

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

3-2013 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)				
<u>Advertisement for International Seconded/Contracted Staff Members</u>				
Organization:	EUROPEAN UNION POLICE MISSION IN AFGHANISTAN			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
	Ref.	Name of the post	Location	Available on
	SECONDED/CONTRACTED			
	KA-C-021	Project Management Officer	KABUL	ASAP
	KA-C-025	Deputy Senior Mission Security Officer (D/SMSO)	KABUL	ASAP
	KA-C-030	Mission Security Officer (MSO)	KABUL	ASAP
	KA-C-037*	Mission Security Officer (MSO), Analysis	KABUL	ASAP
	KA-C-044	Social Media/Crisis Communication Expert (PPIO)	KABUL	ASAP
	KA-C-045	Head of Mission Support	KABUL	1-Feb-14
	KA-C-050	Information Security Officer	KABUL	ASAP
	KA-C-060	Procurement Officer	KABUL	ASAP
	KA-C-072*	Chief of Technical Services	KABUL	15-Feb-14
	KA-C-088	Personal Assistant to the HoM	KABUL	31-Jan-14
	KA-C-091	CIS Officer, Communications	KABUL	ASAP
	KA-C-092*	CIS Officer, Systems Administration	KABUL	ASAP
	KA-C-094*	CIS Officer, Information Systems	KABUL	ASAP
	KA-R-015	Senior RoL Mentoring Coordinator (RLR)	KABUL	ASAP
	KA-R-024	RoL Mentor to the Ministry of Interior, Anti Corruption (AC)	KABUL	3-Dec-13
	KA-R-039	RoL Curriculum Developer, Anti Corruption (AC)	KABUL	22-Mar-14
	KA-R-046	RoL Training Adviser, Gender & Human Rights (GHR)	KABUL	1-Dec-13
	KA-R-048	RoL Mentor/Advisor to the Ministry of Justice (JUS)	KABUL	ASAP

SECONDED				
	KA-C-002*	Executive Officer	KABUL	4-Feb-14
	KA-C-007 KA-C-008	ISAF Liaison Officer	KABUL	2-Feb-14 4-Feb-14
	KA-C-009*	Head of Strategic Planning, Analysis and Reporting Unit / MAC	KABUL	6-Feb-14
	KA-C-011 KA-C-017	S.P.A.R. Analysis Officer/ MAC	KABUL	22-May-14 ASAP
	KA-C-016	Chief of Planning and Evaluation Unit	KABUL	13-Dec-13
	KA-C-043	Press and Public Information Officer (PPIO)	KABUL	ASAP
	KA-C-098	IPCB-S Senior Coordinator - Police	KABUL	ASAP
	KA-C-099*	IPCB-S Political Advisor	KABUL	ASAP
	KA-C-100	Communication Officer to IPCB-S	KABUL	ASAP
	KA-C-102*	Administrative Officer to IPCB Secretariat	KABUL	ASAP
	KA-P-009	Deputy Head of Police Reform & Professionalisation	KABUL	20-Dec-13
	KA-P-014	AU(C)P: Chief Police Mentor /Adviser (PC3)	KABUL	15-Jan-14
	KA-P-017	AU(C)P: Community Policing Senior Police Mentor/Adviser (ILP)	KABUL	12-Feb-14
	KA-P-022 KA-P-025	Expert to the Ministry of Interior (MoI)	KABUL	ASAP ASAP
	KA-P-057 KA-P-062	Expert in Crime Investigations	KABUL	30-Jan-14 ASAP
	KA-P-076 KA-P-079	Police Expert Community Policing, Field Office Kabul	KABUL	16-Feb-14 ASAP
	KA-R-002	Field Office RoL Expert, Anti Corruption (AC)	KABUL	31-Mar-14
	KA-R-005	Field Office RoL Expert Justice	KABUL	ASAP
	KA-P-012	AU(C)P: Chief Police Project Adviser	KABUL	7-Apr-14
	KA-P-050	Expert Intelligence Led Policing (ILP)	KABUL	30-Jan-14
	KA-P-037	Expert Police, Control, Command and Communication (PC3)	KABUL	16-Feb-14
	KA-P-052	Expert Community Policing - Border Police	KABUL	30-Jan-14
	KA-P-040	Community Policing Mentor/Adviser, Fire and Disaster Police	KABUL	ASAP
	KA-P-085	Head Training Component	KABUL	30-Mar-14
	KA-P-086	Deputy Head Training Component	KABUL	30-Mar-14
	KA-P-087	Training Operations Co-ordinator	KABUL	28-Feb-14
	KA-P-089	Chief of Police Staff College	KABUL	28-Dec-13
	KA-P-094 KA-P-109 KA-P-119	Police Training Adviser (Leadership)	KABUL	31-Mar-14 ASAP ASAP
	P-F-14	Rule of Law Training Adviser	KABUL	13-Oct-13
	KA-P-090*	Chief of Crime Management College	KABUL	13-Apr-14
	KA-R-008	Police Training Adviser (Crime)	KABUL	1-Mar-14
	KA-P-110	Police Training Adviser (General)	KABUL	10-Jan-14
	KA-R-007	Chief of Rule of Law/Technical Training	KABUL	31-Mar-14
	KA-P-125	Programme Officer - Plans Support	KABUL	3-Dec-13
	KA-P-126*	Technical Liaison Officer	KABUL	6-Feb-14
	KA-R-010	Deputy Head RoL Component	KABUL	2-Mar-14
	KA-R-026 KA-R-029	RoL Mentor to the Ministry of Interior, Anti Corruption (AC)	KABUL	ASAP

	KA-R-030 KA-R-035 KA-R-036	RoL Mentor to the Attorney General's Office, Anti Corruption (AC)	KABUL	ASAP
	KA-R-013	Chief of Justice (JUS)	KABUL	ASAP
	KA-R-055	Justice Expert (JUS)	KABUL	ASAP
	KA-R-058	RoL Training Adviser, Justice (JUS)	KABUL	ASAP
	KA-R-012	Chief of RoL Mentors/Advisers, Gender & Human Rights (GHR)	KABUL	11-Dec-13
	KA-R-041 KA-R-044	RoL Mentor to the Ministry of Interior, Gender & Human Rights (GHR)	KABUL	ASAP 31-Dec-13
	KA-P-129	Deputy Head of Field Office Component	KABUL	31-Mar-14
	KA-P-130 KA-P-132	Staff Officer in Field Office Component	KABUL	ASAP 31-Jan-14
	KA-P-107*	Administrative Officer in Field Office Component	KABUL	ASAP
FIELD OFFICES				
	PRT-P-005 PRT-P-010	FO Police Mentor/Adviser	MAZAR-E-SHARIF	ASAP 4-Apr-14
	PRT-R-007	FO Senior RoL Mentor/Adviser	MAZAR-E-SHARIF	31-Mar-14
	PRT-R-003 PRT-R-004	FO RoL Mentor/Adviser Justice	MAZAR-E-SHARIF	31-Dec-13 3-Dec-13
	PRT-R-006	FO RoL Mentor/Adviser Gender & Human Rights	MAZAR-E-SHARIF	31-Mar-14
	PRT-R-001	FO RoL Mentor/Adviser Anti Corruption	MAZAR-E-SHARIF	18-Feb-14
	PRT-P-030	Deputy Head of Field Office Herat	HERAT	2-Dec-13
	PRT-P-038	FO Senior Police Mentor/Adviser	HERAT	31-Mar-14
	PRT-P-031 PRT-P-032 PRT-P-033 PRT-P-035	FO Police Mentor/Adviser	HERAT	ASAP 31-Mar-14 31-Mar-14 31-Mar-14
	PRT-R-018	FO Reporting Officer	HERAT	ASAP
Deadline for applications:	20 November 2013 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form/CV:	cpcc.eupolafghanistan@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC) Mr Juho SÄRKILÄ cpcc.eupolafghanistan@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 States/Invited Third States will be considered. Member States/Invited Third 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) and 9084/13 (30 April 2013). Personnel seconded from Invited Third States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

A. Essential requirements

Member States/Invited Third 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 Invited Third State and full rights as a citizen.

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

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

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

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 States/Invited Third States.

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

Computer Skills – Skills in word processing, spreadsheet and email 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 a 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 States/Invited Third 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 States/Invited Third 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 Member State / Invited 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 EU CI.

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 State/Invited Third 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. CPCC encourages Member States/Invited Third 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 State/Invited Third State will bear any related costs.

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

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN). Based on the outcome of the experimental phase regarding training positions, reporting lines might be subject to revision.

SECONDED/CONTRACTED

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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	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, social or human 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 project management, business or public administration, social or human 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 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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-025	Deputy Senior Mission Security Officer (D/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 Senior Mission Security Officer (SMSO), the incumbent will be responsible for:

Main tasks and responsibilities

- Assist the Senior Mission Security Officer and replace him / her in his / her absence;
- Be responsible for establishment and implementation of security requirements, recommendations and safety instructions;
- Assess the threat level and assist the Senior Mission Security Officer in maintaining and updating the EUPOL Afghanistan Mission Security Plan (MSP), SOP's and contingency plans;
- Ensuring that plans for relocation/evacuation are current and able to be implemented at short notice;
- Ensure that all security equipment is kept up-to-date and in a state of operational readiness;
- Conduct regular security drills, communication tests and evacuation exercises;
- Provide briefings on matters affecting security of mission members and ensure that they are properly prepared for emergencies;
- Liaise and co-operate closely with other international organizations and national law enforcement agencies working in the field for security;
- Provide comprehensive reports on all incidents affecting the mission and mission members, and initiate necessary follow up action with appropriate authorities;
- Ensure the protection of EU classified information;
- Elaborate precise and accurate reports concerning information received which impacts upon the mission and mission members, initiating appropriate analyses and assessments of all pertinent information;
- To work in close cooperation with the Department of Administration in matters related to the purchasing of necessary security related equipment and services;
- Elaborate security situation reports and risks assessments for the PRTs for each mission field office;
- Supervise and give the approval on security matters to each PRT field team mission/travel plan;
- Conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role;
- undertakes 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, or Security, 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 5 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 specialised 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission / Mission Security Department	Kabul, mission wide	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-030	Mission Security Officer (MSO)	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 will be responsible for:

Main Tasks and Responsibilities

- Implement security requirements for EU-led civilian crisis management operations ;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures ;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be 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 organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside ;
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities ;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information ;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission ;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analyzing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation ;
- Report and assist the SMSO on the security level and state of alert for the mission staff ;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases ;
- Travel countrywide and conduct security duties in PRTs as well ;
- Undertake any other related tasks as required by the 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, or Security, 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 or Security, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- Above mentioned professional experience must be progressively at management level in the civilian security sector in the military/police;
- Professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as a Mission Security Officer, particularly in crisis areas with multi-national and international 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);
- Civilian driving license class C.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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 or Security, 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 or Security, 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);

EUPOL AFGHANISTAN

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

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 EUPOL'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

Successful completion of a full course of university studies attested by a degree in Media, Communications or Journalism, 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 Media, Communications or Journalism 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.

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.
- 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

- Master's degree in Media, Communications or Journalism;
- A Degree in Education and/or an internationally recognised training qualification.
- Strategic qualifications in (Police) Management and Leadership.
- Membership of a relevant Professional Body

Experience

- 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.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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 Mission mandate. He/She directly reports to the Head of Mission and will be responsible for:

Main tasks and responsibilities

- Defining the administrative requirements of the mission, including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services
- For the output and performance of the Mission Support Units
- Providing leadership and guidance to the Chiefs of the different Mission Support functions
- Coordinating on strategic and operative mission support matters with internal, external and relevant EU functions
- The command and coordination of all Mission Support matters
- Giving advice to Mission Command, and developing inter-unit plans coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters
- Leading the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics
- Ensuring that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules
- Leading the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions;
- Monitoring and directing 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
- Assisting and advising, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues
- Studying and proposing operational and management decisions that have the objective to increase the efficiency of the mission service
- Producing, coordinating and deciding about plans and reports related with the mission activities, namely related with the organisation and administrative services.
- Establishing sound financial management and effective internal control systems in compliance with the standards set by the European Commission
- Assuming the coordination of the administrative issue related to the regional offices of the Mission
- Undertaking 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 Business Administration, Economics, Law, Public Administration, Finance/Accounting or directly related field, where the normal duration of university education in the country awarded is four (4) years or more. Senior expert with minimum 5 years management experience in the field and at least 10 years of overall

professional experience related to the post.

Advantageous

- Sound experience in leading administration, HR and financial management activities.
- Experience in planning and implementing projects;
- Experience in EU financial management and EU procurement rules;
- Ability to perform under stress and in difficult circumstances;
- Experience serving as a manager in a multi-disciplinary administrative department preferably in a CSDP mission.

Languages

- Very good level of written and spoken English

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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 Assistant Level (MSAL)

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 develops 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

Level of secondary education attested by a diploma giving access to post-secondary education in IT or communications with at least 6 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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-060	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 FPI.3 in the field of procurement for the mission;
- Develop professional relationships and work partnership with the EEAS Security Department 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 EU Delegations, CSDP and other international missions 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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-072*	Chief of Technical Services	Expert

Job Description

The Chief of Technical Services 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

- Plan, analyze, design, program and implement all aspects of Technical Services needs of the Mission in cooperation and coordination with relevant members of the Team;
- Exercise managerial and supervisory control over all Technical Services elements– Logistics, Fleet Management and Workshop – required by the mission;
- Develop the Technical Services systems necessary for reaching the main objective of the Mission and suitable for the needs of all personnel;
- Coordinate and manage the distribution and reallocation of resources provided for the Mission, ensuring systems in place for replacement and repair;
- Ensure accuracy and comprehensive policies and guidelines to the logistics aspects;
- Identify needs of goods and/or services specifically required for its area of responsibility and technically define the appropriate requirements of the means required to cover these needs and participate, as appropriate, in the correspondent processes to procure these goods and services;
- Coordinate the provision of material and office space;
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action;
- Deputise for the Head of Mission Support when necessary;
- 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 Business or Public Administration, Logistics, Engineering, Legal or Economic 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

At least 5 years of management experience in Technical Services.

Advantageous

- To possess a very good understanding of the operations in all the Sections under his/her command;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Proven ability to lead a multifunctional team;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources;
- Good awareness of different product and services markets and industrial business network;

- Good working knowledge of MS Office (Word, Excel, Access, Power Point);
- Experience in planning and implementing projects and in EU procurement processes and regulations.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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 Assistant 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

Level of secondary education attested by a diploma giving access to post-secondary education in Public Administration or Social Sciences with at least 6 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.

EUPOL AFGHANISTAN

<u>Department</u>	<u>Location</u>	<u>Staff Regime</u>
Mission Support Unit (MSU) Communication & Information Systems (CIS) Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-091	CIS Officer (Communications)	Mission Support Assistant Level (MSAL)

Job Description

The position is located in the Communications Unit of the CIS Department. This unit supports the EUPOL Mission by procuring, installing, and maintaining equipment and systems for radio and satellite communications, video and conference services, and specialised systems for vehicle tracking and close protection. The Communications Unit also provides training on telecommunications systems to EUPOL Mission members. As part of the contract management activities of the department, the unit manages licenses and contractors for equipment, works, and services. The Unit proposes and implements telecommunication projects for the Mission in support of the CIS departmental work plan, and assists in the sourcing, acquisition, and procurement for project realisation. The Communications Unit coordinates its work closely with other units in CIS, in particular with the Service Desk.

The Officer will assist the Chief of CIS in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of CIS and under the day-to-day guidance of the Senior Communications Officer, he/she will be responsible for:

Main Tasks

- 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.
- 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, fault finding, and repairs on communications installations.
- Provide support for mission telephony systems including PABX, digital PSTN, IP telephony and videoconferencing, and GSM equipment.
- 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.

- Good knowledge of and hands-on installation/repair experience with 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.
- 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, operation, installation, and support.

Advantageous

- Good knowledge of and experience with electronic counter measures (ECM) systems and force tracking/navigation 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.
- Relevant industry certifications and training in the aforementioned technologies and systems.
- 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.
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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-092*	CIS Officer (Systems Administration)	Mission Support Assistant Level (MSAL)

Job Description

The CIS Officer (Systems Administration) will assist Chief of CIS in fulfilling the duties in support of the EUPOL mandate. Reporting to the Senior CIS Officer, he/she will be responsible for:

Main tasks and responsibilities

- Assist and advise on matters related to server and data systems administration and data centre operations.
- Write technical service or maintenance reports; and operating instructions, guidelines, and procedures for the proper operation of EUPOL's data centres, servers, and data storage 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 data centre equipment, software, works, and services.
- Ensure to maintain an adequate stock of server equipment and spares, and organize repair and replacement of equipment as necessary to maintain operational readiness.
- Perform an accurate administration of EUPOL's Active Directory and identity management services.
- Deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission, including Windows Server, Exchange Server, SQL Server, SharePoint, and Lync.
- Plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the mission.
- To organize the prompt delivery of data centre services and system administration services by assigning the available technical resources, including maintenance and support for standard mission applications.
- Undertake any other related tasks.

Qualifications and experience

Essential

Education and Experience

Level of secondary education attested by a diploma giving access to post-secondary education in Computer Science, Information Technology, Information Systems with at least 5 years of relevant and proven full-time professional experience;

Specification of experience

- A minimum of 5 years of experience in server administration and management of data centre operations.
- 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.
- Demonstrate expert technical skills and hands-on experience in troubleshooting server hardware and

software issues in a Microsoft Windows environment (Windows 7/8, Windows Server 2008 R2/2012, Active Directory, Exchange Server, Lync Server and SharePoint Server).

- Proven experience with HP Blade Server technology and VMWare virtualization solutions.
- Experience with High-Availability configurations and migration to cloud-based services.

Advantageous

- A combination of other relevant industry certification including: IT service management (e.g. ITIL V3/Foundation/Practitioner); project management (PMP, PRINCE2); and Cisco certifications, is a strong asset.
- Demonstrate strong project management skills and practical experience with project management tools.
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations
- 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 IT systems configurations
- International experience, particular 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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 Management Level (MSML)

Job Description

The position is located in the Information Systems Unit (ISU) of the Communications and Information Systems Department (CIS) of EUPOL. The Unit develops and maintains the content and collaboration architecture, which is the central platform of information services and collaboration tools for the EUPOL mission. Furthermore, the ISU oversees and manages the full software development life-cycle of business applications, including analysis, design, development, implementation, and support. Contributing to the departmental results of CIS, the ISU activities aim to strengthen information sharing, improve the flow of information, communication, and collaboration throughout the Mission at all levels, and to enable work processes innovation and optimization. The Unit assists in the sourcing, acquisition, and contracting of systems, products and services for the fulfilment of its work plan, and coordinates its work closely with other units in the department, in particular with the Service Desk.

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.
- To perform any other duties related to his/her assignment.

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 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 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 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.
- 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).

Advantageous

- 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 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 organizations, 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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-015	Senior RoL Mentoring Coordinator (RLR)	Expert

Job Description

The Senior RoL Mentoring Coordinator will assist the Head of RoL Component through the Head of RoL Reform in all aspects connected to mentoring, advising 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 mentors deployed in the RoL Units such as at the Ministry of Interior, Ministry of Justice, Attorney General's Office, in particular through the conducting of regular debriefs and weekly team meetings;
- Assisting the Head of RoL Component through the Head of RoL Reform in the overall direction of RoL mentoring and advising activities;
- Liaising with the Chiefs of RoL Units and cooperating closely with Afghan counterparts to identify mentoring, advising and institutional reform projects falling under the EUPOL RoL Strategic Objectives;
- Contributing to the implementation of mentoring activities through the RoL mentors deployed in the RoL Component in close liaison with the relevant Chiefs of Unit, in particular by 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 RoL Component including details of mentees, mentoring topics, and follow-up.
- Closely coordinating RoL mentoring activities with EUPOL's substantive components (in particular by tying mentoring activities to existing or future training 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 mentors, to assist with ensuring a coherent countrywide approach on EUPOL RoL mentoring;
- Networking and building relationships with other international and national organisations that develop and implement justice sector mentoring;
- Generating reports to Head of RoL Reform as required;
- Undertaking any other tasks required by the Head of Component RoL or Head of RoL Reform in support of the objectives of the mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law, Public or Business administration, Pedagogic sciences, International relations 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 4 years of relevant and proven full-time professional experience;

OR

Equivalent education in Police Academy, preferably in Criminal Police, Procedural Law, International Law

and at least 4 years of relevant and proven full-time experience.

- Relevant experience of minimum 4 years, out of which three at management level could include: 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 advising, institutional reform, law or policing, appropriate responsibilities at upper and strategic decision level;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing desirable;
- Excellent oral and written communication skills (English).

Additional Requirements

- 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 mentors;
- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Rule of Law Component (RoL)/ Anti-Corruption Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-024	RoL Mentor to the Ministry of Interior, Anti Corruption (AC)	Expert

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 Head of ROL Component and Chief of Anti-Corruption Unit in support of the objectives of the Mission;

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law or equivalent Police Academy training, preferably in Criminal Police, Procedural Law, International 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;

- Relevant experience of minimum five years in police operational environment;
- Experience with project management and proposal writing desirable;
- Experience in the field of anti-corruption is an advantage;
- Knowledge in the field of procurement is an advantage;
- Excellent oral and written communications skills (English).

Additional Requirements

- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Rule of Law Component (RoL)/ Anti-Corruption Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-039	RoL Curriculum Developer, Anti-Corruption (AC)	Expert

Job Description

The Rule of Law Curriculum Developer (Anti-Corruption Unit) will support the Chief of RoL Anti-Corruption Unit with all training relating to anti-corruption efforts undertaken by the mission. Reporting to the Chief RoL Anti-Corruption Department, he/she will be responsible for:

Main Tasks and Responsibilities

- Conducting planning, development and delivery of training to support justice institutions including the Attorney General's Office (AGO), the Ministry of Justice (MoJ), as well as the Ministry of Interior (MOI);
- Supporting need assessment of national institutions capacities and advising on means of integrating anti-corruption requirements into training strategies;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Advising/mentoring and monitoring the national institutions on the design, development and delivery of Anti-Corruption training;
- Preparing and implementing training monitoring plans and systems to ensure fitness to purpose;
- Networking and building relationships with other international and national organizations that develop and implement Anti-Corruption training for justice and police institutions;
- Liaise closely with the EUPOL Training Component (ETC) ensuring a corporate approach to training;
- Undertaking 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 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 education for a range of audiences;
- Professional experience working with human rights standards and international instruments.

Advantageous

- Experience with project management and proposal writing;
- 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.

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/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post category</u>
KA-R-046	RoL Training Adviser Gender & Human Rights (GHR)	Expert

Job Description

The Rule of Law Training Adviser, Gender & Human Rights will support the Chief of Mentors/Advisers Gender and Human Rights Department in all training relating to the Gender and Human Rights 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

- 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 relevant 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 of Gender and Human Rights Unit;
- Liaise closely with the EUPOL Training Component ensuring a corporate approach to training;
- Undertake other tasks as 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 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.

Specification of experience

- Experience in development and delivery of training for a range of audiences;
- 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>Staff Regime</u>
Rule of Law Component (RoL) /Justice Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-048	RoL Mentor/Adviser to the Ministry of Justice (JUS)	Expert

Job Description

The Mentor to the Ministry of Justice shall assist the Chief of the 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 undertaken by the Mission. Reporting to the Chief of Justice Department, his/her Main Tasks and Responsibilities will include:

Main Tasks and Responsibilities

- Work in a team of experts to provide technical advice on capacity and institution building and reform in the field of justice and criminal law reform within the Ministry of Interior, the Afghan National Police, the Attorney General’s Office, the Ministry of Justice and/or the Supreme Court, and supporting its countrywide implementation, particularly in one or several of the following areas:
- Assist in the enhancement of cooperation between police and other justice officials (e.g. prosecutors, judges, defence lawyers);
- Advise on measures to support the effective ratification of international conventions within the police and the prosecution service;
- Advise the Ministry of Justice (MoJ) Legislative Department on concepts, strategies and legislative alternatives, in particular focusing on the reform of criminal laws and police related legislation, training, and other measures aimed at the enhancement of mechanisms to ensure efficiency and effectiveness in improving the criminal justice system;
- Support the MoJ in its task of legal awareness raising and work with MoJ/MoI on strengthening the linkages between police/ANP and the legal aid system;
- Familiarise, assess and advise the MoI/Central Prison Department with the operational concept and legal framework concerning pre-trial detention and other relevant practices relating to deprivation of liberty before conviction;
- Support the MoJ Legal Aid Office in structural reforms and in awareness raising campaigns on defence rights and rights of the accused targeting police and justice institutions;
- Provide technical support to the Ministry of Interior (MoI) Legal Affairs General Department and Office of the Legal Adviser for assessing reform needs on legislation pertaining to policing;
- Collaborate closely with relevant departments in the Ministry of Justice, the Ministry of Interior and/or the Attorney General’s Office and/or the Supreme Court;
- Cooperate closely with the European Delegation programmes and other institution building activities in the justice sector organised by international organisations (e.g. UNAMA) and bilateral actors (e.g. US, EU MS);
- Undertake any other related 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 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

- 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.

SECONDED
EUPOL AFGHANISTAN

<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-002*	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 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>Staff Regime</u>
Head of Mission/Chief of Staff	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-007, 008	ISAF Liaison Officer	

Job Description

The ISAF Liaison Officer, under the supervision of the Chief of Staff, will be responsible for:

Main tasks and responsibilities

- Establish and maintain effective, regular and cooperative relationship with ISAF ;
- Support the leadership of the mission with all required information from ISAF ;
- Support the leadership of the mission in the coordination process with ISAF ;
- Participate in ISAF morning briefings and inform the participants of EUPOL initiatives and achievements ;
- Whenever possible participate in EUPOL daily staff meetings – ISAF meetings has priority ;
- Report to the Deputy Head of Mission/Police on a regularly basis ;
- Ensure the information flow between ISAF and the mission, especially with the SMSO and Chief of General Support Serviced in all relevant matters ;
- Keep the Senior Advisers informed on ISAF related issues in the respective area of responsibility ;
- Undertake any other tasks required by the Deputy Head of Mission/Police ;
- The post holder will be responsible for dealing with sensitive information and so the highest standards of integrity are crucial ;
- Undertake any other tasks required by 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 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 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

Some experience in the intelligence field.

Advantageous

- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach ;
- Excellent analytical abilities and drafting skills ;
- Work experience in international organizations preferably in a planning capacity ;

- Highest standards of integrity are crucial ;
- Deep knowledge and understanding of staff coordination and management work ;
- Knowledge about NATO structures is desirable ;
- International experience within NATO is desirable ;
- Possession of a valid NATO security clearance up to NATO SECRET.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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-009*	Head of Strategic Planning, Analysis and Reporting Department (SPAR)/MAC	

Job Description

Under the authority of the Head of Mission, the Head SPAR/MAC presides over the entire planning, analysis, reporting, evaluation and information gathering processes as well as internal capacity building activities in close cooperation with the relevant Components, Departments/Offices. S/he reports to the Head of Mission through the Chief of Staff, and will be responsible for:

Main tasks and responsibilities

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

awarded is four (4) year's or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

Specification of Experience

- Experience in international policing, intelligence, international relations or diplomacy.
- Previous experience from international policing, intelligence or diplomacy and/or international strategic planning and programme management;
- International experience, particularly in crisis areas with multi-national organisations.
- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Thorough understanding of the functioning of European institutions and the CSDP framework.
- Good computing skills (e.g. Word, Power Point, Excel and Access).

Advantageous

- International experience, particularly in crisis areas with multi-national organisations;
- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Ability to work under stress in a hostile environment;
- Deep knowledge and understanding of staff management;
- High standards of integrity.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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-011, 017	SPAR Analysis Officer / MAC	

Job Description

Under the authority of the Head of SPAR/MAC, the SPAR/MAC Analysis Officer supports and assists the objectives of the SPAR/MAC Department. S/he reports to the Head of SPAR/MAC through the chain of command and will be responsible for:

Main tasks and responsibilities

- Analyse and assess the development and progress of Mission's performance against the Mission's Objectives, Priorities and Milestones set in the Mission Implementation Plan;
- Analyse and assess the state of play and performance of the Afghan National Police (ANP) and relevant justice sector, and the Mission's impact on the same;
- Analyse and assess the development and progress of police and rule of law reform in Afghanistan as well as the progress of cooperation of the ANP with the justice system;
- Collect and collate information from across the Mission for analysis, including requesting information in order to fill identified gaps or focus information collection on prioritised areas of analysis;
- Produce quantitative and qualitative analysis of mandate implementation and Afghan progress, , taking into account local cultural, social and political dimensions;
- Monitor and collect information about phenomena and events that may have an impact on the Mission, including external mission critical issues;
- Provide analytical support to the Mission's operations;
- Produce analytical Special Reports for submission to the chain of command, CPCC and EU Member States on Mission critical developments and issues;
- Assist in SPAR's information management, ensuring rapid retrieval of documents and information, including access to classified material;
- Contribute to the identification of and reports on lessons learned and best practices;
- Liaise regularly with Mission operational staff, Political Advisers, Security Office, Press and information Office and other key analytical functions – including external sources – for information exchange, coordination, and cooperation on relevant analytical issues;
- Communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- 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 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 six (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 political science, international relations, management 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 five (5) years of relevant and proven full-time professional experience.

Specification of Experience

- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability;
- Good understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access).
- Excellent skills in report compilation, drafting and editing.
- Profound knowledge of information collection and analytical methods;
- International experience, particularly in crisis areas with multi-national organisations;
- High standards of integrity.

Advantageous

- Experience in international police and Rule of Law reform, international relations, and diplomacy;
- Previous experience from strategic international planning and programme management;
- Knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region;
- Excellent interpersonal and communication 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission/Chief of Staff/Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC) Office/Planning and Evaluation Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-016	Chief of Planning and Evaluation Unit	

Job Description

The Chief of Planning and Evaluation Unit (SPAR/MAC) will assist Head of Mission in planning and evaluating Mission’s tasks and activities, as well as performing effective benchmarking in support to the EUPOL mandate. S/he reports to the Head of SPAR/MAC, and will be responsible for:

Main tasks and responsibilities

- Maintain and update benchmarking, planning and evaluation procedures and documents in the Mission in accordance with CPCC instructions and the OPLAN of the Mission.
- Cooperate and coordinate closely with unit chiefs within the department.
- Plan the yearly Mission Implementation Cycle including all Monthly Progress Meetings (MPM) and the Mid-Term Reviews (MTR).
- Provide input to the Six-Monthly Report in regards to Mission Mandate Implementation and Afghan capacity building against the end state.
- Report to line manager and the Head of Mission on a regular basis on the Mission’s status in relation to the implementation of the Mission Implementation Plan, 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 optimised coordination and synergy.
- Coordinates the Planning and Evaluation Unit’s input to analysis, as provided by SPAR, of Mission activities and outcomes against the Mission objectives.
- Liaise frequently with external partners (ISAF, UNAMA, IPCB etc.) on EUPOL’s outcomes/impact.
- Follow internal and external developments relating to planning and evaluation;
- Maintain and update 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 Chiefs in SPAR, Deputy Head of Mission and Heads of Component.
- Develop benchmarking, planning 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 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 organisation;
- Excellent analytical and drafting skills;
- A thorough understanding of the functioning of European institutions and the CSDP framework;
- Professional fluency in English with good drafting skills;
- Good analytical skills;
- Good computing skills (e.g. Word, Power Point, Excel and Access).

Advantageous

- Experience in international police reform, international relations, diplomacy;
- International experience, particularly in crisis areas with multi-national organisations;
- Excellent interpersonal and communication skills and experience in networking;
- Demonstrated organisational and administrative skills;
- Experience in project management;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity;
- Experience in planning and implementing projects;
- Experience in leading a team
- High standards of integrity.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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.
- Organize 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 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 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.

EUPOL AFGHANISTAN

Component/Department/Unit	Location	Staff Regime
Head of Mission / International Police Coordination Board (IPCB) - Secretariat	Kabul	Seconded
Position Code	Position Name	
KA-C-098	IPCB-S Senior Coordinator - Police	

Job Description

Under the direction of the Chief Coordinator IPCB-S, leads elements of 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 elements of the IPCB-S ANP Development cell, whilst respecting the different arrangements of contributing bodies.
- To assist the Chief Coordinator in fostering 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 support 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 synchronise and assist their plans with the Vision and plans of the MOI and Afghan Government with respect to policing.
- When required, perform the duties of Chief Coordinator IPCB-S in his/her absence.
- Undertake any other tasks required by the Chief Coordinator IPCB-S.

Qualifications and Experience (Essential Unless Otherwise Stated)

- Possesses a suitably recognised tertiary qualification acceptable for a policing agency or law enforcement body. Preference of a University qualification in Police Mangement and Leadership or like minded field.
- Possesses the equivalent rank of Chief Inspector or its equivalent within a policing or law enforcement agency, with a minimum of three 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 15 years contemporary and continual policing experience at a senior level.
- 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

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission / International Police Coordination Board (IPCB) – Secretariat	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-099*	IPCB-S Political Advisor	

Job Description

The Political Advisor is a member of the IPCB-S management team and provides political advice to the Secretariat. Reporting to the Head of IPCB-S, and is responsible for:

Main Tasks and Responsibilities

- Contribute on the policy level and monitor mandate implementation in line with the relevant documents;
- Closely follow all political matters relating to the IPCB and to provide expertise and advice on all political issues relevant for the IPCB-S;
- Monitor global diplomatic and political events that may impact the political situation in Afghanistan;
- Provide analysis of political developments in Afghanistan and the region;
- Provide guidance and advice to the IPCB-S regarding Afghanistan's political structures and current political issues;
- Maintain a close relationship, at appropriate level, with relevant Afghan authorities and Government bodies relevant to police reform;
- Liaise with IPCB Member States and Organisations; as well as other States, Organizations, and others actors working on police development;
- Undertake any other tasks as required by the Head IPCB-S.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a Master's degree in Political Sciences, International Relations, Diplomacy, Social Sciences or other relevant 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 matters relating to Afghanistan, especially in regards of policing.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Understanding of the different stakeholders, and ability to establish and maintain relationships with a variety of multi-national and international stakeholders both military and civilian;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Ability to perform under stress and in difficult circumstances;
- Fluent spoken and excellent written English.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission/ International Police Coordination Board (IPCB) Secretariat	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
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 the Head of 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.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Head of Mission / International Police Coordination Board (IPCB) – Secretariat	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-102*	IPCB-S Administrative Officer	

Job Description

Under the direction of the Chief of Staff of the IPCB Secretariat, the Administration Officer will assist in fulfilling the duties set in support of the IPCB mandate and will be responsible for the following tasks:

Main Tasks and responsibilities

- Ensure a professional and smooth running of all supportive administrative work within the IPCB-S
- Coordinate assigned administrative staff
- Coordinate activities of IPCB-S interpreters
- Coordinate activities of PSD/CP team
- Support the IPCB Secretariat staff in administrative issues
- Ensure adherence to existing administrative procedures and create IPCB-S specific administrative procedures as required
- Be familiar with all duties of the Chief of Staff and act in his/her absence
- Undertake any other tasks required by the Head or COS of IPCB-S (or his/her designate)

Qualifications and Experience

- University degree or other relevant qualifications
- At least 8 years of professional experience
- Organisational, coordination and management skills
- Project management experience highly desirable
- IT expertise highly desirable
- Experience in and/or knowledge of Afghanistan desirable
- Previous experience in police/military field missions desirable
- Fluent in spoken and written English

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff 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 and Responsibilities

- 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>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 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 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 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.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component (PC)/ Police Reform & Professionalization Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-022, 025	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>Staff Regime</u>
Police Component (PC)/ Criminal Investigations Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-057, 062	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>Staff Regime</u>
Police Component (PC)/ Community Policing Department/ Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-076, 079	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>Staff 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>Staff Regime</u>
Police Component (PC)/ Community Policing Department/ Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-005	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 Senior 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-012	AU(C)P: Chief Police Project Adviser	

Job Description

The Chief Police Project Adviser shall lead the members of the project team in performing effective participation in favor of the development of the AU(C)P Project. Reporting to the AUCP Chief of Community Policing and will be responsible for:

Main Tasks and Responsibilities

- To report and provide feedback on a regular basis to the EUPOL Management ;
- Provide guidance and leadership to all participants of the AU(C)P Project, including temporarily assigned participants of other stakeholders and mission units ;
- Implementing and developing civilian policing in Afghanistan according to the national Police Plan, Ministerial Development Plan and the strategic objectives of EUPOL ;
- To assist, in close cooperation with the project members, in developing plans and projects ;
- To maintain and update the Mission Implementation (Activity) Plan, according to mission requirements.
- Secure overall Afghan involvement and ownership to the projects ;
- To maintain close contact and cooperation with international key partners e.g. CSTC-A, NTM-A, IJC and NGO's ;
- To provide presentations on the progress of the project to all international stakeholders ;
- To consult on a regular basis with EUPOL CPJP Staff on AUCP Project matters ;
- 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, Project Management, 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 15 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 15 years of relevant and proven full-time Police experience.

Specification of Experience

- A Senior rank officer in a Police service with operational police experience, of which 8 years at strategic level in his/her police organization;
- Project Management education and experience and/or experience of projects related to police reform.

Advantageous

- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP ;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners ;
- Knowledge and view regarding Intelligence Led Policing, PC3 (Command, Control and

Communication) and Civilian/Community Policing ;

- 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 ;
- Experience in International co-operation ;
- Strategic liaison with international partners ;
- Strategic management and/or public administration ;
- Peacekeeping missions or in CSDP missions at senior level ;
- 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/ Intelligence Led Policing (ILP) Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-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 Codes</u>	<u>Position Name</u>	
KA-P-037	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>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-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/ Disaster Police Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-040	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/Advisory 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 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.

AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-085	Head of Training Component	

Job Description

The Head of EUPOL Training Component will have responsibility for the organisational management, development and delivery of high quality training products and services by EUPOL and international partners to ensure operational civilian policing excellence is delivered to the Afghan National Police. Reporting to Deputy Head of Mission, and will be responsible for:

Main Tasks

- The Head of Training Component will have responsibility for overseeing the construction and development of Training Component facilities, specifically in relation to the design, dimensions, procurement, project oversight, completion and handover. In addition, the Head of Training Component will have responsibility for overseeing concept and curriculum development, mentoring, organisational Training Component project management, course and programme development, training execution and final handover;
- Manage and lead the Training Component function through the development and delivery of a new management model to ensure the organisation is resourced with people who have the appropriate skills and abilities to deliver and achieve EUPOL aims and objectives. In addition, to provide all staff with appropriate personal support and services to maintain and improve their individual performance;
- Assess, develop and implement strategies to support the short, medium and long term aims and objectives of Training Component, including all aspects of HR activity (i.e. resource management, succession planning, talent management, performance management, learning and development, leadership development, equality and diversity and organisational development.);
- Provide strategic advice to the EUPOL Senior Management Team and senior stakeholders by recommending and developing effective policies and procedures which are aligned to organisational goals, support organisational values and conform to all relevant legislation.
- As a member of the EUPOL Senior Management Team, he/she will contribute to the maintenance of strategies, management of risks and associated challenges in relation to Training Component, by reviewing performance, developing succession planning and the endorsement of associated strategy;
- Monitor policy, legislative and national developments and advise the EUPOL Senior Management Team in relation to any associated implications;
- As a member of the Senior Management Team, assume joint responsibility for strategic direction and development of the organisation in relation to Training Component;
- Manage the developmental and organisational change in terms of Human Resources ensuring they are aligned to EUPOL organisational strategic objectives, to deliver high quality performance and continuous improvement;
- Manage finance and resources in line with budgetary constraints to ensure effective service provision;
- Evaluate and measure Training Component activity and progress through the design and delivery of an effective performance management framework to improve organisational delivery and the sharing of good practice with partners;
- Develop and implement an executive Training Component media strategy and actively promote, and represent, the organisation across the wider international arena;
- Negotiate contracts and associated service level agreements in respect of service provision;
- Develop effective liaison with the Afghan National Police and all international partners and stakeholders to improve service delivery;

- Work with internal departments and external partners to ensure all appropriate Risk Management strategies, including Business Continuity and Disaster Recovery plans, are in place to provide the organisation and its customers with appropriate service resilience;
- Ensure that existing service provision is consistently assessed for effective delivery and value. Advise and make recommendations on requirements to satisfy the principles of best value and associated efficiency targets and participate in organisational reviews;
- Actively lead or participate in change management projects as required to achieve continuous improvement in organisational performance in relation to Training Component;
- Participate as an Executive EUPOL specific point of contact (SPoC) for external stakeholders;
- Ensure compliance with all EUPOL policies and procedures;
- Undertake any other related tasks as required by the Deputy Head of Mission.

Education 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 senior 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 senior Police experience.

Specification of experience

This is a senior management post, and the successful applicant will be able to demonstrate a CV which reflects holding a senior police leadership role, including independent command.

Advantageous

- Experience in Peacekeeping missions or in ESDP missions at senior level;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, preferable connected to Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-086	Deputy Head of Training Component	

Job Description

The Deputy Head of Component, will be responsible for acting as Head of Component in the absence of the substantive post holder. He/she will be the line manager for the Operations Coordinator, and oversee the effective delivery, management and organization of all training delivered within the Police Staff College, The Crime Management College, and Train the Trainers activity. The Deputy Head of Training Component, will be responsible for the development, delivery and enhancement of internal strategic direction and operational management. 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 and ensure key timelines, priorities and budgets that underpin the delivery of all services are achieved. Reporting to Head of Training Component.

Main Tasks and responsibilities

- As required by the Head of Training Component, he/she will manage and provide clear leadership in relation to the concept of police curriculum development and mentoring. In addition, to provide all staff with appropriate personal support and services to maintain and improve their individual performance;
- Assess, develop and implement strategies to support the short, medium and long term aims and objectives of Training Component;
- He/she will contribute to maintaining strategies, managing risks and associated challenges in relation to Training Component, by reviewing performance, developing succession planning and implementing associated strategy or procedures;
- Manage the developmental and organisational change in terms of Human Resources ensuring they are aligned to EUPOL organisational strategic objectives, to deliver high quality performance and continuous improvement;
- Measure, evaluate, and report upon TRAINING COMPONENT activity and progress through the design and delivery of an effective performance management framework to improve organisational delivery and the sharing of good practice with partners;
- Assist in the development and implementation of an executive Training Component media strategy
- Develop effective liaison with the Afghan National Police and all international partners and stakeholders to improve service delivery;
- Actively lead or participate in change management projects as required to achieve continuous improvement in organisational performance;
- Undertake any other related tasks as required by the Head of Training Component.

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

This is a senior management post, and the successful applicant will be able to demonstrate a CV which reflects holding a senior police leadership role, including independent command.

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.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-087	Training Operations Coordinator	

Job Description

The EUPOL Training Component Operations Coordinator, reporting to the Deputy Head of Component, will be responsible for overseeing all training related operations within the component, and will be the line manager of the Chief of all the Departments of the Component.

Main Tasks and responsibilities

- Oversee the management of strategic, operational and administrative issues, including the implementation of effective systems and processes in relation to the Training Component;
- On behalf of the Deputy Head of Training Component, assess, develop and implement strategies to support the short, medium and long term aims and objectives of Training Component, including all aspects of HR activity (i.e. resource management, succession planning, talent management, performance management, learning and development, leadership development, equality and diversity and organisational development) ;
- Provide information or advice to the Deputy Head of Training Component, the EUPOL Senior Management Team and senior stakeholders, wherever required, by recommending and developing effective policies, practices and procedures which are aligned to organisational goals, support organisational values and conform to all relevant legislation. He/she will also effectively manage the implementation of agreed EUPOL policies and procedures;
- Contribute to maintaining strategies, managing risks and associated challenges in relation to the Training Component project, by reviewing performance, developing succession planning and implementing associated strategy, policy or procedures;
- Monitor policy, legislative and national developments and advise the Deputy Head of Training Component accordingly in relation to any associated implications;
- Participate in the continued development of cooperation between police and prosecutors and the wider Criminal Justice Community in Afghanistan;
- Manage the developmental and organisational change in terms of Human Resources ensuring they are aligned to EUPOL organisational strategic objectives, to deliver high quality performance and continuous improvement;
- Develop effective liaison with the Afghan National Police, and all international/local partners or contacts and stakeholders to improve service delivery;
- Undertake any other tasks required by the Deputy Head of Training Component in support of the mission and Training Component aims and objectives.

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 6 years of relevant and proven full-time professional experience;

OR

Have completed a full course at a Police Academy, and have had at least 10 years relevant experience

Specification of experience

- 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.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff 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>Staff Regime</u>
Training Component (TC)/ Police Staff College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-094, 109, 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 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/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)/ Police Staff College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
P-F-14	Rule of Law Training Adviser	

Job Description

The Rule of Law Training Adviser will support the Chief of Police Staff College. Reporting to Chief of Police Staff College and will be responsible for:

Main Tasks and Responsibilities

- Provide training delivery in support of the Strategic Objectives of the EUPOL Mission;
- Provide training Advisery, mentoring and monitoring support to the Ministry of Interior (MOI) and the Afghan Training General Command;
- Advise/mentor and monitor MOI training departments on development and implementation of training strategies, programmes as part of a national strategy;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Undertake other tasks as required by the Chief of 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 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.

Advantageous

- 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 Excel;
- A training qualification.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)/ Crime Management College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-090*	Chief of Crime Management College	

Job Description

The Chief of the Crime Management College will be responsible for the organisational management, development and delivery of high quality training products and services by EUPOL and international partners at the Crime Management College. He or she will report to the Operations Coordinator as line manager.

He/she will be responsible for the overall development and direction of crime/investigative training related subjects within 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

- 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 managerial level of criminal investigations

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

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)/ Crime Management College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-008	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 Chief 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 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>Staff Regime</u>
Training Component (TC)/ Police Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-110	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>Staff 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.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)/ Rule of Law Technical Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-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/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component (TC)/ Rule of Law Technical Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-126*	Technical Liaison Officer	

Job Description

The EUPOL Training Centre Development Technical Liaison Officer, reporting to the Chief of Rule of Law/Technical training and he/she will be responsible for the following tasks

Main Tasks and responsibilities

- Liaise with EUPOL's international partners, especially the EU delegation, as regards for example the construction of police training centres in Afghanistan;
- Assist in project planning and development and co-ordinate the implementation of the Mission's
- Project with other stakeholders;
- Act as the interface between project leaders and various elements of Mission Support;
- Assess project proposals and make recommendations on the feasibility and sustainability of projects;
- Ensure that projects are properly coordinated within the Mission as well as with external stakeholders;
- Carry out any other related tasks 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 Law 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.

Specification of experience

The post holder will have experience in the field of project management.

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.

EUPOL AFGHANISTAN

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

Job Description

The Deputy Head RoL Component will assist the Head RoL Component in performing his/her duties by coordinating the advising, mentoring, monitoring and training activities of the Component and advising the Head of RoL Component on the strategic direction of the Mission itself. His/her tasks involve coordinating the Chiefs of the RoL Departments and their interactions within the Mission, with senior management, within the RoL component and across the other mission components. Reporting to Head of Rule of Law Component, the Head of RoL Reform will be responsible for:

Main tasks and responsibilities

- Assist the Head of RoL Component in leading and managing the RoL Component;
- Exercise daily administrative management of the RoL Component
- Assist the Head of RoL Component in defining the overall direction of the Component’s mentoring and training activities and in particular in coordinating the Advisers/Mentors and Trainers deployed centrally and in integrating existing and planned training and mentoring activities;
- Oversees execution of strategic decisions by Head RoL Component at tactical and operational level, specifically the progress on the Mission implementation Plan
- Supervise the work of the staff members of the Office Head RoL Component;
- Lead and consolidate EUPOL’s efforts in contributing to the Afgan criminal justice sector through EUPOL training and mentoring projects and through the provision of strategic input on this process;
- Closely cooperate with EUPOL’s Field Component and direct and conduct regional RoL Mentors/Advisers in RoL-related matters to ensure a coherent countrywide approach on RoL projects and supporting strategic planning of RoL activities within EUPOL;
- Closely coordinate RoL activities with EUPOL’s other substantive components, EUPOL’s Project Management and EUPOL’s reporting section SPAR);
- Support the Head RoL Component in the decision making process by drafting and submitting for approval relevant plans, directives and orders;
- Support the Head RoL Component by compiling and drafting regular reports for the Reporting Office;
- Assist the Head of RoL Component in leading project networking and partnership development with the aim of enhancing coordination and cooperation among key parties and donors, such as the European Union Delegation, UNAMA and bilateral actors (e.g. USA, EU member states), and others;
- Identify projects in the different areas of the criminal justice sector in cooperation with Afghan counterparts and supporting their implementation through the RoL Chiefs of Departments;
- Undertake any other tasks required by the Head of Component RoL in support of the objectives of the mission.

Qualifications 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, preferably with post-graduate or master studies in criminal or procedural law, international law, international relations after having obtained the university degree at least 8 years of relevant and proven full-time professional experience out of which at least 4 years at senior management level;
- Experience in managing police and/or judicial reform programs;
- International experience, particularly in crisis areas with multi-national and international organizations;

- Strong proficiency in English.

Additional Requirements

- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course or equivalent;
- Knowledge of Sharia law, traditional dispute resolution mechanisms, Gender and Human rights;
- Knowledge of professional standards for police and prosecution services
- Knowledge of the mechanisms for international and national police and judicial cooperation;
- Experience in strategic management and/or public administration;
- Ability to establish constructive working relationships with a wide range of national and international stakeholders with a range of interests;
- An ability to work effectively under pressure in difficult circumstances in a post conflict environment;
- Working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel.

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-026, 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

<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-030, 035, 036	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>Staff Regime</u>
Rule of Law Component (RoL)/ Justice Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-013	Chief of Justice (JUS)	

Job Description

The Chief of Justice shall be responsible for overseeing the implementation of all efforts in the area of improving cooperation and coordination between the police and the judiciary 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 Justice Unit within the EUPOL RoL component;
- Lead a team of experts that 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;
- Guide and coordinate the Justice Advisers, Mentors and Training Advisers working with the Ministry of Interior, Ministry of Justice, Attorney General's Office, and/or Supreme Court;
- Assist the MoI/ANP, MoJ and AGO in improving their planning, management, training and performance capabilities in the identified areas;
- Coordinate with other EUPOL units/departments;
- Identify projects in the different areas in cooperation with Afghan counterparts and implement them through the Mentors and training Advisers assigned to the different Ministries and donor assistance;
- Collaborate closely with and coordinate EUPOL justice work with other national and international actors;
- Lead project networking and partnership development with the aim of enhancing coordination and cooperation among key parties concerned, such as EC, EU member states, EU-DEL, UN, US 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 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;

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.
- Broad international professional experience;
- Professional experience in international cooperation and/or project management in the field of Rule of Law;

- Experience in strategic management and/or public administration;

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) / 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>Staff Regime</u>
Rule of Law Component (RoL)/ Justice Department	Kabul	Seconded
<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 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 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>Staff Regime</u>
Rule of Law Component (RoL)/ Gender & Human Rights Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-041, 044	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>Staff 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 multinational 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>Staff Regime</u>
Field Office Component (FOC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-130, 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>Staff Regime</u>
Field Office Component (FOC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-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>Staff 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-005, 010	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 theL Afghanistan Mandate. Reporting to Senior Mentor/Adviser (Police) of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior 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 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>Staff 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-007	Field Office Senior RoL Mentor/Adviser	

Job Description

The Field Office Senior RoL 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 RoL 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>Staff 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 Senior RoL Mentor/Adviser, and will be responsible for:

Main tasks and responsibilities

- Support the Senior 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>Staff 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-006	Field Office RoL Mentor/Adviser, Gender & Human Rights (G & HR)	

Job Description

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

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;
- 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;
- 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;
- Good drafting and reporting skills;
- Excellent oral and written communication skills.
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistance.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff 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-001	Field Office RoL Mentor/Adviser, Anti- Corruption (AC)	

Job Description

The Field Office RoL Mentor/Adviser (AC) will assist the Head of Field Office 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 Senior RoL Mentor/Adviser, and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior 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 the Senior RoL Mentor/Advisor.

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.

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<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 Gender and Human Rights) 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 Senior 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>Staff Regime</u>
Field Office Component (FOC)/ Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-038	Field Office Senior Police Mentor/Adviser	

Job Description

The Field Office Senior Mentor/Adviser to the Regional and Provincial Chiefs of Police performs mentoring and advising duties in support of the implementation and development of the ANP at both the strategic and operational levels. The Senior Mentor/Advisor shall supervise, coach and coordinate the other Mentors/Advisors in the Field Office. Reporting to the Deputy Head of Field Office and will be responsible for:

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and at least 10 years of relevant and proven full-time Police experience.

Specification of experience

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

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multinational 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.

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<u>Component/Department/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-031, 032, 033, 035	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 Senior Police Mentor/Advisor of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior 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>Staff 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, Gender and Human Rights.

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.