she will be responsible for:

Main Tasks

- Assist in the design and implementation, management and maintenance of CIS telecommunication systems in EUPOL Field Offices.
- Installation and commissioning of all standard communications equipment in the Mission including: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- Ensure the proper functioning of force tracking systems (FTS), navigation systems, and electronic counter measures (ECM) equipment installed in EUPOL vehicles.
- Write technical service or maintenance reports; and operating instructions, guidelines, and procedures for the proper use of EUPOL communications equipment; and provide training to EUPOL staff in the proper use of EUPOL communications equipment.
- Ensure to maintain an adequate stock of telecommunications equipment and spares in Field Offices, and organize repair and replacement of equipment as necessary to maintain operational readiness of mission-critical communications equipment.
- Provide technical support for EUPOL IT network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems.
- Provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment.
- The location of assignment can vary and is subject to operational and technical requirements of the mission within the theatre of operations of EUPOL in order to ensure the efficient support to the mandate.
- To perform any other duties related to his/her assignment.

Qualifications and Experiences

Essential

Education and Experience

- Successful completion of a full course of university studies attested by a **degree** in Telecommunications, Electronics, or a closely related field, 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 Telecommunications, Electronics, or a closely related field, 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 7 years of progressive experience in radio and satellite communication technology solutions design, implementation, installation, and support.
- Expert knowledge of HF CODAN, UHF Motorola GM and GP (analogue and digital), UHF repeater systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems.
- Good knowledge of and experience with electronic counter measures (ECM) systems and force tracking systems (FTS).
- Knowledge of and experience with Voice over Internet Protocol (VOIP) and Session Initiation Protocol (SIP) technologies for telephony and videoconferencing systems.
- Proven experience in supporting and troubleshooting hardware and software operation issues in Microsoft Windows environments as well as experience in maintaining IP-based local and wide area networks.
- Demonstrate a good understanding of technologies with wired and wireless Local Area Networks (LANs), Metropolitan Area Networks (MANs) and Wide Area Networks (WANs), using digital microwave radio systems (e.g. WiMAX).
- Practical experience and knowledge in VSAT technologies, installation, operation, and support.

Advantageous

- Relevant industry certifications and professional training in technologies in the abovementioned specification of experience.
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Ability to perform under stress and in difficult circumstances.
- Effective project management skills.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Expert level of problem solving and analytical ability to analyse complex, communication systems configurations, and manage the same on a day to day basis.

EUPOL AFGHANISTAN

<u>Department</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-003	Chief of Staff	

Job description

Chief of Staff is reporting to the Head of Mission

Main tasks and responsibilities

- Elaboration of Mission Command and Control activities through the coordination of the Mission Headquarter staff
- Coordinates staff actions among the command enabling capabilities to ensure that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of mission activities
- Ensure a coordinated flow of information
- Oversee component performance
- Deputize for the HoM and D/HoM
- Manage the Office of Chief of Staff
- Ensure the relevant coordination whenever a direction or instruction requires multifunctional approach
- In close cooperation with the D/HoM and/or other relevant mission staff, ensure the drafting of SOPs , directives, and instructions to be approved by the HoM
- Ensure that HoM's instructions are issued to the field and control their implementation
- Oversees the conduct of mission formal reporting, including reports via CivOpsCdr to Member States and other Contributing Countries
- Promoting and supervising good police conduct, mission spirit and discipline within the mission
- To conduct any other tasks and assignments on request of the HoM
- Observing internal and external developments relating to the mission and its management in order to fully brief the HoM and provide him/her with well established advice and recommendations.

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 **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.

- A minimum of 10 years of relevant professional experience in public administration or international organizations, in the field of law-based and regulated security functions, including practice in a senior management position, especially on staff level.

Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Good understanding of the political, cultural and security situation of Afghanistan;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Experience in liaison with police, the judiciary, prosecution and customs authorities.
- Proven ability to establish prioritizes and to plan, coordinate and monitor work of others;

- Strong management and leadership skills and willingness to assume responsibility;
- Ability to work on his/her own initiative and as a part of a team;
- Ability to work methodically, accurately and efficiently with limited supervision and with strict deadlines;
- Prior CSDP or equivalent mission experience in a mission management position.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Office/Benchmarking and Evaluation Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-017	Senior Benchmarking Officer	

Job Description

The Senior SPAR Benchmarking Officer will assist Head of SPAR in performing effective strategic planning and benchmarking in support to the EUPOL mandate. Line management reporting to Head of SPAR , and will be responsible for:

Main tasks and responsibilities

- Maintain and developing EUPOL strategic planning, benchmarking and evaluation procedures;
- Develop Benchmarking in the Mission in accordance with CPCC instructions and the OPLAN of the Mission;
- Oversee the implementation of Benchmarking in the Mission;
- Report to the Head of Mission on a regular basis on the Mission's status in relation to Benchmarking outcomes, but also in relations to its risks and assumptions;
- Attend regular meetings and exchanges with Political Advisers, Security Office, and other key functions for optimised coordination and synergy;
- Liaise frequently with CPCC on the development of benchmarking in the Mission;
- Liaise frequently with external partners (especially EU delegation and MS) on our benchmarking outcome/impact;
- Follow internal and external developments relating to planning, benchmarking and evaluation;
- 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 strategic planning, benchmarking and evaluation processes;
- Coordinate unit activities with Deputy Head of Mission, Head of Component Police, Head of Component RoL and Head of Mission Support;
- Develop best practices on strategic planning, benchmarking and evaluation make training recommendations and record lessons learned;
- Undertake any other tasks as required by the Head of SPAR.

Qualifications and experience

Essential

Education and experience

- Successful completion of a full course of university studies attested by a degree in business administration, project 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

- Above mentioned professional experience should be in strategic planning, benchmarking or project management and follow up with a national or international organization.

Advantageous

- Excellent communication skills and experience in networking;
- Demonstrated organizational, analytical and administrative skills;
- Professional fluency in English with excellent drafting skills;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity;
- International experience, particularly in crisis area with multinational organizations;
- Experience in planning and implementing projects.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component / Community Policing Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-010	AU(C)P: Chief Community Policing	

Job Description

- To assist and advise the mentored in developing community policing strategies and plans, which will strengthen the co-operation between the uniformed police and community policing with its stake-holders, thus increasing the trust of the citizens against the uniformed police.
- To assist the mentored in improving their managerial capabilities and general comprehension of tasks and responsibilities related to the current function, including the full respect of the chain of command.
- To assist the mentored in enhancing their comprehension of democratic policing as well as in elaborating and implementing policing strategies and best practices.
- To assist the mentored in implementing an effective coordination with the other departments of the ANP as well as an effective coordination with the Judicial system.
- Support the HoM in the decision making process by drafting and submitting, through the Head of Police Component, the relevant proposals for a coherent mentoring strategy in favour of the Uniformed Police.
- Liaise closely with the Mentors of the DMOI in order to implement a joint coherent mentoring strategy
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission, Head of Police Component and the Head of Police Reform in support of the objectives of the Mission

Qualifications and Experiences

Essential

Education and experience

- Successful completion of a full course of university studies attested by a **degree** Law, Psychology or Social Science, 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 **12 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 **13 years** of relevant and proven full-time Police experience.

Specification of experience

- Above mentioned experience should be at management level in working in partnership with communities, liaising with community groups and individuals.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation.
- Good working knowledge of MS Office and MS Excel.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/ International Police Coordination Board (IPCB) Secretariat	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-101	IT and Data Management Officer to IPCB Secretariat	

Job Description

Under the direction of Head of IPCB Secretariat (Hd IPCB-S) and in support of the IPCB Mandate, the IT and Data Management Officer will take lead responsibility of IT support to IPCB-S and management of the IPCB-S data systems. Reporting to Hd IPCB-S, and the IT and Data Management Officer will be responsible for the following tasks:

Main tasks and responsibilities

- To ensure the proper functioning of all IPCB-S IT equipment/software.
- To work with CIS and Web-based Service experts to resolve problems.
- To provide technical support to IPCB staff with regards to IT equipment/software.
- To organise repair and replacement of IT equipment as necessary.
- To import and transform data from other formats into MySQL and SQL Server or required formats.
- Responsible for further development of advanced software features with regard to current/future needs; this includes testing software/databases for ease of use, accuracy and bugs before release, ensuring their integrity.
- Responsible for the maintenance and updating of the IPCB database with all running programs, all former programs and all future planned or announced programs concerning training, projects and curricula in the area of police reform, in order to define gaps and duplications.
- Transfer of information to the web-based system.
- Liaison with counterparts including demonstrations and training for stakeholders designated analysts who feed relevant information into the database.
- Undertaking any other tasks required by the Hd IPCB-S.

Qualifications and experience

Essential

Education and experience

- Successful completion of a full course of university studies attested by a **degree** in an IT field, 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 at management level;

OR

- Successful completion of a full course of university studies attested by a **degree** in an IT field, 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 at management level;

Specification of experience

- Experience in information and communication technology support and implementation preferably as a programmer/analyst.
- Experience in networking ideally CCNA/CCNE certified with advanced knowledge of Structured Cabling, Ethernet, TCP/IP, Cisco Switches/Routers.
- Proven experience in VPN, Firewall, WAN /LAN and VSAT technologies.
- Particular skill in fault finding technical problems and developing solutions.

- Experience in database installation and support for Mysql and MS SQLServer platforms.
- System administrator with experience in the Microsoft Environment.
- Expertise in data management mandatory (emphasis on MS Access, networking, MS SQL).

Advantageous

- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as with international partners;
- 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 working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Previous experience in police/military field missions.
- Project management and coordination skills.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/Field Office Herat	Masar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-015	Field Office Senior Police Mentor/Adviser	

Job Description

The Field Office Senior Mentor/Adviser to the Regional and Provincial Chiefs of Police performs mentoring and advising duties in support of the implementation and development of the ANP at both the strategic and operational levels.

The Senior Mentor/Adviser shall supervise, coach and coordinate the other Mentors/Advisors in the Field Office.

Reporting to the Deputy Head of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Mentor and advise mentee(s) in improving managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the ANP;
- Mentor and advise mentee(s) in enhancing his/her ability to carry out reforms, to establish modern administrative and management systems that enable democratic policing, as well as to implement policing strategies that deal with misuse of power and improvements to the quality of ANP facilities, systems and processes;
- Mentor and advise mentee(s) in developing a civil orientated police service by reviewing and restructuring the ANP in his/her region/province in ways that are consistent with the Mission mandate and objectives;
- Mentor and advise mentee(s) in implementing, through his/her chain of command within the ANP, an effective coordination between the different pillars of the ANSF, the Afghan judicial system and various International Organisations/NGO's within the field of policing and justice;
- Supervise, coach and coordinate the Field Office Mentor/Advisors in initiating, elaborating and developing strategies and plans, which will strengthen the development of the ANP in line with the Mission mandate and objectives;
- First Line Manager for the Field Officer Mentor/Advisors (Police);
- Support the Head and/or Deputy Head of the Field Office in the decision-making process by drafting and submitting relevant proposals for a coherent mentoring strategy in favour of the ANP in the region/province;
- Liaise, as required, with other internal and external actors, in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Deputy Head of Field Office.

Qualifications and Experiences

Essential

Education and experience

- Successful completion of a full course of university studies attested by a **degree** in social sciences, criminal justice and/or police science, law, international relations, 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 **10 years** of relevant and proven full-time Police experience.

Specification of experience

- Above-mentioned experience should be in one or more of the following areas of activity: CID; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform.