

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

2-2013 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)

Advertisement for International Seconded/Contracted Staff Members

Organization:	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
	SECONDED/CONTRACTED			
	KA-C-021 KA-C-022	Project Management Officer	Kabul	10-Jan-14 ASAP
	KA-C-024	Senior Mission Security Officer (SMSO)	Kabul	ASAP
	KA-C-037*	Mission Security Officer (MSO), Analysis	Kabul	13-Jan-14
	KA-C-038	Fire Marshal	Kabul	9-May-13
	KA-C-040* KA-C-041*	Verification Officer	Kabul	ASAP
	KA-C-045*	Head of Mission Support	Kabul	28-Sep-13
	KA-C-048*	Supply Chain Coordination Officer	Kabul	ASAP
	KA-C-050	Information Security Officer	Kabul	ASAP
	KA-C-053* KA-C-054	Medical Officer	Kabul	11-Nov-13 1-Dec-13
	KA-C-057*	Finance Officer	Kabul	31-Oct-13
	KA-C-059*	Chief of Procurement	Kabul	31-Dec-13
	KA-C-063	Procurement Officer	Kabul	ASAP
	KA-C-070	Human Resources Officer	Kabul	ASAP
	KA-C-071*	Human Resources General Affairs Officer	Kabul	ASAP
	KA-C-080	Mechanics, Service Technician	Kabul	ASAP
	KA-C-088	Personal Assistant to the Head of Mission	Kabul	ASAP
	KA-C-090 KA-C-091	CIS Officer, Communications	Kabul	11-Aug-13 ASAP
	KA-C-094	CIS Officer, Information Systems	Kabul	ASAP
	KA-R-016	Rule of Law Mentoring & Training Coordinator (RLR)	Kabul	30-Nov-13
	KA-R-042	Rule of Law Mentor to the Ministry of Interior, Gender & Human Rights (GHR)	Kabul	ASAP
	PRT-C-004	Field Office CIS Officer (Communications)	Mazar-e-	ASAP

	PRT-C-010*		Sharif/ Countrywide Herat/ Countrywide	
	SECONDED			
Job Titles/ Vacancy notice:	KA-C-001*	Executive Officer	Kabul	30-Oct-13
	KA-C-010	Senior Strategic Planning, Analysis and Reporting Officer / MAC	Kabul	ASAP
	KA-C-014*	Strategic Planning, Analysis and Reporting Planning Officer/ MAC	Kabul	15-Jan-14
	KA-C-016	Chief of Benchmarking and Evaluation unit	Kabul	13-Dec-13
	KA-C-017	Senior Benchmarking Officer	Kabul	ASAP
	KA-C-019	Benchmarking Officer	Kabul	ASAP
	KA-C-042*	Chief Public Information Office	Kabul	31-Dec-13
	KA-C-043*	Press and Public Information Officer (PPIO)	Kabul	20-Sep-13
	KA-C-044	Social media/Crisis Communication Expert (PPIO)	Kabul	ASAP
	KA-C-098	Deputy Head of IPCB (Head of ANP Development)	Kabul	ASAP
	KA-C-100	Communication Officer to IPCB-S	Kabul	ASAP
	KA-C-105*	Human Resources and Administration Adviser/Officer	Brussels	ASAP
	P-F-04	Chief of the Internal Investigation Unit (IIU)	Kabul	ASAP
	KA-P-003*	Chief of Staff	Kabul	01-Nov-13
	KA-P-009	Deputy Head of Police Reform & Professionalisation	Kabul	20-Dec-13
	P-F-09 KA-P-020 KA-P-021 KA-P-022 KA-P-023 KA-P-025 KA-P-027*	Expert to the Ministry of Interior (MoI)	Kabul	ASAP 30-Sep-13 6-Sep-13 3-Jun-13 ASAP 20-Sep-13 13-Oct-13
	KA-P-045 KA-P-047	Expert Intelligence Led Policing (ILP)	Kabul	ASAP
	KA-P-054 KA-P-060* KA-P-063 KA-P-065 KA-P-068	Expert in Crime Investigations	Kabul	ASAP 30-Oct-13 3-Dec-13 10-Jan-14 3-Dec-13
	KA-P-011*	AU(C)P: Senior Mentor /Adviser Community Policing	Kabul	ASAP
	KA-P-032	Expert Community Policing (CP)	Kabul	12-Dec-13
	KA-P-070*	Head of Community Policing, Field Office Kabul	Kabul	21-Sep-13
	KA-P-071*	Deputy Head of Community Policing, Field Office Kabul	Kabul	1-Sep-13
	KA-P-072 KA-P-073 KA-P-078* KA-P-080 KA-P-083*	Police Expert Community Policing, Field Office Kabul	Kabul	27-Nov-13 29-Nov-13 6-Nov-13 30-Jan-14 11-Dec-13
	KA-R-002*	Field Office Rule of Law Expert, Anti-Corruption (AC)	Kabul	30-Sep-13
	KA-R-005	Field Office Rule of Law Expert Justice	Kabul	24-Jun-13
	KA-R-006*	Field Office Rule of Law Expert Justice	Kabul	14-Oct-13
	KA-P-031	AU(C)P: Police Project Adviser	Kabul	10-Jan-14
	KA-P-017*	AU(C)P: Community Policing Senior Police Mentor/Adviser (ILP)	Kabul	11-Nov-13
	KA-P-042 KA-P-043* KA-P-047 KA-P-050	Expert Intelligence Led Policing (ILP)	Kabul	23-Nov-13 1-Nov-13 31-Oct-13 ASAP

Job Titles/ Vacancy notice:	KA-P-014*	AU(C)P: Chief Police Mentor /Adviser (PC3)	Kabul	11-Nov-13
	P-F-10 P-F-11 KA-P-035	Expert Police, Control, Command and Communication (PC3)	Kabul	3-Dec-13 3-Dec-13 24-Jan-14
	KA-P-051* KA-P-052	Expert Community Policing - Border Police	Kabul	3-Dec-13 14-Dec-13
	KA-P-039	Senior Community Policing Mentor/Adviser, Fire and Disaster Police	Kabul	28-Jul-13
	P-F-12* KA-P-040*	Community Policing Mentor/Adviser, Fire and Disaster Police	Kabul	9-Jan-14
	KA-P-089*	Chief of Police Staff College	Kabul	28-Dec-13
	KA-P-092	Senior Mentor /Adviser to the Head of Police Training MoI	Kabul	30-Jan-14
	KA-P-105* KA-P-109 KA-P-116* KA-P-119	Police Training Adviser (Leadership)	Kabul	23-Nov-13 12-Nov-13 27-Nov-13 8-Nov-13
	KA-P-059 KA-P-064 KA-P-066 KA-P-103	Police Training Adviser (Crime)	Kabul	ASAP ASAP ASAP 5-Nov-13
	KA-P-104* KA-P-108 KA-P-110 KA-P-115 KA-P-121	Police Training Adviser (General)	Kabul	23-Sep-13 24-Oct-13 10-Jan-14 23-Jul-13 8-Nov-13
	KA-R-007	Chief of Rule of Law/Technical Training	Kabul	30-May-13
	KA-P-124 KA-P-125	Programme Officer - Plans Support	Kabul	9-Jul-13 3-Dec-13
	KA-R-009*	Head of Rule of Law Component (RoL)	Kabul	12-Jan-14
	KA-R-011	Chief of Rule of Law Anti-Corruption (AC)	Kabul	4-Oct-13
	KA-R-014	Senior Rule of Law Training Coordinator (RLR)	Kabul	ASAP
	KA-R-017	Deputy Chief of RoL Mentors/Advisors, Anti Corruption (AC)	Kabul	24-Jan-14
	KA-R-019 KA-R-021 KA-R-022* KA-R-025 KA-R-026 KA-R-028 KA-R-029	Rule of Law Mentor to the Ministry of Interior, Anti-Corruption (AC)	Kabul	27-Jul-13 ASAP 30-Nov-13 ASAP ASAP 24-Aug-13 ASAP
	KA-R-030 KA-R-031 KA-R-033 KA-R-035	Rule of Law Mentor to the Attorney General's Office, Anti-Corruption (AC)	Kabul	ASAP
	KA-R-038	RoL Training Adviser, Anti-Corruption (AC)	Kabul	3-Dec-13
	KA-R-055*	Justice Expert (JUS)	Kabul	31-Dec-13
	KA-R-058	Rule of Law Training Adviser, Justice (JUS)	Kabul	ASAP
	KA-R-012	Chief of Rule of Law Mentors/Advisors, Gender & Human Rights (GHR)	Kabul	11-Dec-13
	KA-R-043* KA-R-044 KA-R-045*	Rule of Law Mentor to the Ministry of Interior, Gender & Human Rights (GHR)	Kabul	30-Nov-13 31-Dec-13 23-Oct-13
	KA-P-128	Head of Field Office Component	Kabul	20-Dec-13
	KA-P-129	Deputy Head of Field Office Component	Kabul	4-Dec-13
	KA-P-132*	Staff Officer in Field Office Component	Kabul	30-Oct-13

	KA-C-106 KA-C-107	Administrative Officer in Field Office Component	Kabul	ASAP
	FIELD OFFICES			
Job Titles/ Vacancy notice:	PRT-P-003* PRT-P-012 PRT-P-014	Field Office Police Mentor/Adviser	Mazar-e-Sharif	12-Nov-13 2-Jun-13 21-Nov-13
	PRT-R-003 PRT-R-004	Field Office Rule of Law Mentor/Adviser Justice	Mazar-e-Sharif	31-Dec-13 3-Dec-13
	PRT-P-029	Head of Field Office Herat	Herat	31-Aug-13
	PRT-P-030	Deputy Head of Field Office Herat	Herat	23-Jul-13
	PRT-P-040	Field Office Police Mentor/Adviser	Herat	24-Jan-14
	PRT-R-017	Field Office Senior RoL Mentor/Adviser	Herat	ASAP
	PRT-R-022*	Field Office Rule of Law Mentor/Adviser Justice	Herat	30-Nov-13
	PRT-R-024	Field Office Rule of Law Mentor/Adviser Gender & Human Rights	Herat	3-Dec-13
	PRT-R-018	Field Office Reporting Officer	Herat	ASAP
Deadline for applications:	21 June 2013			
E-mail address to send the Job Application Form/CV:	cpcc.eupolafghanistan@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC), MrFrank BORCHERS / Caroline SWAGEMAKERS cpcc.cfc@eeas.europa.eu			

*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.

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.

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.

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 EUCL.

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).

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Office/Project Management Unit	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-021, 022	Project Management Officer	Mission Support Management level (MSML)

Job Description

The Project Management Officer will assist the Chief of the Project Management Unit in carrying out the duties assigned to the Project Management team. Reporting to Chief of the Project Management Unit, 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 centers 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;
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action;
- Undertake any other related tasks as required by the Chief of the Project Management Unit.

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 organizational, 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/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-024	Senior Mission Security Officer (SMSO)	Expert

Job Description

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

Main tasks and responsibilities

- To carry out the daily management of the EUPOL Afghanistan's Mission Security Office;
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required;
- To provide comprehensive Security Induction training to new mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To oversee all staff responsible for security, providing instructions, support, and assistance as necessary;
- To be responsible, in line with the EEAS Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission security plans for relocation/evacuation, including an effective warden and movement of personnel system;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To ensure that the security policies and procedures are followed as per mission(s) SOPs;
- To monitor and assess the security situation and make security analyses, recommendations, and reports;
- To ensure personal security advice is given to members of mission staff as required;
- To ensure effective system of security reviews in relation to EUPOL Afghanistan mission's property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available;
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;

- To participate in Senior Management Team Meetings - providing relevant security input (including assessments);
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure the policy on security clearances for Mission staff is correctly applied;
- To liaise with the EEAS Security Department and CPCC-MSD on all matters foreseen by the EEAS Field Security Policy and supporting documents;
- To 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 Police Sciences, Military Sciences, Social Sciences, security or related fields 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;

OR

Equivalent education in Police/Military academy and at least **11 years** of relevant and proven full-time experience.

Specification of experience

- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police;
- Extensive previous experience in security management with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team;
- 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/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-037*	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 analyze 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 utilized 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 organizations 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), analyzing 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 Senior Mission Security Officer.

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 organizations 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/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-038	Fire Marshal	Mission Support Management level (MSML)

Job Description

The Fire Marshal working in the Mission Security Department shall perform as leading fire and life safety specialist in EUPOL AFG mission. Fire Marshal will act as a link between Security Department, EUPOL Fire Mentors, Medical Office, engineers, camp management, constructors and local authorities. Reporting to Senior Mission Security Officer, and will be responsible for:

Main Tasks and Responsibilities

- To make risk analysis in EUPOL camps and working locations in Kabul as well as in EUPOL Field Offices;
- To make risk mitigation plans;
- To do contingency planning;
- To do planning of Standard Operational Procedures SOPs related to fire and life safety;
- To work closely together with engineers when planning and building new buildings;
- To work closely with engineers in building maintenance;
- To work closely with private building constructors;
- To work closely with local authorities and liaison with other fire rescue units (UN/ISAF);
- To proceed tender processes related to fire and life safety supplements;
- To give/organize fire and life safety education/training for newcomers, existing mission members and local staff;
- Act as on call fire official (rotating with mission fire mentors);
- To act as Incident Commander in case of fire/accident/natural disaster;
- To keep EUPOL Fire Team operational;
- Conduct fire inspections and investigations plus reporting to SMSO;
- To assist Medical Officer in medical emergencies;
- To perform Mission Security Officers general duties ;
- Undertake any other related tasks as required by the Senior Mission Security Officer.

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 at management level;

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 at management level;

OR

Equivalent education in Police/Military/Fire Academy or Rescue College 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 at management level.

Specification of experience

Senior rank in a fire brigade/rescue department with experience in a leading operational position.

Advantageous

- 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; A good understanding of risk analysis, safety assessment, risk mitigation, fire inspections;
- Good capabilities in firefighting (including smoke diving);
- Good capabilities to act in medical emergency;
- Good capabilities in giving education and training;
- 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;
- Physically fit ;
- Experience in international co-operation;
- Experience in working in Urban Search and Rescue Team USAR /earthquake site.

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<u>Component/Department/Unit</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-040* KA-C-041*	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 Mission Support Departments, and mainly Finance, Procurement and Human Resources, 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 three (3) 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/Unit</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-045*	Head of Mission Support	Expert

Job Description

The Head of Mission Support is a member of the Mission's Senior Management Team working in support of the EUPOL mandate. He/she reports to the Head of Mission, and will be responsible for:

Main tasks and responsibilities

- Be responsible for the output and performance of the Mission Support Units;
- Provide leadership and guidance to the Chiefs of the different Mission Support functions;
- Coordinate on strategic and operative mission support matters with internal, external and relevant EU functions;
- Command and coordination of all Mission Support matters;
- Give advice to Mission Command, and develop inter-unit plans coordinate, set goals and deadlines and define procedures and responsibilities related to Mission Support matters;
- Lead the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics;
- Lead the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions;
- Monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- Assist and advise, with the assistance of the appropriate professional staff, on all administrative, personnel, financial and logistical issues;
- Study and propose operational and management decisions that have the objective to increase the efficiency of the mission service;
- Produce, co-ordinate and decide about plans and reports related with the mission activities, namely related with the organisation and administrative services;
- 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 Social Sciences, business or public administration, finance, engineering 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 progressive professional experience should be in some of the specific fields included in Mission Support domain with a minimum of 5 years at management level.

Advantageous

- International experience, particularly in crisis area with multinational organizations;
- Experience in planning and implementing projects

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/Head of Mission Support Office	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-048*	Supply Chain Coordination Officer	Mission Support Management level (MSML)

Job Description

The Supply Chain Coordination Officer will assist Head of Mission Support (HoMS) in fulfilling the duties set in support of the EUPOL mandate. Reporting to the HoMS, he/she will be responsible for:

Main tasks and responsibilities

- Identify and compile the Mission's needs, in coordination with requesting units, specifically with regard to large projects that are to be acquired through procurement;
- Issue and maintain a Procurement Plan in close coordination with the Procurement Department;
- Identify potential vendors, and keep and maintain the supplier database updated;
- Assist Project Managers in the implementation of contracts (including exceptional situations arising from breach of contracts) with the requesting units in accordance with the relevant Standard Operation Procedures;
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action;
- Formulate Standard Operating Procedures as required;
- Prepare and submit activity reports as required;
- Undertake any other related tasks as required by the HoMS.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Logistics, Procurement, Finance, 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 Logistics, Procurement, Finance, Administration or 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 experience should be in logistics and/or procurement field.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Practical knowledge of internationally recognized management standards with good understanding of field operations, contract execution and administration; in-depth understanding of internal EU

procurement policies, practices and procedures, in particular Practical Guide to Contract Procedures for European Commission external actions (PRAG) and Financial Regulations;

- Working computer skills, including ability to operate common database software, spreadsheet and project management applications;
- 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;
- Requires professional approach, flexibility and orientation towards providing highly efficient services

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-050	Information Security Officer	Mission Support Management level (MSML)

Job Description

The Information Security Officer reports to the Senior Mission Security Officer (SMSO) and will be responsible for:

Main Tasks and Responsibilities

- To develop and to ensure application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations ;
- To liaise in conjunction with the SMSO, Chief of Communications and Information Systems and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incidents ;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective ;
- To assume responsibilities as the Crypto Custodian for EUPOL Afghanistan, including:
- Ensuring registration, protection and transfer of accountable security items (crypto devices, smartcard, keys, etc) ;
- Informing immediately the EU Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- To be the Mission focal point for information security compromise or suspicion of compromise ;
- In coordination with the SMSO to develop and to ensure the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems.
- To report to the SMSO any IT security related incidents ;
- To be the Mission focal point for Data Protection issues ;
- To develop awareness with regard to IT security for the Mission staff ;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements) ;
- To advise and monitor the vulnerability detection and remediation efforts and oversee vulnerability testing ;
- To advise and monitor the institution's policies on anti-SPAM, anti-virus, anti-spyware, and other "malware" protection ;
- To perform duties as Mission Security Officer when required;
- To undertake other related tasks as requested by the Senior Mission Security Officer.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in IT studies or related, 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 IT studies or related, 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 experience should be in information security or in information technology field;
- Experience in developing and administrating an information security program desirable of Information security;
- Experience in developing and administrating an information security program desirable of Information security.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or mission regulations;
- Working knowledge of and experience in the policy and regulatory environment;
- Ability to work collaboratively with a broad range of constituencies essential;
- Good knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Technical knowledge of information technology and security issues ;
- Knowledge of EU information security standards and formal accreditation processes International experience, particularly in crisis areas with multi-national and international organizations.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission Support/ Medical Office (MED)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-053*, 054	Medical Officer	Mission Support Management level (MSML)

Job Description

The Medical Officer will assist Chief of Medical Office in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Medical Office and will be responsible for:

Main tasks and responsibilities

- Assist, advise and replace (when absent and if required) the Chief of Medical Office;
- Assist and advise in close cooperation with the Chief of Medical office on all the medical evacuation issues and other emergency medical support matters;
- Establish diagnosis and take decisions on methods of treatment (preventive or curative) of patients;
- Assist in training exercises and medical emergency assistance for all the emergency included mass causality cases in theatre, and all the other issues related to repatriation and further treatment even in the home country;
- Asses, manage and undertake the daily clinical duties (24/7 hours) even in case of critical injuries or severe emergency cases;
- Assess on regular basis existing and outpatient medical treatment facilities and update the availability of the list;
- Perform medical briefings and Pre Hospital Trauma Care training for the mission members;
- Provide Pre Hospital Trauma Care equipment to all the EUPOL members according the EU guidelines for ESDP missions;
- Explore options for joint procurement and warehousing of medical equipment and supplies;
- Gather all the information related to security and health insurance including all the necessary administrative procedures;
- Keep detailed statistics and reports updated to the Chief of Medical Office;
- Undertake any other tasks as required by the Chief of Medical Office.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Medicine, Nursing, Health Sciences 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 Medicine, Nursing, Health Sciences 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.

In both cases: diploma in Pre Hospital Trauma Life Support (PHTLS) or Advanced Medical Life (AMLS) or Advanced Cardiac Life Support (ACLS) or Advanced Trauma Life Support (ATLS).

Specification of experience

Above mentioned experience should be in Emergency Care/Pre Hospital Trauma Care and/or Anaesthesia/Intensive Care units.

Advantageous

- Experience in organizing/planning MEDEVAC/CASEVAC;
- Instructor diploma in Cardio Pulmonary Resuscitation (CPR) Support.
- Experience in developing and/or delivering medical/nursing training in emergency medicine, trauma care and health care;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and to maintain effective working relationships as a team member;
- Ability to perform under stress and in difficult circumstances.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</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-057*	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 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 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/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 matters;
- 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 Support.

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.

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<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-063	Procurement Officer	Mission Support Management level (MSML)

Job Description

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

Main tasks and responsibilities

- Carry out procurement and contracting processes;
- Use legally established professional and transparent procurement policies and procedures of EC legislation and regulations, as adopted to the CFSP mission;
- Assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- Provide assistance to the mission departments related with all contracting and procurement matters
- Assist in the development of internal mission procurement procedures;
- Develop professional relationships and work partnership with EC Commission FPIS.3 in the field of procurement for the mission;
- Develop professional relationships and work partnership with the EEAS Security in all the security-related issues arising during the procurement procedures;
- Undertake any other related tasks as required by the Chief of Procurement.

Qualifications and Experiences

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 **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 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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

- 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 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 ;
- 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>
Mission Support Division/ Human Resources Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-070	Human Resources Officer	Mission Support Management level (MSML)

Job Description

The Human Resource Officer will assist Chief of Human Resources in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Human Resources and will be responsible for:

Main tasks and responsibilities

- Assist and advise the Chief Human Resources;
- Assist in managing the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national mission members in accordance with the CPCC Staff Selection Procedures;
- Assist in publishing the Calls for Contributions;
- Carry out the recruitment process for the international and national staff in a fair and transparent manner, processing applications and together with the line managers for short listing of candidates and managing interviews, be a member of selection panels;
- Assist in the development and coordination of Job Descriptions;
- Ensure the daily management of the documentation and correspondence concerning the arrival, deployment, extensions of tour of duty, performance assessments and repatriation of the staff members;
- Develop all personnel related files and databases as appropriate, maintain all the records related to personnel in the proper filing system payroll, keeping all relevant documentation well organized and in a secure place;
- Supervise, coordinate and follow up of leave requests, travel requests and sick leave certificates, updating and improvement of Leave File and Sick leave roster;
- Planning and developing the administration of training for new staff members;
- Assist in the handling of all special projects related to personnel issues;
- Undertake any other related tasks as required by the Chief of Human Resources.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** Human Resources, Law, Business or Public Administration or Social Sciences, 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 Human Resources, Law, Business or Public Administration or 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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

Above mentioned professional experience should be in recruitment, legal, administrative and operational aspects of human resources.

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;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects.
- Experience in planning and supervising personnel logistics.
- Experience and/or training in mediation
- Experience in coordinating personnel training.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Human Resources Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Category</u>
KA-C-071*	Human Resources General Affairs Officer	Mission Support Management level (MSML)

Job Description

The Human Resources General Affairs Officer will assist Chief of HR in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of HR the incumbent will be responsible for:

Main Tasks and Responsibilities

- Manage the domestic travels for all EUPOL staff members as well as EUPOL related passengers;
- Manage the EUPOL Air –aircraft, plan and manage the flights, load lists passenger and cargo manifests, air operation and all other related tasks in cooperation with contractors as well as other EUPOL offices;
- Manage EUPOL Air movements information flow to the field offices, passengers and other relevant counterparts;
- Maintain good communication with staff about planned movements;
- Book commercial and military flights for EUPOL staff members and purchases the tickets for official travel;
- Counsel staff on travel issues, analyze quotations for most advantageous rates, advise on most effective travel arrangements and oversee the preparation of the Official Duty Travel Nomination Form;
- Ensure that the most effective travel connections are used to provide direct and most economical access to major destinations and identify alternative routings if cost exceed established limits;
- Liaise with ISAF and other missions in providing assistance for air support;
- Liaise with airline representatives, travel agents , airport authorities and the contracted insurance company as required;
- Supervise the National HR officer (Insurance) conducting the Insurance contract administration and issuing of insurance cards to mission members;
- Supervise the Visa administration for International mission members and liaise through the national HR assistant (Visa) with relevant government agencies in Afghanistan to ensure successful and timely Visa processing;
- Liaise with Finance Office on function's budget and outstanding obligations;
- Prepare scope of work for Procurement action for contracts to be managed by HR Office;
- Evaluates services provided by the travel agencies in Kabul ;
- Participate in HR training delivery to EUPOL staff ;
- Prepare reports and analysis as required;
- Undertake any other related tasks as required by Chief of HR.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Human Resources, Law, Business or Public Administration or Social Sciences, 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 Human Resources, Law, Business or Public Administration or 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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

Working experience of general affairs (GA) management in HR context.

Advantageous

- Experience with an Airline or Travel Agency including some supervising staff experience;
- Experience in air operations and/or flight planning;
- Experience in shipping cargo by air;
- Proficient in using Microsoft Office package, travel related software and systems (e.g. airline ticketing system, etc) data entry and analysis processes;
- International experience, particularly in crisis areas with multi-national and international organizations is desirable;
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Experience and/or training in mediation ;
- Experience in coordinating personnel training.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Technical Services Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-080	Mechanic, Service Technician	Mission Support Assistant Level (MSAL)

Job Description

The Mechanic service technician will assist the Transport Workshop Coordinator in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Senior Transport Officer through the transport workshop Coordinator and will be responsible for:

Main tasks and responsibilities

- Examines EUPOL vehicle and discusses with the vehicle driver nature and extent of damage or malfunction;
- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices;
- Maintains records of repairs made, work orders, and time worked;
- Plans work procedure, using charts, technical manuals, and experience;
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas;
- Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges;
- Tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages;
- Test and adjust repaired systems to meet manufacturers' performance specifications;-.
- Performs minor body repairs;
- Instructs and leads unskilled assistants;
- Performs minor emergency repairs in the field;
- Performs minor arc and acetylene welding;
- Presents EUPOL vehicle particularities during the Driver-training for armoured vehicles;
- Drives EUPOL vehicles for special events or field trips as needed;
- Undertake any other tasks as required by the Senior Transport Officer through the Transport Workshop Coordinator.

Qualifications and experience

Essential

Education and experience

Level of secondary education attested by a diploma giving access to post-secondary education and a professional qualification in mechanical, vehicles or generator engineering, with a minimum of **5 years** of relevant and proven full-time experience.

Specification of experience

Professional experience in the car repair welding, in car body works and engine, gearbox and brake technology in an automotive industry.

Advantageous

- Thorough knowledge of cars' mechanical and electronic systems and competence with a variety of electronic tools, such as infrared engine analyzers and computers;
- Skilled in modifying, designing, and fabricating special purpose equipment;
- Capability to handle maintenance-work on different types of armoured vehicles;
- Experience with 4x4 vehicles of Daimler and Toyota;
- Driving license of Cat. C;

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-088	Personal Assistant to the HoM	Mission Support Assistantnt Level (MSAL)

Job Description

The Personal Assistant to the HoM reports to the Head of Mission and will assist him with the daily tasks. Personal Assistant to the HoM is reporting to Head of Mission and Deputy Head of Mission.

Main Tasks and Responsibilities

- Manage the calendar of meetings and appointments of the Head of Mission and Deputy Head of Mission in close cooperation with Staff Officer;
- Coordinate all arrangements regarding external meetings of Head Of Mission in accordance with accepted calendar bookings (POC:s, schedule, CP:s, transportations, participants) ;
- Maintain regular, official contacts with local authorities, governmental organizations, non-governmental organizations or other external counterparts in order to collect and disseminate information;
- Maintain regular contact with all Components/Department and Offices, with a particular view to ensure the seamless flow of relevant information within the Office of the Head of Mission and other Mission offices;
- Perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- Receive and distribute all correspondence as routed by the head of Mission to the appropriate official, staff members as destined;
- Ensure the proper handling of confidential documentation and related information passing through the Office of Head of Mission;
- Coordinate and support the implementation plans and objectives of the Office of the Head of Mission;
- Accompany the Head of Mission as required to meetings and events, take minutes when requested and make necessary preparations;
- Follow up on all travel schedules for the Head of Mission, including liaising with Administration for authorization, entitlements and flight reservations, etc;
- Check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff.
- Invitations by phone and written, booking of facilities, etc;
- Undertake any other related task as required by the Head of Mission and Deputy Head of Mission.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Public Administration or Social Sciences, 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 Public Administration or 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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

At least 5 years of experience working as Personal Assistant or Private secretary or Executive assistant to a high profile executive.

Advantageous

- Ability to work to tight deadlines with minimal supervision.
- Proficient in using Microsoft Office package, data entry and analysis processes;
- International experience, particularly in crisis areas with multi-national and international organizations is desirable;
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions – especially training aspects;
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Experience and/or training in mediation ;

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Communication & Information Systems Department (CIS)	Kabul (with travel in the mission area)	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-090, 091	CIS Officer, Communications	Mission Support Management level (MSML)

Job Description

The Communications Officer 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 and Responsibilities

- Assist and advise the Chief of CIS on matters of telecommunications for the EUPOL Mission;
- Assist in the design and implementation, management and maintenance of CIS telecommunications projects;
- Write technical service or maintenance reports; and operating instructions, guidelines, and procedures for the proper use of EUPOL communications equipment;
- Identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to telecommunications equipment, works, and services;
- Ensure to maintain an adequate stock of telecommunications equipment and spares, and organize repair and replacement of equipment as necessary to maintain operational readiness;
- Installation and commissioning of all communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and vehicular satellite phone and positioning/navigation systems; and provide 1st and 2nd level support and fault finding on communications installations;
- Provide support for mission telephony systems including PABX, digital PSTN, IP telephony and videoconferencing, and GSM equipment;
- Undertake any other related tasks as required by the Chief of CIS.

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 10 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 digital PABX maintenance, digital trunking systems (E1), and automated billing solutions, as well as Voice over Internet Protocol (VOIP) and Session Initiation Protocol (SIP) technologies for telephony and videoconferencing systems, and PABX integration of these systems;
- Familiarity 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, and support.

Advantageous

- Relevant industry certifications and 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 levels of problem solving and analytical ability to analyse complex, communication systems configurations, and manage the same on a day to day basis.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Communication & Information Systems Department (CIS)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-094	CIS Officer (Information Systems)	Mission Support Mangement level (MSML)

Job Description

The CIS Officer (Information Systems) will assist Chief of CIS in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of CIS and will be responsible for:

Main tasks and responsibilities

- To assist and advise the Chief of CIS on matters related to Information Systems development, usage, and evolution.
- Identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications or terms of reference, and perform subsequent technical evaluation of received bids and commercial proposals in relation to information systems equipment, software, works, and services.
- To plan, analyse, design, program, and implement application interfaces and applicable technologies in support of the information services for EUPOL.
- To identify business needs and define information system requirements, develop applications and databases, organize and implement user training, troubleshoot problems, and assist with change requests.
- Coordination with consultants, external experts, and outsourced services in support of the development and maintenance of EUPOL's information services and the overall information systems architecture.
- To plan, design, develop, and maintain the Mission's software applications based on the Microsoft SharePoint platform with SQL database systems.
- Provide administrative support for EUPOL's ERP system based on Dynamics AX;
- Undertake any other related tasks as required by the Chief of CIS.

Qualifications and experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Computer Science, Information Technology, Information Systems, 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 Computer Science, Information Technology, Information Systems, 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 5 years of experience in the design and implementation of information systems, of which at least 2 years of experience with Microsoft SharePoint and Dynamics AX administration and configuration.
- A combination of relevant Microsoft certifications (e.g. MCSA Windows Server 2008/2012, SQL Server 2012; MCSE Server Infrastructure, Exchange Server, SharePoint Server, SQL Server, Lync Server) is essential.
- Excellent business acumen and ability to speak in public about technical subjects with non-technical audiences, and a strong ability to translate business information needs to information system applications.
- Experience of at least 5 years with the coordination and management of the work of external consultants and outsourced services.
- Demonstrate expert technical skills and hands-on experience in troubleshooting information systems issues in a Microsoft Windows environment particularly with SQL and SharePoint Server).
- Good knowledge of Microsoft Lync administration and configuration.

Advantageous

- A combination of other relevant industry certification in IT project management (PMP, PRINCE2) is a strong asset.
- Demonstrate strong project management skills and practical experience with project management tools.
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Expert level of problem solving and analytical ability to analyse complex information systems requirements and configurations.
- International experience, particular in crisis areas with multi-national and international organisations, is desirable.
- 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.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Rule of Law Reform Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-016	RoL Mentoring & Training Coordinator (RLR)	Expert

Job Description

The RoL Coordinator will support the Head of RoL Reform through the Senior RoL Coordinators within the Mission's Rule of Law Reform unit in all aspects connected to training, mentoring and strategic reform in the fields of police-justice cooperation, human rights & gender, and anti-corruption undertaken by the Mission. Reporting to the Head of RoL Reform, and closely coordinating with the Senior RoL Coordinators, he/she will be responsible for:

Main tasks and responsibilities

- Assisting the Head of RoL Reform and Senior RoL Coordinators in all activities required for implementing the overall direction of RoL training and mentoring activities;
- Assisting the Senior RoL Coordinators in closely coordinating RoL training and mentoring activities with EUPOL's substantive components (in particular by tying training activities to existing or future mentoring strategies), EUPOL's project cell, EUPOL's reporting section, and other sections as necessary;
- Providing training advisory, mentoring and monitoring support to the training departments of the Attorney General's Office (AGO) and the Ministry of Interior (MOI);
- Advising/mentoring and monitoring AGO and MOI training departments on development and implementation of training strategies, programmes as part of a national strategy;
- Networking and building relationships with other international and national organisations that develop and implement justice sector training and mentoring;
- Supporting national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Assisting the Senior RoL Coordinator (Training) in defining, maintaining, and ensuring adherence to uniform training standards and a coherent training strategy, overseeing quality training delivery, maintaining up-to-date RoL training statistics, maintaining the RoL training library;
- Assisting the Senior RoL Coordinator (Mentoring) in defining, and ensuring adherence to, uniform mentoring standards and a coherent mentoring strategy; overseeing quality mentoring delivery; maintaining an overview of, and providing an institutional memory of mentoring activities in the Rule of Law Component, including details of mentees, mentoring topics, and follow-up;
- Undertaking any other tasks required by the Head of RoL Reform.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Public or Business Administration or Pedagogic 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 **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course Police Academy with duration of **3 years** or more, with at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Relevant experience of minimum six years, out of which two at management level includes: experience as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing strategies in a Member State and/or in a developmental, transitional or post-conflict situation;
- Experience in development/ delivery of training for a range of audiences;
- Experience in mentoring/ advising at operational/ strategic level.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Gender & Human Rights Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-042	RoL Mentor to the Ministry of Interior, Gender & Human Rights (GHR)	Expert

Job Description

The Mentor to the Ministry of Interior (Gender and Human Rights) shall assist the Chief of Mentors/Advisers (Gender and Human Rights) in all aspects connected to the implementation of all human rights and gender mainstreaming efforts undertaken by the Mission. Reporting to the Chief of Mentors/Advisers Gender and Human Rights Department, he/ she will be responsible for:

Main Tasks and Responsibilities

- Work in a team of experts to provide technical advice on capacity and institution building and administrative reform in the field of human rights and gender within the Ministry of Interior and the Afghan National Police, and support its countrywide implementation;
- Collaborate closely with the Department of Gender and Human Rights (Ministry of Interior), Inspector General's Office, Criminal Investigation Department and other external partners;
- Networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as UNDP/LOTFA, the Afghan Independent Human Rights Commission, Afghan Civil Society and others;
- Undertake any other tasks required by the Chief of Mentors/Advisers Gender and Human Rights Department.

Qualifications and Experiences

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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Experience in institution building, administrative procedures and administrative reform in a Member State or/and in a developmental, transitional or post-conflict situation;
- Experience in human rights and gender concepts;
- Experience in project management in the field of Rule of Law.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;

- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Communication & Information Systems Department (CIS)	Mazar/Countrywide Herat/Countrywide	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
PRT-C-004 (Mazar/Countrywide) PRT-C-010* (Herat/Countrywide)	Field Office CIS Officer (Communications)	Mission Support Assistant level (MSAL)

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

Level of secondary education attested by a diploma giving access to post-secondary education in Telecommunications, Electronics, or a closely related field with at least **6 years** of relevant and proven full-time professional experience;

Specification of experience

- A minimum of 5 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.

SECONDED

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission/Chief of Staff	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-001*	Executive Officer	

Job Description

The Executive Officer, placed in the Chief of Staff Office, shall assist the Chief of Staff (CoS) in all administrative and operational matters, and will be responsible for:

Main tasks and responsibilities

- Supporting the CoS in managing the Office of the Chief of Staff ;
- Support the CoS with organizing the work of the Office of Chief of Staff
- Acknowledging all official contacts towards the mission;
- Observing internal and external developments relating to the mission and its management in order to fully brief the CoS and provide him/her with well established advice and recommendations;
- Introducing the above mentioned issues to CoS or giving introduction on how Head of Mission's Office and Components shall handle the very issue in question;
- Ensuring that advice and information provided for the CoS by mission offices and mission staff is coordinated with all relevant components of the mission prior to its submission to the CoS;
- In close cooperation with the CoS and/or other relevant mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the HoM;
- Ensuring that any directive, SOP, order or instruction issued by the HoM is timely observed by, and implemented within, the mission;
- Supervising the conduct and outcome as well as introduction to HoM/DHoM of formal reporting, including reports via CivOpsCdr to Member States and other Contributing Countries;
- Developing and maintaining the external and internal rewarding system and heraldic;
- Promoting and supervising good police conduct, mission spirit, traditions and discipline within the mission;
- Acting as best practice and lessons learned officer for the mission;
- To coordinate and liaise with relevant mission components in the area of all the above mentioned tasks and assignments as deemed appropriate by the CoS;
- Maintain contacts with local authorities, governmental organizations, non-governmental organizations or other external counterparts in order to collect and disseminate information.
- To conduct any other tasks and assignments at the request of the Chief of Staff.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police sciences, Law, Political sciences 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;

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 five years professional experience at the middle management level
- Professional experience in national and/or international assignments in planning and assisting crisis management missions as well as in managing projects related to Police reform.

Advantageous

- Substantive knowledge of the functioning of the EU, in particular the CFSP and ESDP
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as with international partners
- Highly resilient under physical and mental pressure and stress-resistant
- Ability to manage and coordinate a diversified and multidisciplinary team of advisers
- In-depth understanding of the following areas of activity within the team: general policing, criminal investigation, border police, training, logistics, administration, legal affairs
- Ability to organize all senior staff work at strategic level
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region
- Experience in international cooperation and in strategic liaison with international partners
- Proven knowledge in strategic management and/or public administration
- Experience in peacekeeping missions or in ESDP missions at senior level
- Experience in training field including Senior Ranking Officers management

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-010	Senior Strategic Planning, Analysis and Reporting Officer / MAC	

Job Description

Under the authority of the Head of Strategic Planning, Analysis and Reporting Unit (SPAR), the Senior Strategic Planning, Analysis and Reporting Officer oversees the analytical processes of the unit. Reporting to Head of Strategic Planning, Analysis and Reporting Unit (SPAR), and will be responsible for:

Main tasks and responsibilities

- Deputize for the Head of Strategic Planning, Analysis and Reporting Unit (SPAR).
- Support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals.
- Assist in developing a strategic process for the Mission in close cooperation with the Senior Management.
- Assist in overseeing and coordinating the Mission planning activities to facilitate achievement of Mission's strategic objectives and priorities.
- Assist in developing management and organizational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission.
- Liaise with and brief Mission senior management regarding tasking, collection, collation, analysis and dissemination of information and reports.
- Oversee the communication with key Mission staff and Provincial Teams on information management, analysis, planning and reporting procedures in order to ensure submission of timely and high-quality information.
- Task SPAR Officers 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.
- Produce analytical Special Reports for submission to the chain of command, CPCC and EU Member States on Mission critical developments and issues.
- Coordinate regular meetings and exchange with Political Advisers, Security Office, Press and Information Office, and other key analytical functions for optimized coordination and synergy.
- Liaise frequently with external partners (IPCB, CSTC-A, ISAF, UNAMA, etc.) in order to enhance information collection, information sharing, analysis, and cooperation.
- Any other tasks as required by the Head of SPAR/MAC.

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 **7 years** of relevant and proven full-time professional experience.

Specification of experience

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

Advantageous

- International experience, particularly in crisis areas with multi-national organizations.
- Previous experience from international policing, intelligence or diplomacy is considered an asset.
- Previous experience from strategic international planning and programme management is considered an asset.
- Excellent analytical capability and profound knowledge of information collection and analytical methods.
- Excellent skills in report compilation, drafting and editing.
- A thorough understanding of the functioning of European institutions and the CSDP framework is considered an asset.
- 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 pressure in a hostile environment.
- Deep knowledge and understanding of staff management.
- High standards of integrity.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-014*	S.P.A.R. Planning Officer/ MAC	

Job Description

The S.P.A.R. (Planning) Officer/ MAC, supports and assists the objectives of the SPAR Unit. Reporting to Head of Strategic Planning, Analysis and Reporting officer /MAC, and will be responsible for:

Main tasks and responsibilities

- Elaborate plans to facilitate achievements of Mission's priorities and objectives to be submitted to the Head of Mission ;
- Develop, implement and improve the planning methods for the Mission ;
- Update/upgrade the Mission Implementation Plan in close cooperation with the relevant Heads of Department and other key stakeholders ;
- Develop new projects according to the objectives of the Mission mandate, including carrying out SWOT analyses (assessment of Strengths, Weaknesses, Opportunities and Threats) and identifying new progress indicators and monitoring mechanism ;
- Assist the Head of SPAR in the study and proposal of management and organizational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission ;
- Liaise with key Mission staff and Regional and Provincial Teams regarding the strategic direction of the Mission and to ensure all activities are in line with the strategic priorities and specific objectives of the Mission ;
- Attend regular meetings and exchanges with Political Advisers, Security Office, Press and Information Office and other key functions for optimized coordination and synergy ;
- Liaise frequently with external partners (CSTC-A, ISAF, UNAMA, IPCB, etc.) in order to enhance coordination and synergy ;
- Follow internal and external developments relating to the Mission programme's and brief the head of SPAR accordingly ;
- Give presentations and also to produce presentations and speeches on behalf of others ;
- Undertake any other tasks required by the Head of SPAR/MAC.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in project management, business 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 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

Experience in international policing, intelligence or diplomacy is considered.

Advantageous

- Thorough knowledge and understanding of project management;
- Good computing skills (e.g. Word, Power Point, Excel and Access) are essential;
- Excellent analytical abilities and drafting skills;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Previous experience from international policing, development policy, intelligence, international relations, or diplomacy is considered an asset;
- Broad international experience, particularly in crisis areas with multi-national and international organizations, and knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region are highly desirable;
- Excellent interpersonal and communication skills, ability to work in a dynamic team as well as, and in particular, on own initiative in a methodical manner, and capacity to build rapport with Mission senior-level personnel and international partners;
- The post holder will be responsible for dealing with sensitive information; therefore the highest standards of integrity are crucial.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/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-016	Chief of Benchmarking and Evaluation Unit	

Job Description

The Chief of Benchmarking and Evaluation Cell will assist Head of Mission in performing effective benchmarking in support to the EUPOL mandate. He/She reports to Head of SPAR, and will be responsible for:

Main tasks and responsibilities

- Develop Benchmarking and evaluation procedures in the Mission in accordance with CPCC instructions and the OPLAN of 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 SPAR, Political Advisers, Security Office, and other key functions for optimized coordination and synergy.
- Liaise frequently with external partners (NTM-A, ISAF, UNAMA, and IPCB etc.) on EUPOL's benchmarking outcome/impact.
- Follow internal and external developments relating to benchmarking and evaluation;
- Implement a reporting system and supervise all reports to be submitted to the chain of command, CPCC, EU Member States and other international stakeholders.
- Coordinate unit activities with the Deputy Head of Mission and Heads of Component.
- Develop benchmarking and evaluation training and record lessons learned.
- Undertake any other tasks required by the Head of SPAR/MAC.

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, development studies, social sciences 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 **seven (7) years** of relevant and proven full-time professional managerial experience.

Specification of experience

The 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/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ 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. He/she reports to the Chief of Benchmarking & Evaluation Unit , 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 Chief of Benchmarking & Evaluation Unit.

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/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Office/Benchmarking and Evaluation Unit	Kabul	Seconded
<u>Position Codes</u>	<u>Position Name</u>	
KA-C-019	Benchmarking Officer	

Job Description

The SPAR Officer (Planning, Benchmarking and Evaluation) supports and assists the objectives of the Planning, Benchmarking and Evaluation Cell, part of the SPAR Unit. Reporting to the Chief of Benchmarking & Evaluation Unit, and will be responsible for:

Main Tasks and Responsibilities

- Develop, implement and improve the planning methods, benchmarking and evaluation methods for the Mission;
- Conduct – in close cooperation with the Mission - Regular Situational Analysis and Needs Assessment of the ANP and Justice actors in relation to the Mission’s Strategic Objectives;
- Identify Objectively Verifiable Indicators in close cooperation with the Mission, collect and analyse the data for the indicators in order to assess the status of impact;
- Report to the head of the Planning, Benchmarking and Evaluation Cell on a regular basis on benchmarking within the Mission;
- Draft reports on a regular basis in relation to planning, benchmarking and evaluation for both internal management and for the CPCC and member states on the impact of the Mission (Benchmarking) in Afghanistan;
- Instruct the Mission members on a regular basis on Benchmarking;
- Develop new projects according to the objectives of the Mission mandate, including carrying out SWOT analyses (assessment of Strengths, Weaknesses, Opportunities and Threats) and identifying new progress indicators and monitoring mechanism;
- Assist the Head of the Planning, Benchmarking and Evaluation Cell in the study and proposal of management and organizational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- Liaise with key Mission staff and Regional and Provincial Teams regarding the strategic direction of the Mission and to ensure all activities are in line with the strategic priorities and specific objectives of the Mission;
- Attend regular meetings and exchanges with Political Advisers, Security Office, Press and Information Office and other key functions for optimized coordination and synergy;
- Liaise frequently with external partners (CSTC-A, ISAF, UNAMA, IPCB, etc.) in order to enhance coordination and synergy;
- Follow internal and external developments relating to the Mission programmes and brief the head of the Planning, Benchmarking and Evaluation Cell accordingly;
- Give presentations and also to produce presentations and speeches on behalf of others;
- Undertake any other tasks required by the Chief of Benchmarking & Evaluation Unit.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in project management, business 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 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

Experience in strategic planning and benchmarking processes.

Advantageous

- Thorough knowledge and understanding of project management;
- Good computing skills (e.g. Word, Power Point, Excel and Access) are essential;
- Excellent analytical abilities and drafting skills;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Previous experience from international policing, development policy, intelligence, international relations, or diplomacy is considered an asset;
- Broad international experience, particularly in crisis areas with multi-national and international organizations, and knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region are highly desirable;
- Excellent interpersonal and communication skills, ability to work in a dynamic team as well as, and in particular, on own initiative in a methodical manner, and capacity to build rapport with Mission senior-level personnel and international partners;
- The post holder will be responsible for dealing with sensitive information; therefore the highest standards of integrity are crucial.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/ Chief of Staff/Press & Public Information Office (PPIO)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-042*	Chief of Press and Public Information Office (PPIO)	

Job Description

The Chief Public Information Officer will review and advise Head of Mission on all press and public information issues. Reporting to the Head of Mission through the Chief of Staff and will be responsible for:

Main tasks and responsibilities

- Advise HoM on issues dealing with information activities, including preparation for interviews
- Lead the Public Information Office
- Develop and run an Information campaign in line with the Information Strategy approved by the PSC
- Establish a close coordination with Public Information or similar offices of all the EU actors on-site
- Keep permanent contact with Spokesperson SG/HR and DG F in Brussels to get updated master messages and to report immediately to these offices in Brussels in case of any event that may have media impact
- Coordinate with Public Information Office of the Afghan MoI
- Establish coordination with Public Information Office of CSTC-A and of other US agencies dealing with Afghan Police Training, ISAF Public Information Office and other units dealing with Information activities and with International Community agencies in Kabul and throughout the country, in particular UNAMA
- Establish contacts with local and international journalists in Kabul and in the country
- Undertake any other tasks required by the HoM, or the Executive officer in support of the objectives of the mission
- Act as a Spokesperson for the mission
- Advise staff members on how to deal with media / provide guidance and media guidelines.
- Undertake any other related task as required by the Head of Mission and the Chief of Staff.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences 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 progressive professional experience should be in Public information domain with a minimum of 5 years at management level.

Advantageous

- Excellent analytical abilities and drafting skills
- Extensive knowledge and experience in Public Information domain

- Knowledge of political, cultural and media specificities of Afghanistan
- International experience essential
- Adequate 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 organizations as well as international partners
- Highly resilient under physical and mental pressure and stress-resistant
- Experience in crisis management missions, preferable connected to Afghanistan or other areas within the same geopolitical context
- Experience from working in the police/justice
- Knowledge of local languages will be an asset

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/ Chief of Staff/ Press & Public Information Office (PPIO)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-043*	Press and Public Information Officer (PPIO)	

Job Description

The Press and Public Information Officer (PPIO) reports to the Chief Press and Public Information Officer and will be responsible for the following tasks:

Main tasks and responsibilities

- Take responsibility to be pro-active in the generation of a variety of media to produce (writing articles, features, provide pictures, videos) to promote the activities of EUPOL on the website and all social media platforms. This includes reporting from Kabul but also travelling to the provinces.
- Organise media visits.
- Assist in conducting and coordinating official/media visits according to the established protocol rules.
- Pro-actively networking with all appropriate national and international stakeholders and organizations to capture media-content suitable for EUPOL's use.
- Draft press releases in a timely fashion and to meet agreed deadlines as required, often in close coordination with international partners and the MoI.
- Personally responsible for the monthly newsletter in terms of its research, drafting, editing, layout and final delivery by deadlines set by the Chief PPIO who will final editorial control of the content.
- Personally responsible for the procurement of all items required for the press office in consultation with the Chief PPIO, including all requisite paperwork in accordance with EUPOL guidance.
- Supervise, create, develop and carry out daily updates of the intranet (Sharepoint).
- Be responsible for designing promotional items (postcards, billboards etc.).
- Take personal responsibility for the EUPOL website to ensure that all content is current on a daily basis and where appropriate be creative and pro-active.
- Be responsible for attending agreed briefing and provide accurate and timely summaries of meetings.
- Be responsible for improving and updating the existing archive for documents and pictures.
- Organize roundtables with Afghan and international media.
- Responsible for the drafting of the weekly, monthly, six-monthly reports.
- Assist in conducting and coordinating press conferences.
- To undertake any other tasks required on behalf of the Chief of PPIO.

Essential

Education and experience

Successful completion of a full course of university studies attested by a **Master's degree** in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences 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 Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences 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 progressive professional experience should be in Public Information domain

- Highly motivated and dynamic candidate, who is constantly pro-active
- Able to work in a fast-moving dynamic environment under pressure of tight deadlines, being flexible to work requirements
- Excellent oral and written communications skills;
- Web-site building and design skills, including Microsoft Publisher, Photoshop and video-editing software.
- Proficient with social media networks: facebook, Twitter, Flickr, LinkedIn, youtube
- Proficient with Microsoft Sharepoint

Required

- Excellent analytical abilities and drafting skills on a native speaking level
- Excellent interpersonal skills and ability to communicate effectively, establish and maintain relationships with a variety of multi-national, international and Afghan stakeholders

Advantageous

- Knowledge of political, cultural and media specifics of Afghanistan
- Experience in crisis management missions, preferable connected to Afghanistan
- Adequate knowledge of the functioning of the EU, in particular the CSDP
- Experience from working in the police/justice field
- Knowledge of Dari, Pashtu
- Native English speaker

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<u>Department</u>	<u>Location</u>	<u>Staff Regime</u>
Press and Public Information Office (PPIO)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-044	Social media / Crisis Communication Expert	

Job description

The Post Holder will report to the Chief PPIO

Main Tasks and responsibilities

- Manage, maintain and expand EUPOL's presence on social media networks, including on line blogs, YouTube, Twitter, Flickr and Facebook.
- Promote and track the EUPOL brand and the work of the organization through social media networks. Scan and engage in online communities and forums in the most appropriate format.
- Initiate and develop ideas for news output, aiming for creativity/innovation in the way the EUPOL can add value to news narratives, thereby increasing the level and quality of EUPOLS's news agenda.
- Keep abreast of innovation and online media developments, trends, in social media and provide alternative strategies to leverage, benchmark measure impact of social media activity.
- Research, design and deliver bespoke media strategy and media skills training for the HoM, his/her Deputy, and selected Heads of Department within EUPOL, to enable them to act as spokesperson's for the mission.
- Research, design and deliver bespoke crisis communications training for EUPOL's crisis communications team and selected individuals.
- Further develop the current social media strategy and policy for mission use.
- Further develop the current crisis communications strategy for mission use.
- Provide personal coaching and feedback to the HoM and selected spokesperson's regarding their media interviews to promote all aspects of EUPOL's work, as part of their professional development.
- Provide general PPIO support to the office and complete any other tasks as and when required and necessary.

Required Qualifications

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **Master's degree** in Media, Communications, Journalism or Police related discipline. In addition, a Degree in Education and/or an internationally recognised training qualification is required.

Experience

- Over five years of professional experience in public information or related fields of work, including significant working knowledge of social media and social media strategies.
- Experience of academic research in the field of social media

- Of delivering significant strategic media training programmes to senior Police or Press Officers, in both media strategy and media skills training.
- Delivering crisis communications training to senior Police or Press Officers.
- Delivering media training internationally, to senior Police or Press Officers.
- 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.
- Experience in strategic management.
- Experience in liaison with police, the judiciary, and prosecutors.
- Proven ability to establish priorities and to plan, coordinate and monitor work of others.
- Ability to perform under stress and in difficult circumstances.

Advantageous

Education

Strategic qualifications in (Police) Management and Leadership.

Membership of a relevant Professional Body

Experience

- Working experience as a Police Press Officer.
- Significant experience as a senior Police Officer.
- Delivering critical and major incident training to both Police and Press Officers.
- Delivering media training to senior Police Officers, specifically in Afghanistan.
- Working experience within the Afghan Ministry of Interior
- Good high level network of contacts in Afghanistan
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- 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.
- Prior CSDP or equivalent mission experience

Languages

Excellent command of oral and written English is essential.

EUPOL AFGHANISTAN

Component/Department/Unit	Location	Employment Regime
International Police Coordination Board (IPCB) Secretariat	Kabul	Seconded or contracted
Position Code	Position Name	
KA-C-098	Deputy Head of IPCB Secretariat (ANP Development)	

Job Description

Under the direction of the Head IPCB-S, leads the ANP Development cell in support to fulfil the IPCB mandate.

Main tasks and responsibilities

- Under the general direction of the Head IPCB-S, assist in overseeing the process of police reform in the context of Transition and Transformation.
- To develop a sustainable and manageable coordinated capacity development plan for the reform of the ANP.
- Exercise day to day managerial and supervisory control over the IPCB-S ANP Development cell, whilst respecting the different arrangements of contributing bodies.
- To foster effective working relationships between the IPCB weekly meetings and the Senior Police Advisory Group (SPAG), while ensuring all entities are fully updated on the progress of planning and implementation efforts.
- To manage the development of the overarching 2-year Plan and to support the implementation of the plan which will be the foundation of achievement for the ANP 10-year Vision.
- To work with the International Community to synchronize their plans with the Vision and plans of the MOI and Afghan Government with respect to policing.
- When required, perform the duties of Head IPCB-S in his/her absence.
- Undertake any other tasks required by the Head IPCB-S.

Qualifications and Experience (Essential Unless Otherwise Stated)

- Possesses a suitably recognized University degree acceptable for a policing agency or law enforcement body. Preference of a Post Graduate University qualification in Police Management and Leadership or like-minded field.
- Possesses the equivalent rank of Brigadier General within a policing or law enforcement agency, with a minimum of five years in rank.
- Holds contemporary policing leadership experience in post conflict development and capacity building at a senior level within either a bi lateral or multilateral arrangement.
- Possesses a minimum of 20 years contemporary and continual policing experience at a senior level.
- Possesses a minimum of 10 years of experience serving at main Headquarters of Police or Public Administration in a leading position, dealing with strategic level management.
- Experience in diplomacy or international law enforcement liaison highly desirable.
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.
- Knowledge of or professional experience in Security Sector Reform (SSR) desirable.
- Understanding of issues around Governance and Ministerial Reform desirable.
- Negotiation and mediation skills desirable.

- Understanding of Post Conflict SSR in relation to the ROL desirable.
- Considerable experience working within a multi-disciplinary team, and in a multilateral capacity required.
- Fluent spoken and excellent written English

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Component/Department/Unit	Location	Employment Regime
Head of Mission/ International Police Coordination Board (IPCB) Secretariat	Kabul	Seconded
Position Code	Position Name	
KA-C-100	Communication Officer to IPCB Secretariat	

Job Description

Under the direction of the Head of IPCB Secretariat (Hd IPCB-S) and in support of the IPCB Mandate, the Communications Officer had lead responsibility for the IPCB's communication strategy. Reporting to Hd IPCB-S, the Communications Officer will be responsible for the following tasks:

Main tasks and responsibilities

- Developing the Communication Strategy with the International Community in Kabul and the Capital's public.
- Maintaining an overview on all police training initiatives in Afghanistan and constant information exchange with respective positions in Afghan MoI and international stakeholders.
- Liaising with stakeholders on communications capacity building in the Ministry of Interior.
- Managing and/or updating the IPCB website and other social media.
- Assisting and replacing when required the Senior Reporting Officer in the execution of his/her duties.
- Work with the Ministry of Interior on a communications strategy for the ANP Vision and associated plans.
- Production of the IPCB Newsletter.
- Input to the IPCB weekly, monthly and 6-monthly reports.
- Input to the IPCB Weekly Information Brief.
- Regular review of the contents of the IPCB-S library of documents for stakeholders.

Qualifications and experience

- University degree or other relevant qualifications.
- At least 5 years of professional experience preferably in an international environment.
- Experience in and/or knowledge of Afghanistan highly desirable.
- Experience in managing a website.
- Experience in public relations.
- Ability to work at the highest political level with credibility.
- 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.
- Basic skills in Dari desirable; willingness to improve language skills essential.
- Fluent spoken and excellent written English.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission/Brussels Support Element (BSE)	Brussels	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-105*	Human Resources (HR) and Administrative Adviser/Officer	

Job Description

The HR and Administration Adviser/Officer (BSE) reports to the Head of Mission but is embedded in the CPCC in Brussels and functionally cooperates closely with the Mission Administration Team.

Main tasks and responsibilities:

- Prepares the Calls for Contributions and participates in its distribution;
- In coordination with the EEAS/CPCC, participate in the recruitment, selection, deployment and rotation of international seconded staff; process applications and maintain rosters and databases as appropriate;
- Participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate;
- Establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- Establish and maintain contacts with Contributing States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- Apply Human Resources/Personnel Policies and Procedures;
- Advise in preparation of Job Descriptions;
- Advise in the development of Standard Operating Procedures;
- Implements the selection staff policies and processes job applications as per CPCC rules. Maintain records related to the staff selection;
- Advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- Provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- Participate in the preparation of administration related plans and reports;
- Perform other related tasks in the BSE team or 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 Human Resources, Law, Business or Public Administration or Social Sciences, 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 Human Resources, law, Business or Public Administration or 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 **5 years** of relevant and proven full-time professional experience;

Specification of experience

Above mentioned professional experience should be in recruitment, legal, administrative and operational aspects of human resources.

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;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects.
- Experience in planning and supervising personnel logistics.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
P-F-04	Chief of the Internal Investigation Unit (IIU)	

Job Description

The Chief of IIU shall report to the D/ Head of Mission or his delegated authority.

Main tasks and responsibilities:

- Investigate, manage and supervise official complaints and disciplinary cases assigned to the Internal Investigation Unit coordinating and liaising where required with a team of internal investigators;
- Take preliminary protective measures in cases of serious criminal acts, such as murders and sexual abuses in accordance with the European Union National Laws and the Afghan Laws, if applicable;
- Be responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and national and international laws/treaties;
- Report disciplinary cases with recommendations to the D/ Head of Mission;
- Be responsible for the production of reports relating to disciplinary issues, including but not limited to statistical analysis and assessments;
- Liaise with the Legal Advisers and other components of the mission on related issues;
- Pro-actively review disciplinary regulations, propose amendments accordingly and draft new directives and SOPs;
- Undertake any other related tasks as required by the Deputy 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, 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

Equivalent education in Police academy and at least **11 years** of relevant and proven full-time experience.

Specification of experience

- Above mentioned professional experience must be in criminal law and/or police law as an investigator of serious crimes, such as murders and sexual offenses;
- Proven experience in crime scene examination and evidence handling as well as in drafting internal instructions, SOPS or directives, regulations and assessments.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- International experience and knowledge, particularly from CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;
- Mission experience in the field of Police or the Rule of Law.

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 priorities 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>
Police Component (PC)/ Police Reform & Professionalization Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-009	Deputy Head of Police Reform & Professionalization	

Job Description

The Deputy Head of Police Reform & Professionalization shall assist the Head of Police Reform & Professionalization in performing effective mentoring and advising in favour of the MoI. Reporting to Head of Police Reform & Professionalization and is be responsible for:

Main Tasks

- Acts as the co-ordinator for the experts of the MoI mentors team, conducting daily debriefs, arranging weekly team meetings
- To assist the mentee in improving his/her managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the ANP
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing as well as in elaborating and implementing policing strategies and best practice, including the fight against misuse of power, improvement of the quality of police personnel, facilities, systems and processes
- Assist the Minister/ Deputy Ministers of the Interior of Afghanistan in elaborating and implementing, through their chain of command within MoI, an effective coordination between all the different pillars of the ANP, other Afghan National Security Forces and the judicial system
- Assist the Minister / Deputy Ministers of the Interior of Afghanistan in developing Intelligence led civilian police by reviewing, restructuring, retraining and refurbishing, the Afghan Uniform Police (AUP) and the Afghan Anti-Crime Police (AACP)
- To assist the mentee in elaborating fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of Police Reform, relevant proposals for a coherent mentoring strategy in favour of the MoI
- Liaise closely with the other members of the Mentors Team in order to implement a joint coherent mentoring strategy
- Engage with the Head of Police Reform in weekly briefings on MoI developments to the Head of Mission
- Responsible for generation of weekly/monthly reports to Head of Police Reform and reporting cell.

- Undertake any other tasks required by the line managers in support of the objectives of the Mission
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the OPLAN.
- Undertake any other related tasks as required by the Head of Police Reform and Professionalization.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Law, Business or Public Administration, International relations 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

- Senior rank in a police service, with at least 8 years of effective police experience in programmes and projects related to police reform ;
- Operational and or management background in the following areas of activity within the team: general policing, criminal investigation, border police, training, logistics, administration, legal affairs, mentoring / advising;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- Ability to manage and coordinate a diverse and multidisciplinary team of mentors and advisers ;
- 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 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 regional
- Ability to deal with potentially sensitive situation
- Experience in international co-operation and in strategic liaison with international partners
- 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

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Police Reform & Professionalization Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-020, 021, 022, 023, 025, 027*; P-F-09	Expert to the Ministry of Interior (MoI)	

Job Description

The EUPOL Afghanistan Expert to the MoI shall assist the Head of Police Reform & Professionalization in performing effective mentoring and advising in favour of the Minister / Deputy Ministers of Interior (MoI) or related (IPPD) process. Reporting to Head of Police Reform & Professionalization, and will be responsible for:

Main Tasks and Responsibilities

- To assist the mentee in improving his/her managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the ANP;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing as well as in elaborating and implementing policing strategies and best practice, including the fight against misuse of power, improvement of the quality of police personnel, facilities, systems and processes;
- Assist the Minister/ Deputy Ministers of the Interior of Afghanistan in elaborating and implementing, through their chain of command within MoI, an effective coordination between all the different pillars of the ANP, other Afghan National Security Forces and the judicial system;
- Assist the Minister / Deputy Ministers of the Interior of Afghanistan in developing Intelligence led civilian police by reviewing, restructuring, retraining and refurbishing, the Afghan Uniform Police (AUP) and the Afghan Anti-Crime Police (AACP);
- To assist the mentee in elaborating fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline;
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of Police Reform, relevant proposals for a coherent mentoring strategy in favour of the MoI;
- Liaise closely with the other members of the Mentors Team in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Head of Police Reform and Professionalization.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **5 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 **6 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

- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department/ Intelligence Led Policing (ILP) Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-045, 047	Expert Intelligence led policing (ILP)	

Job Description

The Expert ILP, shall perform effective mentoring and advising to support the implementation of Intelligence Led Policing model within Afghan Uniform (Civilian) Police. Reporting to the Chief Police Mentor/Adviser ILP, and will be responsible for:

Main Tasks and Responsibilities

- Assist and advise the mentored in the implementation of community policing strategies and best practices;
- Assist the mentee in improving his/her managerial and command and control capabilities and general comprehension of tasks and responsibilities related to Intelligence Led Policing ;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable community based Intelligence Led Policing as well as in elaborating and implementing policing strategies and best practices ;
- Assist the ANP in developing and implementing, an effective coordination amongst the different departments of the ANP in the use of information and intelligence as the basis for command and control of resources ;
- Support the mentee in elaborating fair and impartial human resources policies for recruitment, training and specialisation of those working in specialist information and intelligence functions ;
- Liaise closely with other key mentors, departments or other international counterparts in order to implement a joint coherent mentoring strategy ;
- Provide support to Regional and Provincial mentors and advisers on Intelligence Led Policing issues according to the Afghan Uniformed Civilian Police Program ;
- Undertake any other tasks required by the Chief Police Mentor/Adviser ILP.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- A senior rank police officer with experience in Intelligence Led Policing model ;
- A good understanding of command and control functions including tasking and coordination of resources ;
- A good understanding of how all areas of policing operate in intelligence led policing model and in particular, Uniform Police, CID and Command and Control functions ;

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Criminal Investigations Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-054, 059, 060*, 063, 064, 066, 068	Expert in Crime Investigations	

Job Description

The Crime Investigation Expert will assist the Head of Crime Investigation Department through effective and efficient mentoring and advising at both strategic and tactical level in all aspects connected to criminal investigations. Reporting to the Head of Criminal Investigation Department and will be responsible for:

Main Tasks and Responsibilities

- Support the Head of Criminal Investigation Department 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 analyze information and to prevent and investigate crimes operating in close cooperation with the prosecution and judicial system ;
- Coordinate with the mentee and eventually representatives from international counterparts in delivering tactical Expertise and equipment ;
- Strengthen the capabilities of the members of the ANP Criminal Investigation Departments up to the minimum skills to initiate and conduct a lawful and effective investigation process ;
- 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 other Criminal Investigation Departments deployed within the same area of responsibility ;
- Undertake any other tasks required by the Chief or Criminal Investigations Department.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above mentioned police experience should be both in operational and strategic level in his/her police organization in Crime investigations.

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Adequate knowledge of the international law concerning human rights;
- Ability to prepare reports and communicate verbally in an effective manner;
- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-011*	AU(C)P: Senior Mentor/ Adviser community Policing	

Job Description

Main Tasks

- 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;
- Assist, counsel and advise the AUCP mentors in initiating, elaborating and developing strategies and plans, which will strengthen the co-operation between the Afghan uniformed police and community with its stake-holders, thus increasing the trust of the citizens against the uniformed police;
- Assist, counsel and advise the local mentees in enhancing their comprehension of democratic policing as well as in initiating, elaborating and implementing policing strategies and best practices;
- Assist, counsel and advise the AUCP mentors in implementing an effective coordination with the other departments of the ANP as well as an effective coordination with the judicial system;
- Assist, counsel and advise the local mentees in establishing the concept of a community policing model serving the people, in fighting the misuse of power and in improving the quality of police service-personnel and means;
- Support the Chief Uniform Police Mentor/Adviser in his work by drafting and submitting proposals, analyses and plans, which will maintain and improve mentoring strategies of the AUCP Uniformed Police Mentors and have a positive impact on developing the professionalism of the ANP;
- Liaise closely with the Mentor of the DMOI in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Chief of Community Policing Department.

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 **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 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component (PC)/ Community Policing Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-032	Expert Community Policing (CP)	

Job Description

The CP Experts shall assist the Chief CP and his deputy in performing effective advising, counseling and mentoring in favor of the CP Department high ranking Officers. Report to the Chief of CP and will be responsible for:

Main Tasks and Responsibilities

- Assist, counsel and advise the local mentees in improving their managerial capabilities and general comprehension of tasks and responsibilities related to the current function;
- Assist, counsel and advise the local mentees in enhancing their comprehension of democratic policing as well as in initiating, elaborating and implementing policing strategies and best practices;
- Assist, counsel and advise the local mentees in implementing an effective coordination with the other departments of the ANP as well as an effective coordination with the judicial system;
- Assist, counsel and advise the local mentees in initiating, elaborating and implementing the concept of a community policing model serving the people, in fighting the misuse of power and in improving the quality of police service-personnel and means, also with the aim of leading to a higher positive public perception of the Police. Create operational plans for improvement in this area and, after agreement with the local mentees and together with them, ensure that the plans are put in practice;
- Support the Chief of CP and his deputy in the decision making process by drafting and submitting, through the line manager, the relevant proposals for a coherent mentoring strategy in favour of the Afghan Uniformed Police;
- Liaise closely with the Mentor of the DMOI in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Chief of Community Policing Department.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **10 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least at least 5 of which at high, middle or tactical level of management in police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component (PC)/ Community Policing Department/ Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-070*	Head of Community Policing, Field Office Kabul	

Job Description

The Head of the Field Office will oversee the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, CID, Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights and Gender) in their respective field office. Reporting to the Chief of Community Policing Department, will be responsible for:

Main Tasks and responsibilities

- Provide leadership and guidance to all field office staff;
- Reporting to the Chief of Community Policing Department on the development and results of the activities undertaken in delivery against the Mission's programmatic strategic objectives and action plans;
- Overseeing provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and field office administration;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Line Manager for the Deputy Head of Field Office;
- Representing the Mission by facilitating the establishment, building of, and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations,
- Undertake any other tasks as required by Chief of Community Policing Department.

Qualifications and experience

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, psychology, 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 **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 **12 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
- Experience in working in partnership with communities, liaising with community groups and individuals

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 deal with potentially sensitive situation.
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component (PC)/ Community Policing Department/ Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-071*	Deputy Head of Community Policing, Field Office Kabul	

Job Description

The Deputy Head of the Community Policing, Field Office Kabul assist the Head of the Community Policing, Field Office Kabul in all aspects connected to the implementation of the Mission's six strategic objectives in the area of specialization. Reporting to the Head of the Community Policing, Field Office Kabul, and will be responsible for:

Main tasks and responsibilities

- To support the Head of the Community Policing, Field Office Kabul in performing his/her duties;
- Respond functionally to the Head of the Community Policing, Field Office Kabul accordingly to the area of activity ;
- Assist the ANP Commanders and Commissioned Officers in improving their managerial capabilities and general comprehension of tasks and responsibilities related to their current functions ;
- To assist ANP Commanders and Commissioned Officers in enhancing their comprehension of democratic policing as well as in elaborating and implementing best practices;
- Maintain continuous liaison with the other Experts deployed within the same ANP Command area of responsibility;
- Also he/she has to conduct trainings in area of expertise
- Undertake any other tasks required by the Head of the Community Policing, Field Office Kabul.

Qualifications and experience

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, psychology, 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 **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 **12 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
- Experience in working in partnership with communities, liaising with community groups and individuals

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 deal with potentially sensitive situation.
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department/ Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-072, 073, 078*, 080, 083*	Police Expert Community Policing, Field Office Kabul	

Job Description

The police expert will assist the Head of the Field Office Kabul through effective and efficient mentoring and advising, in all aspects connected to the area of specialization. These actions will be conducted in compliance with the guidelines of the EUPOL Afghanistan Mandate. Reporting to Head of the Field Office Kabul and will be responsible for:

Main Tasks and Responsibilities

- Support the Sr. Mentor/Advisor (Police) in all aspects related to the performance of mentoring, advising, training and monitoring activities in various fields such as Criminal Investigation, Intelligence Led Policing, Command Control and Communication and general police duties;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Ensure a coherent rollout and implementation of the Mission mandate according to the OPLAN;
- Undertake any other tasks required by the Head of the Community Policing, Field Office Kabul.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of experience

- Experience of managing organisational change;
- Experience in operational command at the departmental or tactical (Police Station) level;
- Experience of managing operational projects and initiatives.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- 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;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department/ Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-002*	Field Office RoL Expert, Anti- Corruption (AC)	

Job Description

The Field Office Expert (AC) will assist the Head of Field Office Kabul in all aspects connected to Anti-Corruption area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to the Head of the Field Office Kabul, and will be responsible for:

Main Tasks and Responsibilities

- Support the Sr. Mentor/Advisor (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Anti-corruption;
- Advise in relevant areas, such as criminal investigation techniques, corruption case studies and so-called “white-collar crime”, bribery and financial investigations, case planning and management, prosecutor-police co-ordination, strategies of covert surveillance and the handling of case materials and evidence;
- Mentor and advise individual prosecutors and other investigators in on-going corruption investigations conducted by the anti-corruption unit in the provincial Attorney General’s Office and Ministry of Interior;
- Liaise with other judicial, police, and government officials in anti-corruption efforts, including the Inspector General, High Office of Oversight and the Supreme Court of Afghanistan;
- Collaborate with EUPOL and other international prosecutors and lawyers assisting the Anti-Corruption Unit, in advice and mentoring;
- Ensure a coherent rollout and implementation of the Mission mandate according to the OPLAN;
- Provide legal guidance in corruption cases led by Afghan prosecutors investigating allegations against senior elected and appointed government officials and police officers;
- Undertake any other tasks required by the Head of the Community Policing, Field Office Kabul.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in criminal justice and 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in: government anti-corruption, and/or investigation techniques in corruption and bribery; and/or criminal investigation analysis and assessment; police-prosecutor co-ordination; financial investigations; related training.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- 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;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Proficient in the use of covert surveillance techniques;
- Training, coaching and mentoring experience.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department/ Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-005, 006*	Field Office RoL Expert, Justice	

Job Description

The Field Office Expert (Justice) will assist the Head of Field Office Kabul in all aspects connected to Police-Justice Cooperation Unit area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Head of the Field Office Kabul, and will be responsible for:

Main tasks and responsibilities

- Support the Sr. Mentor/Advisor (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Justice;
- Closely cooperate with the Police-Justice Cooperation Unit (through the Chief of Mentors - Anti-Corruption- Attorney General's Office and/or Chief of Mentors - Justice), the Advisor will report to the Head of Field Office on implementation, development and results of the activities undertaken in delivery against the EUPOL Mission's programmatic strategic objectives;
- Ensure a coherent rollout and implementation of the Mission mandate according to the OPLAN;
- Engage directly with the chief prosecutor's office and chief of police's office through mentoring and advising them in police-prosecution coordination issues;
- Conduct regular training sessions towards investigatory and trial advocacy skills with criminal prosecutors, judges and investigative police relevant to the territorial jurisdiction of the field office;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Deliver other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Assist the Police-Justice Cooperation Unit in programme monitoring and reporting to ensure analysis of the role of informal/customary justice in the designated province and identifying areas for potential coordination and cooperation with the formal justice system;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Liaise with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, local government; officials, provincial and district-level police, prosecutors and judges, international organisations

involved in the justice sector, Afghan civil society organisations, and customary and traditional law actors;

- Undertake any other tasks required by the Head of the Community Policing, Field Office Kabul.

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 **5 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 **8 years** of relevant and proven full-time Police experience.

Specification of experience

- Above mentioned experience should be as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing legislative framework and judicial institutions in a Member State and/or in a developmental, transitional or post-conflict situation;
- Or: experience from developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component (PC)/ Community Policing Department/ Police Project Management Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-031	AU(C)P: Police Project Adviser	

Job Description

The Project Adviser shall assist the Chief Police Project Adviser and Deputy Chief Police Project Adviser by performing effective Advisory in favour of the AU(C)P Project on Civilian Police. Reporting to AUCP Chief Police Project Adviser and will be responsible for:

Main Tasks and Responsibilities

- Assist in developing, drafting and maintaining projects - regarding project strategy, policy and implementation;
- Assist in preparing the agenda and arrange project meetings;
- Take notes/ minutes of project meetings and meetings with international stakeholders;
- Prepare briefings (power point and other) for EUPOL morning briefing and meetings;
- Assist in preparing weekly Police Coordinating report for SPAR and MIP meetings;
- Disseminate project information to all stakeholders/participants;
- Follow up on timely feedback from other mission components;
- Maintain contact with other stakeholders, organizations, NGO's etc. on relevant project information;
- Assist the Afghan police project participants in enhancing their comprehension of civilian/community policing as well as in elaborating and implementing policing strategies and best practices;
- Undertake any other tasks required by the AU(C)P Chief Police Project Adviser.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration , Project Management 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 **8 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 **8 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

- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department/ Intelligence Led Policing Unit (ILP)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-017*	AU(C)P: Community Policing Senior Police Mentor/Adviser (ILP)	

Job Description

AU(C)P: Community Policing (CP) Adviser ILP shall perform effective mentoring and advising to support the implementation of Intelligence Led Policing model within Afghan Uniform (Civilian) Police. The Senior Mentor/Adviser shall also assist Chief Police Mentor/Adviser ILP in performing his/her duties especially in the absence of Chief Mentor/Adviser ILP. Reporting to the Chief Police Mentor/Adviser ILP and will be responsible for :

Main tasks and responsibilities

- Have experience in working in partnership with communities, liaising with community groups and individuals .
- To assist and advise the mentored in the implementation of community policing strategies and best practices
- Assist the mentee in improving his/her managerial and command and control capabilities and general comprehension of tasks and responsibilities related to Intelligence Led Policing ;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic Intelligence Led Policing as well as in elaborating and implementing policing strategies and best practices ;
- Assist the ANP developing and implementing, an effective coordination amongst the different departments of the ANP in the use of intelligence as the basis for command and control of resources ;
- To assist the mentee in elaborating fair and impartial human resources policies for recruitment, training and specialisation of those working in specialist intelligence functions ;
- Support the HoM and Head of Police Component (PC) in the decision making process by drafting and submitting proposals for a coherent mentoring strategy in respect of the Intelligence Led Policing and the wider Mission strategic priorities ;
- Liaise closely with other key mentors and departments in order to implement a joint coherent mentoring strategy ;
- Provide support to Regional and Provincial mentors and advisers on Intelligence Led Policing issues according to the City Police and Justice Program ;
- Undertake any other tasks required by the Chief Police Mentor/Adviser ILP.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Law, Business or Public Administration, International relations 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- Senior rank in a police service, with at least 8 years of effective police experience with an Intelligence Led Policing model;
- Experience and a good understanding of how all areas of policing operate in intelligence led policing model and in particular, Uniform Police, CID and Command and Control functions;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- A good understanding of how all areas of policing interacts, in particular Uniform Police, CID and Command and Control functions;
- A good understanding of command and control functions including tasking and co-ordination of resources;
- 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 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 regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department/ Intelligence Led Policing (ILP) Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-042, 043*, 047, 050	Expert Intelligence led policing (ILP)	

Job Description

The Expert ILP, shall perform effective mentoring and advising to support the implementation of Intelligence Led Policing model within Afghan Uniform (Civilian) Police. Reporting to the Chief Police Mentor/Adviser ILP, and will be responsible for:

Main Tasks and Responsibilities

- Assist and advise the mentored in the implementation of community policing strategies and best practices;
- Assist the mentee in improving his/her managerial and command and control capabilities and general comprehension of tasks and responsibilities related to Intelligence Led Policing ;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable community based Intelligence Led Policing as well as in elaborating and implementing policing strategies and best practices ;
- Assist the ANP in developing and implementing, an effective coordination amongst the different departments of the ANP in the use of information and intelligence as the basis for command and control of resources ;
- Support the mentee in elaborating fair and impartial human resources policies for recruitment, training and specialisation of those working in specialist information and intelligence functions ;
- Liaise closely with other key mentors, departments or other international counterparts in order to implement a joint coherent mentoring strategy ;
- Provide support to Regional and Provincial mentors and advisers on Intelligence Led Policing issues according to the Afghan Uniformed Civilian Police Program ;
- Undertake any other tasks required by the Chief Police Mentor/Adviser ILP.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- A senior rank police officer with experience in Intelligence Led Policing model ;
- A good understanding of command and control functions including tasking and coordination of resources ;
- A good understanding of how all areas of policing operate in intelligence led policing model and in particular, Uniform Police, CID and Command and Control functions ;

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component (PC)/ Community Policing Department/ Police Command, Control and Communications Unit (PC3)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-014*	AU(C)P: Chief of Police Mentor/Adviser (PC3)	

Job Description

The AU(C)P: Chief of Police Mentor/Adviser (PC3), shall lead a team of mentors and advisers in providing effective mentoring and advising in support of the implementation of Police Command, Control and Communications within the Community Policing . Reporting to the AUCP Chief of Community Policing will be responsible for:

Main tasks and responsibilities

- Responsible for the output and performance of the PC3 Unit;
- Provide leadership and guidance to the PC3 Unit staff;
- Develop Police Command, Control and Communications within Community Policing (CP) and the City Police and Justice Program in line with EUPOL's mandate and strategic priorities;
- Oversee a team of mentors and advisers who are assisting their mentees in improving their managerial and leadership skills, command and control capabilities and general comprehension of tasks and responsibilities related to Police Command, Control and Communications;
- Ensure that the PC3 mentors and advisers assist their mentees in developing their abilities to carry out reforms, to put in place administrative and management systems enabling Police Command, Control, and Communications, as well as in elaborating and implementing policing strategies, structures and best practices;
- Ensure that the PC3 mentors and advisers assist the ANP in developing and implementing effective coordination of the different departments of the ANP in the command and control of resources;
- Support the Head of Mission and Head of Police Component (PC) in their decision making processes by drafting and submitting proposals, through the Head of Mentors, for coherent mentoring strategies in respect of Police Command, Control and Communications and the wider Mission strategic priorities;
- Liaise closely with other key mentors and Chief Mentor/Advisers from other EUPOL Units in order to implement joint coherent mentoring strategies;
- Provide support to Regional and Provincial mentors and advisers on Police Command, Control and Communications issues as required by the Mission;
- Undertake any other tasks required by the AUCP Chief of Community Policing.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Law, Business or Public Administration, International relations 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 **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

- Senior rank in a police service, with at least 8 years of effective police experience in with command, control and communications models including tasking and co-ordination of resources;
- Experience and a good understanding of how all areas of policing interacts, in particular Uniform Police, CID and Command and Control functions;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- Ability to manage and coordinate a diverse and multidisciplinary team of mentors and advisers;
- 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 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 regional;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department / Police Command, Control and Communications Unit (PC3)	Kabul	Seconded
<u>Position Codes</u>	<u>Position Name</u>	
P-F-10, 011, KA-P-035	Expert Police, Control, Command and Communication (PC3)	

Job Description

The **Expert PC3** will perform effective mentoring in support of the implementation of effective Police Command, Control and Communication as required by the Mission. Reporting to the AU(C)P Chief of Police Mentor/Adviser (PC3) and will be responsible for:

Main Tasks and Responsibilities

- Assist the mentee in improving his/her managerial skills, command and control capabilities and general comprehension of tasks and responsibilities related to the Command and Control of police resources;
- Assist the mentee in enhancing his/her ability to carry out reforms, to put in place modern administrative and management systems, and to elaborate and implement policing strategies and best practices;
- Assist the ANP in developing and implementing effective coordination among the different departments of the ANP in the command and control of resources;
- Support the Head of Mission, Head of Police Component (PC) and the Head of AU(C)P in their decision making processes by drafting and submitting proposals for coherent mentoring strategies in respect of Command, Control and Communications as well as the wider Mission strategic priorities;
- Liaise closely with other key mentors, EUPOL Units and other international organizations in order to implement joint coherent mentoring strategies;
- Provide support to Regional and Provincial Mentors/Advisers on Police Command, Control and Communications issues as required by the Mission;
- Conduct trainings in area of Expertise;
- Undertake any other tasks required by AU(C)P Chief of Police Mentor/Adviser (PC3).

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least at least 5 of which at high, middle or tactical level of management in police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department / Police Command, Control and Communications Unit (PC3)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-051*, 052	Expert Community policing, Border Police	

Job Description

The Border Police experts for the Headquarters of Border Police (ABP HQ) and Kabul International Airport shall assist the Chief of Police C3 Unit in performing effective mentoring in favour of the Head of Afghan Border Police. Reporting to AU(C)P Chief of Police Mentor/Adviser (PC3), and will be responsible for:

Main tasks and responsibilities

- Assist and advise the mentored in the implementation of community policing strategies and best practices. To conduct daily mentoring to the Head of Afghan Border Police in Kabul;
- To assist the mentees 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;
- Assist the mentees in enhancing their comprehension of democratic policing as well as in elaborating and implementing policing strategies and best practices;
- To assist the mentees in implementing an effective coordination with the other departments of the ANP as well as an effective coordination with the Judicial system;
- Advise, monitor and mentor the ABP on the implementation of an effective border management system within the framework of the strategy developed centrally and enhancing their standards in the area concerned;
- Support the HoM in the decision making process by drafting and submitting, through the Head of Police Mentors and in close coordination with the Chief Border Police Mentor / Adviser, the relevant proposals for a coherent mentoring strategy in favour of the Border Police;
- Also he/she has to conduct trainings in area of expertise
- Undertake any other tasks required by the AU(C)P Chief of Police Mentor/Adviser (PC3).

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- Above mentioned police experience should be at Border Police of which at least 5 years at strategic level in his/her police organization in Border Police issues;
- Senior rank in a police force ;

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals .
- Ability to deal with potentially sensitive situation.
- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component (PC)/ Community Policing Department/ Police Fire & Disaster Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-039	Senior Community Policing Mentor/Adviser, Fire and Disaster Police	

Job Description

The Community Policing Senior Police Fire & disaster shall make an assessment of existing Afghan emergency services. He/she shall create/start strategic development program and implementation program to increase capabilities of Afghan Disaster Police (Emergency Services/Fire and Rescue Department) on all levels nationwide as a part of the Afghan Uniform Civilian Police development process. Mentoring/advisory work will be done mainly together with authorities in Ministry of Interior and Disaster Police HQ. Projects will be done in close co-operation with other EUPOL departments and with local and international counter partners. Reporting to AU(C)P Chief Community Policing and is responsible for the following tasks:

Main Tasks

- Lead Disaster Police Mentors work;
- Continue ongoing assessment of existing AUCP Disaster Police structure/functions;
- Assist preparing new legislation and regulations related to fire and life safety;
- Plan functional Disaster Police strategies/structure/organisation;
- Plan, create and review:
 - functional chain of command system both for admin and operational purposes,
 - human resources system: recruitment, HR admin and training,
 - financial and material administration
 - alarm/dispatch centre structure/organisation/facilities/functions
- Plan and supervise rebuilding of facilities: fire stations and command and control centres;
- Plan/support/power up existing education/training system;
- Assist mentees to start contingency/preparedness planning for major catastrophes/natural disasters;
- Assist the mentees in improving his/her managerial skills, command and control capabilities and general comprehension of tasks and responsibilities related to the Disaster Police resources;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing through robust Disaster Police command and control structures as well as in developing and implementing strategies and best practices to support this;

- Assist the Disaster Police in developing and implementing, an effective coordination amongst the different departments of the Afghan National Civilian Police AUCP in the use of resources;
- Assist the mentee in elaborating fair and impartial human resources policies for recruitment, training and specialisation within the command levels of the Disaster Police;
- Assist all participants, key partners and other involved organizations, in establishing the concept of a community policing model serving the people, in fighting the misuse of power and, through these activities, contribute to improve the quality of Disaster Police, also with the aim of leading to a higher public perception;
- Support the HoM and Deputy Head of Mission in the decision making process by drafting and submitting proposals through the Head of Mentors, for a coherent mentoring strategy in respect of Disaster Police issues;
- Liaise closely with other key mentors and departments in order to implement a joint coherent mentoring strategy;
- Is a member of EUPOL Fire Emergency Response Team and will replace EUPOL Fire Marshall when required;
- Provide support to other Mentors as required by the Mission;
- Undertake any other related tasks as required by the AU(C)P Chief Community Policing.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 **12 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police or Fire Academy or Rescue College with duration of **3 years** or more and, at least **12 years** of relevant and proven full-time Police experience.

Specification of Experience

- Above mentioned experience should be in fire/rescue/disaster management/emergency medical service working experience;
- Experience in working in partnership with communities, liaising with community groups and individuals .
- 5 years of professional experience in operative tasks in fire/rescue department and at least 5 years of experience in senior management position;
- Senior rank in a fire brigade/rescue/disaster management department with significant experience.
- Good working experience/knowledge of alarm/dispatch centre operations;

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals .
- Ability to deal with potentially sensitive situation.
- Substantial 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 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component (PC)/ Community Policing Department/ Disaster Police Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-040*, P-F-12*	Community Policing Mentor/Adviser, Fire and Disaster Police	

Job Description

Community Policing Mentor/Adviser" shall make an strategic assessment of existing Afghan emergency services inside the Afghan National Police. She/he shall plan and create functional organisation and command, control and communication structures of the Emergency Services, Rescue and Fire Department (Disaster Police) inside the Afghan Uniform Civilian Police (AU(C)P) on all levels nationwide. He/she shall create the strategic development and implementation program to increase efficiency as a part of EUPOL's AU(C)P development process.

Mentoring/Advisery work will be done mainly together with central authorities in Ministry of Interior and the Emergency Services HQ inside the AU(C)P. Activities will be done in close co-operation with other EUPOL departments and with local and international counter partners. Reporting to the Senior CP Mentor/Adviser Fire & Disaster Police she/he will be responsible for:

Main tasks and responsibilities

- Assist and advise the mentored in the implementation of community policing strategies and best practices
- Plan and create functional chain of command system both for admin and operational purposes ;
- Assist all participants, key partners and other involved organizations, in establishing the concept of a community policing model serving the people, in fighting the misuse of power and, through these activities, contribute to improve the quality of Disaster Police, also with the aim of leading to a higher public perception ;
- Assist the mentees in improving his/her managerial skills, command and control capabilities and general comprehension of tasks and responsibilities ;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing through robust Police command and control structures as well as in developing and implementing strategies and best practices to support this. ;
- Assist the mentee/trainee in establishing the concept of a Community Policing model to serve the people and communities, improving the quality of Police Emergency Services response and service delivery with the aim of building trust, confidence and improved public perception in the Police ;
- Plan functional strategies/structure/organisation ;
- Plan and build up functional alarm/dispatch centre structure/organisation/facilities/functions ;

- Plan and create functional financial and material administration ;
- Continue ongoing assessment of relevant Police structure/functions ;
- Assist preparing relevant new legislation and regulations ;
- Plan and supervise rebuilding of facilities: emergency response, fire stations and command and control centres ;
- Plan/support/power up existing education/training system ;
- Support mentees to start contingency/preparedness planning for major emergencies, catastrophes/natural disasters ;
- Plan and create functional human resources system: recruitment, HR admin and training ;
- Assist the mentee in elaborating fair and impartial human resources policies for recruitment, training and specialisation ;
- Assist the Disaster Police in developing and implementing, an effective coordination amongst the different departments of the AUCP in the use of resources ;
- Support the HoM and Deputy Head of Mission in the decision making process by drafting and submitting proposals through the line manager for a coherent mentoring strategy in respect of Disaster Police issues ;
- Liaise closely with other key mentors and departments in order to implement a joint coherent mentoring strategy ;
- Is a member of EUPOL Fire Emergency Response Team and will replace EUPOL Fire Marshall when required;
- Provide support to other Mentors as required by the Mission ;
- Undertake any other related tasks as required by the Senior CP Mentor/Adviser Fire & Disaster Police.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, 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 or Fire Academy or Rescue College 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 fire/rescue/disaster management/emergency medical service working experience;
- Experience in working in partnership with communities, liaising with community groups and individuals .
- 5 years of professional experience in operative tasks in fire/rescue department and at least 5 years of experience in senior management position;
- Senior rank in a fire brigade/rescue/disaster management department with significant experience.
- Good working experience/knowledge of alarm/dispatch centre operations;

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals .
- Ability to deal with potentially sensitive situation.
- Substantial 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 multinational and international organisations as well as 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;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component (TC)/ Police Staff College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-089*	Chief of Police Staff College	

Job Description

The Chief of the Police Staff College will act as a Chief Mentor / Adviser for educational standards within Police Staff College, and will be responsible for the organisational management, development and delivery of high quality training products and services by EUPOL and international partners at the Police Staff College. He or she will report to the Operations Coordinator as line manager.

He/she will be responsible for the overall educational philosophy and direction of the Training Component .

He/she will advance the overall delivery of EUPOL aims and objectives as required by the Head of Training Component and will achieve customer expectations and satisfaction.

He/she will maintain, manage and develop key Training Component external stakeholder relationships within the ANP General Training Command and ensure key timelines, priorities and budgets that underpin the delivery of all services are achieved.

Main Tasks and responsibilities

- To assist the Head of Training Component in the overall strategic direction of all the training activity.
- To ensure effective resource management of a large team of expert police trainers
- To provide appropriate line management responsibility and support for a large team of police trainers
- To support the Operations Coordinator with specialist police training advice when necessary.
- To assist in the mentoring and advice given to the Head of ANP General Training Command, and his immediate senior management team.
- Undertake any other related tasks as required by the Training Operations Coordinator.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree**, 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 **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Within the experience of the successful candidate will be experience at a senior managerial level of a police training establishment for a period of at least 12 months.

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 ;
- Good working knowledge of MS Office and Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component (TC)/ Police Staff College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-092	Senior Police Mentor/Adviser to the Head of Police Training MoI	

Job Description

The Senior Mentor/Adviser to the Head of Police Training, Ministry of Interior will assist the Head of the Police Staff College, through effective and efficient mentoring of the Head of Police Training Ministry of Interior. These actions will be conducted in compliance with the guidelines of the Training Component:

Main Tasks and responsibilities

- Build up a strong relationship between Training Component and the Head of Training, Ministry of Interior;
- Mentor the Head of Police Training, Ministry of Interior;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Undertake any other tasks required by the Head of Police Staff College.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree**, 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 **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Within the experience of the successful candidate will be exposure to strategic leadership challenges and change management programmes. To ensure credibility with the mentee, the post holder must be at least Colonel/Superintendent rank

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;

- Senior level leadership
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and Excel.
-

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component (TC)/ Police Staff College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P 105*, 109, 116*, 119	Police Training Advisor (Leadership)	

Job Description

The Training Adviser shall assist Chief of Police Staff College in all aspects connected to the mentioned area of specialization. Reporting to the Chief of the Police Staff College, and will be responsible for:

Main Tasks and Responsibilities

- Lead the ANP towards an Afghan-owned and self-sustaining training capacity;
- Deliver training directly to Afghan Police Officers;
- Undertake any other tasks required by the Chief of the Police Staff College.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** Police Sciences , Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, 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 **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in a Police Academy, and, at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The post holder will be expected to have expertise in the field of Police leadership and to have relevant training experience in this area of expertise. The following are examples of areas of expertise:

- Delivery of training to Police leaders;
- Working at the strategic level within Police organisations;
- Command of significant, or major, Police incidents;
- Managing organisational change.

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 ;
- Good working knowledge of MS Office and Excel;
- A training qualification.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component (TC)/ Crime Management College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P 059, 064, 066, 103	Police Training Advisor (crime)	

Job Description

The Training Adviser shall assist Chief of Crime Management College in all aspects connected to the mentioned area of specialization. Reporting to the Head of the Crime Management College, and will be responsible for:

Main Tasks and Responsibilities

- Lead the ANP towards an Afghan-owned and self-sustaining training capacity;
- To teach directly afghan Police Officers;
- Undertake any other tasks required by the Chief of the Crime Management College.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, 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 **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The postholder will be expected to have expertise in the field of crime investigation and detective work, and to have relevant training experience in this area of expertise. The following are examples of areas of expertise:

- Forensic work;
- Interviewing skills;
- Case building and preparation;
- Organised criminal groups;
- Violence against women;
- Witness and victim handling;
- Police intelligence systems;
- E crime/cyber crime/Fraud.

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 ;
- Good working knowledge of MS Office and Excel;
- A training qualification.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component (TC)/ Police Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P 104*, 108, 110, 115, 121	Police Training Advisor (General)	

Job Description

The Training Adviser shall assist Chief of Police trainers in all aspects training (delivery/development/ assessment). Reporting to the Chief of Police Trainers, and will be responsible for:

Main Tasks and Responsibilities

- Lead the ANP towards an Afghan-owned and self-sustaining training capacity;
- To teach directly afghan Police Officers;
- Undertake any other tasks required by the Chief of Police Trainers.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, 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 **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The postholder will be expected to have expertise in the field of police training delivery, and to have recent relevant experience.

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 ;
- Good working knowledge of MS Office and Excel;
- A training qualification.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component (TC)/ Rule of Law Technical Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-007	Chief of Rule of Law/Technical Training	

Job Description

The Head of Plans will be the nominated point of contact for all Rule of Law Issues

The Head of Plans will be responsible for the organizational management, development and delivery of the administration, planning and financial services supporting the Training Component, in all its areas of operations. He or she will report to the Operations Coordinator as line manager. He/she will be responsible for the overall development and direction of resource planning within the Training Component, in consultation with SMT members. He/she will advance the overall delivery of EUPOL aims and objectives as required by the Head of Training Component. He/she will maintain, manage and develop key Training Component external stakeholder relationships within the ANP General Training Command and ensure key timelines, priorities and budgets that underpin the delivery of all services are achieved.

Main Tasks and Responsibilities

- To assist the Head of Training Component in the overall strategic direction of all the planning and administrative support within the component;
- To ensure effective resource management of a team of expert police/Rule of Law technical experts and programme officers, as well as line managing the Chief Mentor to the Head of ANP General Training Command;
- To provide appropriate line management responsibility and support subordinates;
- To support the Operations Coordinator with specialist advice when necessary;
- Undertake any other related tasks as required by the Training Operations Coordinator.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, 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 **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy, with at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Some experience at a managerial level of business support functions.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;

- Managerial experience at a police training college
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and Excel.

EUROPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component (TC)/ Rule of Law Technical Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P 124, 125	Programme Officer-Plans support	

Job Description

As Program Officer you will be responsible for providing support to ensure effective planning, scheduling, resourcing, quality-assurance and follow up of training related activities in the Training Component. The program officer will also be responsible for establishing and maintaining proper filing and record systems for the different training centers and coach Afghan staff in the training centers on training center program management and administration. He/she will report to Chief of Rule of Law/Technical training.

Main Tasks and Responsibilities

- Report to the Head of Plans and Administration Training Component;
- Establish and uphold training & resourcing scheduling for the Training Component activities;
- Establish, uphold and coach on filing, records and equipment booking systems;
- Coordinate the development and management of relevant Diplomas, course/seminar certificates and training records for the Training Component projects;
- Manage Training Component related training administrative tasks including communication with trainers on scheduling; follow up of course evaluation feedback; ensuring that materials and required equipment are in place in class rooms as per booking Training Component;
- Coach Afghan staff in the training centers on training center program management and administration
- Manage the material and equipment inventory of the training centers, ensuring that the class room equipment is functional (e.g. LCD projectors);
- Process and provide data and required statistics on training execution, training evaluations and reports as per agreed standard in the rule of law area;
- Establish and keep current a training resource database ;
- Establish and upkeep a library of standard training materials and presentation in the rule of law area.
- Manage potential reference book/data library in the rule of law area;
- Undertake any other relevant task as required by the Chief of Rule of Law/Technical training.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, 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 **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The post holder will be expected to have expertise in the field of police training delivery, and to have recent relevant experience.

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 ;
- Good working knowledge of MS Office and Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-009*	Head of Rule of Law Component (RoL)	

Job Description

The Head of Rule of Law Component reports to the EUPOL Afghanistan Deputy Head of Mission (DHoM) and will be responsible for:

Main tasks and responsibilities

- Deputize for the DHoM in his absence and on his behalf, when so appointed by the DHoM;
- Assist the DHoM to command, coordinate, manage and control all the Rule of Law related EUPOL Afghanistan activities related to Training, Programme Coordination, Advising and Mentoring, and to contribute to the developments of strategies, plans, programs for these, taking into account overall political developments in Afghanistan;
- Develop and implement all necessary activities and competences in the field of Rule of Law 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;
- 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 especially with the Government of Afghanistan (GoA), UNAMA, ISAF, US Military and Agencies and other key actors;
- Work in close cooperation with the Police Component, Training Component and the Field Office Component;
- Delegate authority, when deemed necessary, by utilizing the approved chain of command structure of the Mission;
- Undertake any other related tasks as required by HoM and DHoM.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** 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 **15 years** of relevant and proven full-time professional experience.

Specification of Experience

- At least 10 years of experience serving at main Headquarters of Police or Public Administration, dealing with strategic level management;
- Experience in managing police and/or judicial reform programs.

Advantageous

- Post-graduate or master studies in criminal or procedural law, international law, international relations or other related matters;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;

- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Rule of Law Component (RoL)/ Anti-Corruption Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-011	Chief of RoL Anti-Corruption (AC)	

Job Description

The Chief of RoL Mentors/Advisers, Anti-Corruption shall assist the Head of RoL Component in performing his/her duties by directing and coordinating the advising, mentoring and training to the Ministry of Interior (MOI) and Attorney General's Office (AGO) on Anti-Corruption issues. Reporting to Head of RoL Component, he/she will be responsible for:

Main tasks and responsibilities

- Lead and manage the Anti-Corruption Unit within the EUPOL RoL component;
- Lead a team of experts to provide technical advice, support and training on transparency and accountability measures within the Ministry of Interior (MOI) and the Attorney General's Office (AGO) and advise on the development of national and sector policies;
- Assist the MOI and AGO in the development of overall strategies and policies for transparency and accountability and support their countrywide implementation, comprising measures of capacity building, prevention and enforcement;
- Closely work, through the Field Office Component and Rule of Law Reform, with the EUPOL regional RoL Advisers to ensure a coherent countrywide approach on accountability and transparency;
- Collaborate closely with the High Office of Oversight, key parties concerned, such as EU Delegation, EU member states, UNODC, ISAF, NTM-A/CSTC-A, US DoJ, JSSP, and other external partners;
- Lead project networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as UNDP, UNODC, NTM/A and others.
- Report to the Head of RoL Component on a regular basis on the developments and results of the activities undertaken;
- Undertake any other tasks as required by the Head of RoL Component.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** 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 **8 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 **9 years** of relevant and proven full-time Police experience.

Specification of Experience

- Relevant experience of minimum eight years, out of which four at management level includes: experience in developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation or experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, practicing lawyer, Ombudsman officer in the areas of

Anti-Corruption, accountability and transparency;

- Experience in program and project management, resource mobilization, monitoring and evaluation, as well as process facilitation.

Advantageous

- Post-graduate or master studies in criminal or procedural law, international law, international relations or other related matters;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Rule of Law Reform Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-014	Senior RoL Training Coordinator (RLR)	

Job Description

The Senior RoL Training Coordinator will assist the Head of RoL Component through the Head of RoL Reform in all aspects connected to training and strategic reform in the fields of police-justice cooperation, human rights & gender, and anti-corruption undertaken by the Mission. Reporting to the Head of RoL Reform, and closely coordinating with the Chiefs of the RoL Component Units, he/she will be responsible for:

Main Tasks and Responsibilities

- Assisting the Head of RoL Reform in performing his/her duties by coordinating the RoL trainers deployed in the various RoL Units, in particular through conducting regular debriefs and weekly team meetings;
- Consolidating EUPOL's efforts in contributing to the enhancement of RoL through EUPOL RoL training and assisting the Head of RoL Component through the Head of RoL Reform in the overall direction of RoL training activities;
- Liaising with the Chiefs of RoL Units and cooperating closely with Afghan counterparts to identify training and institutional reform projects falling under the three EUPOL RoL Strategic Objectives;
- Assisting the MoI/ANP, MoJ and AGO in improving their training and performance capabilities in the identified areas and developing training strategies;
- Contributing to the implementation of training activities through the RoL trainers deployed in the RoL Component in close liaison with the relevant Chiefs of Unit, in particular by defining, maintaining, and ensuring adherence to uniform training standards and a coherent training strategy, overseeing quality training delivery, maintaining up-to-date RoL training statistics, maintaining the RoL training library;
- Administering, in close cooperation with Finance and the Field Office Component, RoL funding requests for training activities from the EUPOL training budget, overseeing the accreditation process of EUPOL RoL training courses with the relevant institutions;
- Closely coordinating RoL training activities with EUPOL's substantive components (in particular by tying training activities to existing or future mentoring strategies), EUPOL's project cell, EUPOL's reporting section, and other sections as necessary;
- Through the Head of RoL Reform, closely working with the Field Office Component, the respective heads of regional Field Offices, and EUPOL's regional trainers, to assist with ensuring a coherent countrywide approach on EUPOL RoL training;
- Networking and building relationships with other international and national organizations that develop and implement justice sector training;
- Generating weekly/monthly reports to Head of RoL Reform as required;
- Undertaking any other tasks required by the Head of RoL Reform.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Public or Business Administration or Pedagogic 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 **6 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, with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

- Relevant experience of minimum six years, out of which three at management level includes: experience as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing strategies in a Member State and/or in a developmental, transitional or post-conflict situation;
- Working experience in training, law or policing, appropriate responsibilities at upper and strategic decision level;
- Working experience at national or international level as training expert on management level.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL) / Anti-Corruption Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-017	Deputy Chief of RoL Mentors/Advisers, Anti-Corruption (AC)	

Job Description

The Deputy Chief of RoL Mentors/Advisers, Anti-Corruption Unit shall assist the Chief of Anti-Corruption Unit in performing his/her duties by directing and coordinating the advising and mentoring the Ministry of Interior (MOI) and the Attorney General Office (AGO) on Anti-Corruption issues. Reporting to Chief of Anti-Corruption Department, he/she will be responsible for:

Main Tasks and Responsibilities

- Assist the Chief RoL AC in leading a team of experts to provide technical advice, support and training on transparency and accountability measures within the Ministry of Interior (MOI) and the Attorney General Office (AGO) and advise on the development of national and local policies;
- Assist the MOI and AGO in the development of an overall strategy for transparency and accountability and support its countrywide implementation, comprising of measures to assist capacity building, prevention and enforcement;
- Assist in consolidating EU activities across the criminal justice sector, including efforts to support the reform of criminal investigations, prosecutions and police - prosecutor cooperation;
- Closely work, through the Field Office Component and Rule of Law Reform, with the EUPOL regional RoL Advisers to ensure a coherent countrywide approach on accountability and transparency;
- Collaborate closely with the High Office of Oversight, key parties concerned, such as EU, EU member states, UNODC, ISAF, NTM-A/CSTC-A, US DoJ, JSSP and other external partners;
- Assist the Chief RoL AC in project networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as UNDP, UNODC, NTM/A and others;
- Report to the Chief RoL AC on a regular basis on the developments and results of the activities undertaken;
- Deputize for the Chief RoL AC in his or her absence;
- Undertake any other tasks as required by the Chief of Anti-Corruption Department.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in in Public Policies or Public Management, Development Studies, Development Economics, Law, International Relations, Leadership or another 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 **6 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, with at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- A minimum of six years of experience, out of which three at management level in public sector reform/governance with a focus on anti-corruption, accountability and transparency;
- Experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, Practicing lawyer, Legal Trainer, Ombudsman officer etc.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Anti-Corruption Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	
KA-R-019, 021, 022*, 025, 026, 028, 029	RoL Mentor to the Ministry of Interior, Anti Corruption (AC)	

Job Description

The Mentor to the Ministry of Interior (Anti-Corruption – AC) shall assist the Chief of Anti-Corruption Unit in all relevant areas in the Anti-Corruption efforts undertaken by the Mission. Reporting to Chief of Anti-Corruption Department, he/she will be responsible for:

Main Tasks and Responsibilities

- Conduct mentoring for the Anti-Corruption Mobile Teams, in Kabul and in the regions, in all investigations, inspections and activities, and liaison with the AC Prosecutors;
- Work as part of a team to provide technical advice on transparency and accountability measures to the Ministry of Interior (MOI) and advise on the development of national and sector policies, in close cooperation with the Mobile AC Team Leader;
- Advise in relevant areas, such as criminal investigation techniques, corruption case studies and white-collar crime, bribery & financial investigations, case planning & management, police-prosecutor cooperation, strategies of covert surveillance & the handling of case materials & evidence;
- Collaborate closely with the Anti-Corruption Unit within the AGO, NTM-A and ISAF and other external partners on all intelligence related AC matters;
- Report to the Chief of Anti-Corruption Unit on a daily and weekly basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Chief of Anti-Corruption Department.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences or 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 **5 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, with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

- A minimum of five years experience in police operational environment.
- Experience with project management and proposal writing;
- Experience in the field of anti-corruption;
- Knowledge in the field of procurement;
- Excellent oral and written communications skills.
- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;

- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

Component/Department/Unit	Location	Employment Regime
Rule of Law Component (RoL) / Anti-Corruption Department	Kabul	Seconded
Position Code	Position Name	
KA-R-030, 031, 033, 035	RoL Mentor to the Attorney General's Office, Anti Corruption (AC)	

Job Description

The Mentor to the Attorney General's Office shall assist the Chief of Anti-Corruption Unit in all relevant areas in the Anti-Corruption efforts undertaken by the mission. Reporting to the Chief of Anti-Corruption Department, he/she will be responsible for:

Main Tasks and Responsibilities

- Identify and advise Attorney General's Office on activities where the EU Police Mission can make strategic differences in enhancing criminal investigations led by prosecutors ;
- Consolidate EU activities pertaining to the criminal justice sector, especially on efforts to support the reform of criminal investigations, prosecutions and police - prosecutor cooperation;
- Provide strategic input into the reform of criminal procedures and restructuring relevant judicial or investigative institutions and bodies;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Cooperate closely with the EC programs and other national and international stakeholders in the law enforcement and justice sector;
- Facilitate the process of Police-Prosecutor Cooperation;
- Address the basic substantial and criminal legislation, including the immediate operational needs of the prosecution service and the police to resume their functions respecting international standards;
- Plan measures to support effective ratification of the international conventions and other instruments dealing with human rights, judicial cooperation, corruption and money laundering;
- Undertake any other tasks required by the Chief of Anti-Corruption Department..

Qualifications and Experiences

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 5 years of relevant and proven full-time professional experience.

Specification of experience

- Relevant experience of minimum five years in an operational environment of criminal investigation or prosecution;
- Experience specialized in Criminal or Procedural Law, International Relations or other related matters;
- Experience working as a Judge, Practicing lawyer, Legal Trainer, Ombudsman officer or capacity building, institutional reform, in developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation – is an advantage;
- Good knowledge of judicial reform process and the functions and practices of criminal procedures including criminal investigation and prosecution.

Advantageous

- Experience with project management and proposal writing;
- Experience in the field of anti-corruption;
- Knowledge in the field of procurement;
- Excellent oral and written communications skills;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Anti-Corruption Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-038	RoL Training Adviser, Anti-Corruption (AC)	

Job Description

The Rule of Law Training Adviser (Anti-Corruption Unit) will support the Chief of Anti-Corruption Unit in all training relating to the Anti-Corruption efforts undertaken by the Mission. Reporting to the Chief of Anti-Corruption Departmentt, he/she will be responsible for:

Main Tasks and Responsibilities

- Provide training advisory, mentoring and monitoring support to Attorney General Office (AGO) and Ministry of Interior (MOI) training departments;
- Advise/mentor and monitor AGO and MOI training departments on development and implementation of training strategies, programs as part of a national strategy;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Network and build relationships with other international and national organizations that develop and implement justice sector training;
- Prepare and deliver training packages as directed by the Chief Anti-Corruption Unit;
- Liaise closely with the EUPOL Training Component (ETC) ensuring a corporate approach to training;
- Undertake other tasks as required by the Chief of Anti-Corruption Department.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Police Science or 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 **5 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 **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of training for a range of audiences.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Experience with project management and proposal writing;

- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL) / Justice Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-055*	Justice Expert (JUS)	

Job Description

The Justice Expert shall assist the Chief of Justice Department in certain aspects connected to the implementation of efforts in the area of improving cooperation and coordination between the police and the judiciary (Strategic Objective 5) undertaken by the Mission. Reporting to the Chief of Justice Department, he/she will be responsible for:

Main Tasks and Responsibilities

- Conduct reviews and analysis of mission objectives-relevant existing Afghan criminal legislation;
- Contribute through a consultative and analytical process to policy development, standard-setting and the progressive development of Afghan law;
- Identify inconsistencies in Afghan laws, particularly those governing investigative authority, disciplinary enforcement, accountability and oversight, roles and responsibilities between police and prosecutors and the administration of the Ministry of Interior;
- Support MoI legal officers, Ministry of Justice officials, and other relevant stakeholders in drafting legislation related to all aspects of the justice system and its institutions;
- Recommend strategies for the harmonization of existing and new legislation and high-level policies and procedures, and their compliance with superior Afghan legislation and international law;
- Support meaningful institutional and legal reform and development, within the Ministry of Justice, the Judiciary and Ministry of Interior, Criminal Law reform Working Group, inter alia;
- Engage in broad-based stakeholder (Afghan and international) consultations, including the NATO Training Mission-Afghanistan (NTM-A), the International Police Coordination Board (IPCB), donors and Justice Institutions involved in NPP 5 Law and Justice for All, and others;
- Assist in the implementation of a broad range of justice projects;
- Report to the Chief of the RoL Justice Unit on a regular basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Chief of Justice Department.

Qualifications and Experiences

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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Relevant experience of minimum five years could include: experience as a legal analyst, practicing lawyer, public prosecutor or criminal/police investigator, judge, ombudsman officer, and so on; having worked on developing legislative framework and judicial institutions in a Member or Contributing State and/or in a developmental, transitional or post-conflict situation;
- Good knowledge of judicial reform processes and the functions and practices of criminal procedures including criminal investigations and prosecution.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Broad international professional experience;
- Experience developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Justice Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	
KA-R-058	RoL Training Adviser, Justice (JUS)	

Job Description

The Rule of Law Training Adviser, Justice will support the Chief of Justice Department within the Mission's Rule of Law Component. Reporting the Chief of Justice Department, he/she will be responsible for:

Main Tasks and Responsibilities

- Provide training , mentoring and monitoring support to Attorney General's Office (AGO), Ministry of Interior (MoI) training department and Ministry of Justice (MoJ);
- Advise/mentor and monitor AGO, MoI and MoJ training departments on development and implementation of training strategies and programs as part of a national strategy;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Network and build relationships with other international and national organizations that develop and implement justice sector training;
- Prepare and deliver training packages as directed by the Chief Justice Unit;
- Liaise closely with the EUPOL Training Component (ETC) ensuring a corporate approach to training;
- Undertake other tasks as required by the Chief of Justice Department.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences or 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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of training for a range of audiences.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience;

- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Rule of Law Component (RoL)/ Gender & Human Rights Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-012	Chief of RoL Mentors/Advisers , Gender & Human Rights (GHR)	

Job Description

The Chief of Mentors/Advisers (Gender/Human Rights) shall be responsible for overseeing the implementation of all human rights and gender mainstreaming efforts undertaken by the Mission. Reporting to the Head of RoL Component, he/ she will be responsible for:

Main tasks and responsibilities

- Lead and manage the Gender and Human Rights Unit within the EUPOL RoL component;
- Lead a team of experts that provide the Ministry of Interior/ Afghan National Police technical advice on capacity and institution building and administrative reform in the field of human rights, children rights and gender mainstreaming;
- Closely work with the EUPOL components and regional Field Office Mentors/Advisers to ensure a coherent countrywide approach on human rights and gender projects;
- Collaborate closely with the Inspector General's Office, Criminal Investigation Department, Afghan Independent Human Rights Commission and other external partners;
- Lead project networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as EU Delegation & EUSR, EU member states, UNAMA, UNDP and other entities;
- Undertake any other duties as required by the Head of RoL Component.

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 **8 years** of relevant and proven full-time professional experience.

Specification of Experience

- Relevant experience of minimum eight years, out of which four at management level includes: experience in developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation or experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, practicing lawyer, Ombudsman officer in the areas of human rights, children rights and gender issues etc;
- Experience in managing police and/or judicial reform programs, resource mobilization, monitoring and evaluation, as well as process facilitation ;
- Experience in human rights development and gender issues in an international context

Advantageous

- Post-graduate or master studies in criminal or procedural law, international law, international relations or other related matters;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Gender & Human Rights Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	
KA-R-043*, 044, 045*	RoL Mentor to the Ministry of Interior, Gender & Human Rights (GHR)	

Job Description

The Mentor to the Ministry of Interior (Gender and Human Rights) shall assist the Chief of Mentors/Advisers (Gender and Human Rights) in all aspects connected to the implementation of all human rights and gender mainstreaming efforts undertaken by the Mission. Reporting to the Chief of Mentors/Advisers Gender and Human Rights Department, he/ she will be responsible for:

Main Tasks and Responsibilities

- Work in a team of experts to provide technical advice on capacity and institution building and administrative reform in the field of human rights and gender within the Ministry of Interior and the Afghan National Police, and support its countrywide implementation;
- Collaborate closely with the Department of Gender and Human Rights (Ministry of Interior), Inspector General's Office, Criminal Investigation Department and other external partners;
- Networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as UNDP/LOTFA, the Afghan Independent Human Rights Commission, Afghan Civil Society and others;
- Undertake any other tasks required by the Chief of Mentors/Advisers Gender and Human Rights Department.

Qualifications and Experiences

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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Experience in institution building, administrative procedures and administrative reform in a Member State or/and in a developmental, transitional or post-conflict situation;
- Experience in human rights and gender concepts;
- Experience in project management in the field of Rule of Law.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;

- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-128	Head of Field Office Component (FC)	

Job Description

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

Main tasks and responsibilities

- Work in close cooperation with the Heads of all Mission components;
- Managerial responsibility over the day-to-day operations and administration of the Field Office Component;
- Monitor, manage and support field offices in developing rational operational plans and ensuring their subsequent implementation is on time and on task;
- Line Manager for the Heads of Field Offices;
- Provide the field offices with and/or facilitating professional guidance with a view to effectively supporting all elements of the field office for delivery of maximum results;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations, including, but not limited to, representatives of the Government of Afghanistan (GoA), ISAF, CSTR-A, NTM-A, Provincial Reconstruction Teams, UNAMA, key NGOs, etc ;
- Undertake frequent travel to the field offices
- Undertake any other tasks required by Deputy Head of Mission.

Qualifications and experience

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 **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 **12 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one 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;

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-129	Deputy Head of the Field Office Component (FC)	

Job Description

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

Main tasks and responsibilities

- Work in close cooperation with all elements of the Mission components;
- Deputizing for the Head of the Field Office Component;
- Managerial responsibility over the day-to-day operations and administration of the Field Office Component;
- Monitor, manage and support field offices in developing operational plans and ensuring their subsequent implementation is on time and on task; and
- Line Manager for the FC staff;
- Provide field offices with and/or facilitate professional guidance with a view to effectively supporting all elements of the field office for delivery of maximum results;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations, including, but not limited to, representatives of the Government of Afghanistan (GoA), ISAF, CSTR-A, NTM-A, Provincial Reconstruction Teams, UNAMA, key NGOs, etc ;
- Undertake frequent travel to the field offices;
- Undertake any other tasks required by Head of Field Office Component.

Qualifications and experience

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 **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 **12 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one 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;

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-132*	Staff Officer in Field Office Component	

Job Description

FC Staff Officer shall assist the Head of the Field Office Component in overseeing the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, CID, Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights&Gender) in key regional field offices. Reporting to the Deputy Head of Field Office Component, and will be responsible for:

Main Tasks and Responsibilities

- Acting as the main point of contact for supporting regional field offices in developing rational operational plans and ensuring their subsequent implementation is on time and on task;
- Providing field offices with and/or facilitating professional guidance with a view to effectively supporting all elements of the Mission's mandate and its six strategic objectives for delivery of maximum results;
- Undertaking detailed monitoring of field office progress on the Mission's six strategic objectives;
- Gathering and storing information from the regions and develop routines for systematic correspondence with regions;
- Undertaking analytical reporting;
- Establishing and managing professional working relationships with other EU actors as well as national, international and multinational organisations;
- Assisting the Head and the Deputy Head of Field Office Component on the appointment and (re-) deployment of personnel to address Mission needs;
- Deputising for other Staff Officers within the Component;
- Assisting the Head and the Deputy Head of Field Office Component with the execution of all the activities related to the field offices;
- Undertaking frequent travel to the provinces;
- Undertaking any other tasks required by Head or the Deputy Head of Field Office Component.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and 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 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.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate 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;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-106, 107	Administrative Officer in Field Office Component	

Job Description:

The Administrative Officer shall under the overall guidance of the Head of Field Office Component manage administrative duties in support of the Mission mandate. Reporting to the Deputy Head of the Field Office Component, will be responsible for:

Main Tasks and Responsibilities:

- Acting as a link between EUPOL HQ Kabul and the field office.
- Projects, Transport, CIS and Logistics according to the requirements of EUPOL HQ and the needs of the field office.
- As required, to ensure accuracy, verify reports, data and information in the field office reporting structure.
- Management of documentation and correspondence relating to the arrival, deployment, redeployments, extensions, leaves, performance evaluations and end of mission of the international staff members at the field office.
- For financial and budgetary issues the Administrative Officer will accept instructions from and report to the relevant departments in Mission Support .
- Maintain and update the organisation chart illustrating the field office structure and personnel.
- Responsible for keeping all documentation and records in a secure, organised system, ensuring the security and integrity of document management systems, and archiving in coordination with EUPOL HQ.
- Responsible for national staff issues in the field office including assisting with recruitment, and national staff administrative tasks.
- Liaise and cooperate on financial issues with relevant actors between the field office and EUPOL HQ.
- Ensures that the use of Mission assets is done in compliance with the relevant policies and procedures
- Identify needs for specific goods and/or services required and prepare technical specifications.
- To develop and coordinate local procurement requirements, in coordination with relevant actors at EUPOL HQ. Ensure the effective management of databases, assets, consumables, inventories and lists of equipment.
- Ensure adequate stocks of supplies and pre-plan deliveries future needs
- Organize meetings and presentations.
- Write minutes of meetings and maintain updates of related tasks.
- Coordinate internal communication within the field office.
- Perform other related tasks as required by the Head or Deputy Head of Field Office.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Business or Public Administration, Law, Economics or Finance, Project management or Police Sciences 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** Business or Public Administration, Law, Economics or Finance, Project management or Police 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 **5 years** of relevant and proven full-time professional experience.

Specification of Experience

- Above-mentioned experience should be in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics and CIS;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component(FOC)/ Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-003*, 012, 014	Field Office Police Mentor/Adviser	

Job Description

The Field Office Mentor/Adviser (Police) will assist the Head of Field Office through effective and efficient mentoring and advising, in all aspects connected to the area of specialization. These actions will be conducted in compliance with the guidelines of the L Afghanistan Mandate. Reporting to Sr. Mentor/Adviser (Police) of Field Office and will be responsible for:

Main Tasks

- Support the Sr. Mentor/Adviser (Police) in all aspects related to the performance of mentoring, advising, training and monitoring activities in various fields such as Criminal Investigation, Intelligence Led Policing, Command Control and Communication and general police duties;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Ensure a coherent rollout and implementation of the Mission mandate according to the OPLAN;
- Undertake any other tasks required by the Sr. Mentor/Adviser (Police) of the Field Office.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in relation to either Command, Control and Communication, Intelligence-led Policing or Criminal Investigation.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;

- Adequate knowledge of the international law concerning human rights;
- 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;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC) / Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-003, 004	Field Office RoL Mentor/Adviser, Justice	

Job Description

The Field Office RoL Mentor/Adviser (Justice) will assist the Head of Field Office in all aspects connected to Police-Justice Cooperation Unit area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Sr. RoL Mentor/Adviser, and will be responsible for:

Main tasks and responsibilities

- Support the Sr. Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Justice;
- Closely cooperate with the Police-Justice Cooperation Unit (through the Chief of Mentors - Anti-Corruption- Attorney General's Office and/or Chief of Mentors - Justice), the Advisor will report to the Head of Field Office on implementation, development and results of the activities undertaken in delivery against the EUPOL Mission's programmatic strategic objectives;
- Ensure a coherent rollout and implementation of the Mission mandate according to the OPLAN;
- Engage directly with the chief prosecutor's office and chief of police's office through mentoring and advising them in police-prosecution coordination issues;
- Conduct regular training sessions towards investigatory and trial advocacy skills with criminal prosecutors, judges and investigative police relevant to the territorial jurisdiction of the field office;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Deliver other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Assist the Police-Justice Cooperation Unit in programme monitoring and reporting to ensure analysis of the role of informal/customary justice in the designated province and identifying areas for potential coordination and cooperation with the formal justice system;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Liaise with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, local government; officials, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations, and customary and traditional law actors;
- Undertake any other tasks required by the Senior RoL Mentor/Advisor.

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 **5 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 **8 years** of relevant and proven full-time Police experience.

Specification of experience

- Above mentioned experience should be as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing legislative framework and judicial institutions in a Member State and/or in a developmental, transitional or post-conflict situation;
- Or: experience from developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Field Office</u>	<u>Location</u>	<u>Staff Regime</u>
Field Office Component (FOC)/ Field Office Herat	Heart	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-029	Head of the Field Office Herat	

Job Description

The Head of Field Office will oversee the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, CID, Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights and Gender) in their respective field office. Reporting to the Head of the Field Office Component, will be responsible for:

Main Tasks and responsibilities

- Provide leadership and guidance to all field office staff;
- Reporting to the Field Office Component on the development and results of the activities undertaken in delivery against the Mission's programmatic strategic objectives and action plans;
- Overseeing provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and field office administration;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Line Manager for the Deputy Head of Field Office;
- Representing the Mission by facilitating the establishment, building of, and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations,
- Undertake any other tasks required by the Head of the Field Office Component.

Qualifications and experience

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 **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 **12 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.

EUPOL AFGHANISTAN

<u>Component/Field Office</u>	<u>Location</u>	<u>Staff Regime</u>
Field Office Component (FOC)/ Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-030	Deputy Head of the Field Office Herat	

Job Description

The Deputy Head of the Field Office will assist the Head of the Field Office in overseeing the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, CID, Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights and Gender) in their respective field office. Reporting to the Head of the Field Office, will be responsible for:

Main Tasks and responsibilities

- Deputize for the Head of the Field Office;
- Support the Head of the Field Office in the performance of his/her duties;
- Provide leadership and guidance to the Field Office staff;
- First Line Officer for Sr. Mentor Advisors and support staff at the field office;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Representing the Mission by facilitating the establishment, building of , and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Mentor and advise ANP Commanders and Commissioned Officers in improving their managerial capabilities and general comprehension of tasks and responsibilities related to their functions;
- Mentor and advise ANP Commanders and Commissioned Officers in enhancing their comprehension of democratic policing as well as in elaborating and implementing best practices ;
- Maintain continuous liaison with the other Mentors deployed within the same ANP Command area of responsibility;
- Undertake any other tasks required by the Head of the Field Office in support of the Mission's Strategic Objectives; and
- Undertake any other tasks required by the Head of the Field Office.

Qualifications and experience

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 **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 **12 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;

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC) / Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-040	Field Office Police Mentor/Adviser	

Job Description

The **Field Office Police Mentor/Adviser (Police)** will assist the Head of Field Office through effective and efficient mentoring and advising, in all aspects connected to the area of specialization. These actions will be conducted in compliance with the guidelines of the EUPOL Afghanistan Mandate. Reporting to Sr. Police Mentor/Adviser of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Sr. Mentor/Adviser (Police) in all aspects related to the performance of mentoring, advising, training and monitoring activities in various fields such as Criminal Investigation, Intelligence Led Policing, Command Control and Communication and general police duties;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Ensure a coherent rollout and implementation of the Mission mandate according to the OPLAN;
- Undertake any other tasks required by the Senior Police Mentor/Adviser.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and 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 **8 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 **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in relation to either Command, Control and Communication, Intelligence-led Policing or Criminal Investigation.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;

- Adequate knowledge of the international law concerning human rights;
- 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;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC)/ Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-017	Field Office Senior Rule of Law Mentor/Adviser	

Job Description

The Field Office Senior Mentor/Adviser to the Regional and Provincial Chief Prosecutors and Chief Judges performs mentoring and advising duties in support of the implementation and development of the Afghan Judicial System at both the strategic and operational levels. The Senior Mentor/Adviser shall supervise, coach and coordinate the other Mentors/Advisors (RoL) in the Field Office. Reporting to the Deputy Head of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Advising counterparts in public institutions on justice related matters with strategic relevance to the Mission mandate and objectives;
- Mentor and advise mentees in: improving their planning, management, training and performance capabilities in the identified areas; and
- in developing a fair and legal orientated Judicial System in their region via the objectives of EUPOL.
- Provide technical advice on capacity and institution building and administrative reform in the field of police-justice cooperation, legal affairs and reform, legal aid, and other justice matters ;
- Delivering other programs aimed at enhancing the awareness of, and adherence to, gender equality, children's rights, defense rights and other human rights principles and standards within competent ANP and Justice institutions;
- Identify projects in cooperation with Afghan counterparts and implement them;
- Collaborate with other EUPOL, national and international actors in regards to the coordination of EUPOL justice work ;
- Supervise, coach and coordinate the Field Office RoL Mentor/Advisors in initiating, elaborating and developing strategies and plans, which will strengthen the development of the Afghan Judicial System and institutions in line with the Mission mandate and objectives ;
- First Line Manager for the Field Officer Mentor/Advisors (RoL) ;
- 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 and Afghan Judiciary 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 University degree in law and/or criminal justice and/or police 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 **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: judicial reform processes; the functions and practices of criminal procedures, including criminal investigation and prosecution; and as Judge, lawyer or Public Prosecutor, or Criminal/Police Investigator or, Ombudsman officer.

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;
- Experience developing legislative framework and judicial institutions in a Member State and/or in a developmental, transitional or post-conflict environment.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC) / Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-022*	Field Office RoL Mentor/Adviser, Justice	

Job Description

The Field Office RoL Mentor/Adviser (Justice) will assist the Head of Field Office in all aspects connected to Police-Justice Cooperation Unit area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Sr. RoL Mentor/Adviser and will be responsible for:

Main Tasks and Responsibilities

- Support the Sr. Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Justice;
- Closely cooperate with the Police-Justice Cooperation Unit (through the Chief of Mentors - Anti-Corruption- Attorney General's Office and/or Chief of Mentors - Justice), the Advisor will report to the Head of Field Office on implementation, development and results of the activities undertaken in delivery against the EUPOL Mission's programmatic strategic objectives;
- Ensure a coherent rollout and implementation of the Mission mandate according to the OPLAN;
- Engage directly with the chief prosecutor's office and chief of police's office through mentoring and advising them in police-prosecution coordination issues;
- Conduct regular training sessions towards investigatory and trial advocacy skills with criminal prosecutors, judges and investigative police relevant to the territorial jurisdiction of the field office;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Deliver other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Assist the Police-Justice Cooperation Unit in programme monitoring and reporting to ensure analysis of the role of informal/customary justice in the designated province and identifying areas for potential coordination and cooperation with the formal justice system;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Liaise with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, local government; officials, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations, and customary and traditional law actors;
- Undertake any other tasks required by the Senior RoL Mentor/Adviser.

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 **5 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 **8 years** of relevant and proven full-time Police experience.

Specification of experience

- Above mentioned experience should be as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing legislative framework and judicial institutions in a Member State and/or in a developmental, transitional or post-conflict situation;
- Or: experience from developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC) / Field Office Herat	Heart	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
PRT-R-024	Field Office RoL Mentor/Adviser, Gender & Human Rights (G & HR)	Expert

Job Description

The **Field Office RoL Mentor/Adviser (HR&G)** will assist the **Head of Field Office** in all aspects connected to **Human Rights & Gender** area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to **Sr. RoL Mentor/Adviser** and will be responsible for:

Main Tasks and responsibilities

- Support the Sr. Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of HR&G;
- Closely cooperating with the EUPOL HQ Human Rights and Gender Unit.
- Engaging directly with the police and justice actors, including, but not limited to key Ministry of Interior counterparts, criminal prosecutors, judges and investigative police corresponding to the territorial jurisdiction of the post through provision of mentoring and advising in strategic human rights and gender equality issues;
- Conducting training, mentoring and advising of police and justice actors, including but not limited to criminal prosecutors, judges and investigative police;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Delivering of other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Liaising with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, relevant government officials, regional, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations;
- Undertaking other relevant tasks required by the Senior RoL Mentor/Adviser.

Qualifications and Experience:

Qualifications and Experiences

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 **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Experience in institution building, administrative procedures and administrative reform in a Member State or/and in a developmental, transitional or post-conflict situation;
- Experience in human rights and gender concepts;
- Experience in project management in the field of Rule of Law.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FOC)/ Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-018	Field Office Reporting Officer	

Job Description

The Field Office Reporting Officer supports and assists the objectives of the Mission in regards to all manner and aspects of reporting. Reporting to the Deputy Head of the Field Office, and will be responsible for:

Main Tasks and Responsibilities

- Produce, review, analyze, edit, disseminate, file and manage all mandatory field office reports ;
- Ensure all reports are handled and maintained in strict accordance with EU security standards;
- Create, file and manage presentations in support of the Field Office ;
- Elaborate on field office plans on behalf of the Head of Field Office, to facilitate achievements of the Mission's priorities and objectives for submission to the Field Office Component ;
- Develop, improve, and implement the planning/reporting methods of the field office ;
- Maintain and update the field office's Benchmarking Matrix in close cooperation with the Head and/or Deputy Head of Field Office and/or relevant field office staff ;
- Support the field office by preparing all documentation regarding development and implementation of new projects according to the objectives of the Mission ;
- Liaise with Field Office Component regarding the strategic direction of the Mission and to ensure all field office reporting activities meet the needs of and are in line with the strategic priorities and specific objectives of the Mission ;
- Attend regular field office meetings and exchanges for optimised coordination and synergy ;
- Attend meetings and exchanges with internal and external partners, as requested by the Head and/or Deputy Head of Field Office, for optimised synergy and related reporting ;
- Follow internal developments relating to the Mission programmes and brief the Head and/or Deputy Head of Field Office accordingly ;
- 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 University degree in social sciences, criminal justice and 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 **11 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

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.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- 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 drafting and reporting skills;
- Proficient computing skills and knowledge of MS Office and databases.