

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

| 1-2014 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN) | | | | |
|---|------------------------------------|---|------------------------|--------------|
| <u>Advertisement for International Seconded/Contracted Staff Members</u> | | | | |
| Organisation: | EUPOL Afghanistan | | | |
| Job Location: | As indicated below | | | |
| Availability: | As indicated below | | | |
| | As indicated below | | | |
| | Ref. | Name of the post | Location | Available on |
| | SECONDED/CONTRACTED | | | |
| | KA-C-020 | Chief of Project Management Unit | KABUL | ASAP |
| | PRT-C-011* | Mission Security Officer (MSO) | HERAT / COUNTRYWIDE | ASAP |
| | KA-C-035 | Mission Security Officer (MSO), Analysis | KABUL | 1-Jun-14 |
| | KA-C-044 | Social Media/Crisis Communication Expert (PPIO) | KABUL | ASAP |
| | KA-C-055 | Chief of Finance | KABUL | ASAP |
| | KA-C-059* | Chief of Procurement | KABUL | ASAP |
| | KA-C-064 | Procurement Officer | KABUL | ASAP |
| | KA-C-068* | Human Resources Officer | KABUL | 1-May-14 |
| | KA-P-085 | Head Training Component | KABUL | 30-Mar-14 |
| | KA-C-086 | Logistics Officer (Warehouse) | KABUL | ASAP |
| | KA-C-096* | CIS Officer (IT Operations) | KABUL | ASAP |
| | KA-R-033 KA-R-037 | RoL Mentor to the Attorney General's Office, Anti Corruption (AC) | KABUL | ASAP |
| | KA-R-048 | RoL Mentor/Advisor to the Ministry of Justice (JUS) | KABUL | ASAP |
| | SECONDED | | | |
| | KA-P-002 | Deputy Head of Mission | KABUL | ASAP |
| | KA-C-004 | Senior Political Advisor | KABUL | 31-Jul-14 |
| | KA-C-003* | Political Advisor | KABUL | 20-Apr-14 |

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|--|--------------------------------------|---|----------|--------------------------|
| | KA-C-108* | Legal Adviser | KABUL | 20-Jun-14 |
| | P-F-01 | Staff Counsellor/Critical Incident Coordinator | KABUL | ASAP |
| | P-F-02 | Gender Adviser | KABUL | ASAP |
| | KA-C-011 KA-C-017 | S.P.A.R. Analysis Officer/MAC | KABUL | 23-May-14 ASAP |
| | KA-C-012 | S.P.A.R. Reporting Officer/MAC | KABUL | ASAP |
| | KA-C-014 | S.P.A.R. Planning Officer | KABUL | ASAP |
| | KA-C-109 | Project Management Officer | KABUL | 28-Aug-14 |
| | KA-C-097* | Head of IPCB Secretariat | KABUL | 24-Jun-14 |
| | KA-C-098 | IPCB-S Senior Coordinator - Police | KABUL | ASAP |
| | KA-C-100 | Communication Officer to IPCB-S | KABUL | ASAP |
| | KA-C-102* | Administrative Officer to IPCB-S | KABUL | 16-Aug-14 |
| | KA-C-104 | Brussels Support Element: Analysis & Reporting Officer | BRUSSELS | ASAP |
| | KA-P-006 | Brussels Support Element: RoL Advisor | BRUSSELS | 18-Jun-14 |
| | KA-P-135 | Deputy Chief of the Internal Investigation Unit (IIU) | KABUL | 12-Jun-14 |
| | KA-P-007 | Head of Police Component | KABUL | 01-Aug-14 |
| | KA-P-008 | Head of Police Reform and Professionalisation | KABUL | 18-Aug-14 |
| | KA-P-025 KA-P-026 | Expert to the Ministry of Interior (MoI) | KABUL | ASAP 17-Aug-14 |
| | KA-P-018 | Chief Criminal Investigations Department (CID) | KABUL | 18-Aug-14 |
| | KA-P-019* | Senior Police Mentor/Advisor (CID) | KABUL | 18-Jun-14 |
| | KA-P-053 | Expert in Forensics | KABUL | 14-Jun-14 |
| | KA-P-056* KA-P-069* | Expert in Crime Investigations | KABUL | 28-Aug-14 28-Aug-14 |
| | KA-P-077 KA-P-082 | Police Expert Community Policing, Field Office Kabul | KABUL | ASAP 19-Jun-14 |
| | KA-R-003 | Field Office RoL Expert, Gender and Human Rights (GHR) | KABUL | 2-Jul-14 |
| | KA-P-013* | AU(C)P: Deputy Chief Police Project Adviser | KABUL | 29-Jul-14 |
| | KA-P-029 | AU(C)P: Police Project Coordinator | KABUL | ASAP |
| | KA-P-030 | AU(C)P: Police Project Adviser | KABUL | 30-Jul-14 |
| | KA-P-016 | AU(C)P: Chief Police Mentor/Advisor (ILP) | KABUL | 1-Jun-14 |
| | KA-P-017 | AU(C)P: Community Policing Senior Police Mentor/Advisor (ILP) | KABUL | ASAP |
| | KA-P-044 KA-P-047* | Expert Intelligence Led Policing (ILP) | KABUL | 7-Jul-14 20-Aug-14 |
| | KA-P-015* | AU(C)P: Senior Police Mentor/Advisor (PC3) | KABUL | 15-Jul-14 |
| | KA-P-033* KA-P-034 | Expert Police, Control, Command and Communication (PC3) | KABUL | 11-March-14 15-Aug-14 |
| | KA-P-051 | Expert Community Policing - Border Police | KABUL | 10-Aug-14 |
| | KA-P-086 | Deputy Head Training Component | KABUL | 1-Jul-14 |
| | KA-P-090 | Chief of Crime Management College | KABUL | ASAP |
| | KA-P-117 KA-P-118 | Police Training Adviser (Crime) | KABUL | 4-Jul-14 20-Jun-14 |
| | KA-P-115 KA-P-120* | Police Training Adviser (General) | KABUL | 25-Jun-14 1-Aug-14 |
| | KA-P-129 | Deputy Head of the Field Office Component (FOC) | KABUL | ASAP |
| | KA-R-007 | Chief of Rule of Law/Technical Training | KABUL | ASAP |
| | KA-P-096* | Programme Officer - Plans Support | KABUL | 28-Aug-14 |

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|---|---|---|----------------|------------------------|
| | KA-R-014 | Senior RoL Training Coordinator (RLR) | KABUL | ASAP |
| | KA-R-017 | Deputy Chief of RoL Mentors/Advisors, Anti-Corruption (AC) | KABUL | 22-Jul-14 |
| | KA-R-021 | RoL Mentor to the Ministry of Interior, Anti-Corruption (AC) | KABUL | ASAP |
| | KA-R-051 | RoL Mentor/Advisor to the Ministry of Justice (JUS) | KABUL | ASAP |
| | KA-R-054 | Justice Expert (JUS) | KABUL | ASAP |
| | KA-R-012 | Chief of RoL Mentors/Advisors, Gender & Human Rights (GHR) | KABUL | ASAP |
| | KA-R-044 | RoL Mentor to the Ministry of Interior, Gender & Human Rights (GHR) | KABUL | ASAP |
| | KA-P-131 | Staff Officer in Field Office Component | KABUL | 14-Jul-14 |
| | FIELD OFFICES | | | |
| | PRT-P-001 | Head of Field Office Mazar-e-Sharif | MAZAR-E-SHARIF | 5-Jun-14 |
| | PRT-P-002 | Deputy Head of Field Office Mazar-e-Sharif | MAZAR-E-SHARIF | 25-Jun-14 |
| | PRT-P-015 | FO Senior Police Mentor/Adviser | MAZAR-E-SHARIF | 17-May-14 |
| | PRT-P-006 PRT-P-008 | FO Police Mentor/Adviser | MAZAR-E-SHARIF | 2-Jun-14 23-Jun-14 |
| | PRT-R-007* | FO Senior RoL Mentor/Adviser | MAZAR-E-SHARIF | 11-March-14 |
| | PRT-R-004 | FO RoL Mentor/Adviser Justice | MAZAR-E-SHARIF | ASAP |
| | PRT-R-006* | FO RoL Mentor/Adviser Gender & Human Rights | MAZAR-E-SHARIF | 11-March-14 |
| | PRT-R-008 | FO RoL Mentor/Adviser Anti Corruption | MAZAR-E-SHARIF | ASAP |
| | PRT-P-029 | Head of Field Office Herat | HERAT | 29-Aug-14 |
| | PRT-P-030 | Deputy Head of Field Office Herat | HERAT | ASAP |
| | PRT-P-039* PRT-P-040 | FO Police Mentor/Adviser | HERAT | 1-Apr-14 22-Jul-14 |
| | PRT-R-023 | FO RoL Mentor/Adviser Gender & Human Rights | HERAT | ASAP |
| | PRT-R-019* PRT-R-020 | FO RoL Mentor/Adviser Anti Corruption | HERAT | 15-Jul-14 20-Jun-14 |
| | PRT-R-018 | FO Reporting Officer | HERAT | ASAP |
| Deadline for applications: | 28 February 2014 17:00 hours (Brussels time) | | | |
| E-mail address to send the Job Application Form: | 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 EU Member States / Invited Third States ("the States") will be considered. The States will bear all personnel-related costs for seconded personnel, e.g. 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 are 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 contract¹. 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 first be given to candidates seconded by the States. Second preference will be given to EU Member States' contracted candidates over Invited Third States' contracted candidates. 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 relevant 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 the States propose candidates for the following international expert positions for EUPOL Afghanistan, according to the requirements and profiles described below:

A. Essential requirements

The 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 an Invited Third State (Canada, New Zealand, Norway and Serbia) 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.

¹ 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 the 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 skills – Be able to drive a 4-wheel vehicle and possess a valid civilian driving licence for motor vehicles (Category B or equivalent). Category C driving license (desirable).

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 States should provide their personnel with a service/diplomatic passport.

Visas – The 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 the State with whom the GSC does not yet have a full security agreement but an agreement exists relating to the participation/contribution of that State which expressly addresses the obligations of that country towards the handling of EUCI.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the 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 the 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. All seconded candidates will be given preference over contracted candidates. Contracted candidates from EU Member States will be given preference over contracted candidates from Invited Third States. All candidates will be considered for all indicated priority positions in order to achieve full operational capacity as soon as possible and to maintain the staffing at this level throughout the Mission.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the State will bear any related costs.

Information on the outcome – The 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>Employment Regime</u> |
|---|----------------------------------|--------------------------|
| Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Office/Project Management Unit | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-020 | Chief of Project Management Unit | Expert level |

Job Description

The Chief of the Project Management Unit will assist Head of Mission in performing effective Project Management support to the EUPOL mandate. He/she reports to Head of SPAR, and will be responsible for:

Main tasks and responsibilities

- Maintain and developing EUPOL project management procedures;
- Establish and maintaining contacts with International Organizations and NGOs to identify potential project partners and funding (EUSR/EU delegation, ISAF/NTM-A, UNAMA, GPTT);
- Ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- Conduct EUPOL:s overall project planning in accordance with operational objectives and guidelines;
- Assist EUPOL component and unit leaders in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- Assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with Head Of Components and Finance Office;
- Develop a EUPOL Projects Database and maintain a record of EUPOL project history and ongoing activities in order to maintain transparency and proper administration accordance with EU regulations;
- Upon project completion, ensure that post-project reporting and evaluation have been completed;
- Develop best practices on project management, make training recommendations and record lessons learned;
- Undertake 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 project management, business or public Administration, social or human sciences, finance or economics or closely related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 7 years of relevant and proven full-time professional experience.

Specification of experience

Above mentioned professional experience should be in project management and follow up with a national or international organization.

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--------------------------------|---|
| Head of Mission / Mission Security Department | Herat / Countrywide | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| PRT-C-011 | 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, security or related studies, where the normal duration of

university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

OR

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

OR

Equivalent education in Police/Military or in civilian security organization with specialised training on field operations, force protection and/or security and at least 10 years of relevant and proven full-time professional experience and a minimum rank equivalent to NATO E-8.

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>Employment Regime</u> |
|---|--|---|
| Head of Mission / Mission Security Department | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-035 | 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 or in civilian security organization with specialised training on field operations, force protection and/or security and at least 10 years of relevant and proven full-time professional experience and a minimum rank equivalent to NATO E-8.

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.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|----------------------|--------------------------|
| Mission Support Division/ Finance Department (FIN) | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-055 | Chief of Finance | Expert |

Job Description

The Chief of Finance will assist 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

- The provision of advice on all financial and budgetary matters;
- Financial and budgetary management and implement essential accounting policies ;
- Supervise and coordinate activities related to budget, cash and banks, accountancy, reports, and relations with the European Commission on financial and budgetary matters;
- Manage accounts, payments, treasury, payroll, financial system, claims and other financial functions.
- To limit financial risk by taking appropriate for the physical and electronic security of bank and cash assets.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Finance, Business Administration, Economics, 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 Professional Qualification in accounting, finance or economics, granted by a certified training institute.

Specification of experience

Above mentioned progressive professional experience should be in finance, accounting or budgeting with a minimum of 2 years at management level. Some experience in projects' planning and implementation.

Advantageous

- International experience, particularly in crisis area with multinational organizations;
- Knowledge of EC procurement and financial regulations would be an asset;
- Excellent analytical research and problem-solving skills.

EUPOL AFGHANISTAN

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

Job Description

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

Main tasks and responsibilities

- Be responsible for the output and performance of the procurement function;
- Provide leadership and guidance to the procurement staff;
- Leads, develops, manages and co-ordinates the CFSP mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- Assist and advise the chain of command on all contracting and procurement issues;
- Provides assistance to the mission members related with all contracting and procurement matters;
- Develops professional relationships and work partnership with EC in the field of contracting and procurement for the mission.
- Undertake any other related tasks as required by the Head of Mission Support.

Qualifications and experience

Essential

Education and experience

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

Specification of experience

- A minimum of 2 years of professional experience at management level.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in financial management of tendering processes and audits, preferably including EU procedures

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|----------------------|--|
| Mission Support Division/ Procurement Department (PRO) | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-064 | 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 European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the mission;
- Undertake any other related tasks as required by the Chief of Procurement.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law, Business or Public Administration, Economics or Finance , where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|-------------------------|---|
| Mission Support Division/ Human Resources Department | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-068 | Human Resources Officer | Mission Support Management level (MSML) |

Job Description

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

Main tasks and responsibilities

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

Qualifications and experience

Essential

Education and experience

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

OR

Successful completion of a full course of university studies attested by a degree in Human Resources, Law, Business or Public Administration or Social Sciences, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience.

Specification of experience

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

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects.
- Experience in planning and supervising personnel logistics.
- Experience and/or training in mediation
- Experience in coordinating personnel training.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|----------------------------------|----------------------------|--------------------------|
| Training Component (TC) | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-P-085 | Head of Training Component | Expert level |

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, the Head of the Training Component will be responsible for:

Main Tasks

- The Head of the Training Component will have responsibility and accountability for overseeing the ongoing development of Training Component educational facilities, all training design and training delivery, the coordination of all training activity across the mission and training project oversight. In addition, the Head of Training Component will have responsibility for overseeing concept and curriculum development, and coordination of all mentoring and advising in the training environment;
- 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 other members of 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 the Training Component, by reviewing performance, developing succession planning and the endorsement of associated strategy;
- Monitor policy, legislative and national developments and advise other members of 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 and the impact upon the wider mission;
- 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 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 at a strategic level 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 the 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 or the Head of Mission.

Education and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law, Social or Human Sciences, Criminology or Police Studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained a university degree at least 10 years of relevant and proven full-time senior professional experience;

OR

Successful completion of a full course in a Police Academy with duration of 3 years or more, **or**, 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/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|----------------------------------|---|
| Mission Support Division/ Technical Services Department | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-C-086 | Logistics Officer (Warehouse) | Mission Support Assistant Level (MSAL) |

Job Description

The Warehouse Officer will assist the Senior Logistics Officer in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Senior Logistics Officer and will be responsible for:

Main tasks and responsibilities

- Deputise and assist the Senior Logistics Officer in the preparation of reports, presentations, and other media related to inventory, stock control, warehouse activities and supply section if needed;
- Analyse stock history data in order to maintain an efficient and reliable inventory-stock control system;
- Review requisitions, pick lists and issuing/receiving documents;
- Implement and follow up of European working and safety norms related his field;
- Obtain maximum productivity in the receiving, inspection, storing and issuing of stock items;
- To liaise with the international supply assistant and other related persons on stock issues/receipts and the establishment of quotas and issuing schedule for commonly used items;
- To review work for accuracy, completeness and compliance with established procedures;
- To certify acceptance/rejection status on Receiving and Inspection reports or discrepancy reports concerning equipment transferred to the mission availed of through vendors/contractors under local and international contracts;
- To ensure that stock is stored, rotated and disposed effectively;
- To liaise with the Procurement Department, Asset Management Unit and Supply Chain Coordination Unit at the mission regarding receiving and inspection activities concerning equipment received;
- Ensure entry of received materials in "receipt register";
- To supervises the unloading and placement of surplus items into the warehouse by the movers;
- To implement and create products into the new electronic database system including Projects;
- Managing the postal supply (Mail Service) if requested;
- Act as a working foreman for International and National staff assigned to the function;
- If advised fill in as backup for the international Logistics Officer;
- Undertake any other related tasks as required by the Senior Logistics Officer.

Qualifications and Experiences

Essential

Education and experience

Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of 5 years of relevant and proven full-time experience.

Specification of experience

Above mentioned experience should be in logistics matters.

Advantageous

- Proficiency in computer applications and software for database management operations;
- Ability to propose appropriate solutions, effect implementation and maintain productive relationships with other Units/Departments, as well as lead and gain assistance of others in a team endeavour;
- Good knowledge of methodologies for database management and analysis is essential;
- Proven ability to write and present in English in a clear and concise manner, including ability to prepare reports and conduct presentations;
- Teamwork – 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>Department</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--|---|
| Mission Support Unit (MSU) Communication & Information Systems (CIS) Department | Kabul (with travel in the mission area) | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Category</u> |
| KA-C-096 | CIS Officer (IT Operations) | Mission Support Assistant Level (MSAL) |

Job Description

The position is located in the Services Management Unit of the Communications and Information Systems Department (CIS) of EUPOL. Within the Services Management Unit, the Service Desk is the sole point of contact for all EUPOL mission staff to request CIS services and support. The Service Desk has an important customer-facing role in responding to service requests raised by EUPOL internal customers, and implements service management processes to enhance the stability and quality of CIS services delivery. Contributing to the departmental results of CIS, the Services Management Unit assists in the sourcing, acquisition, and contracting of IT equipment, products and services. The Unit coordinates its work closely with other units in CIS, in particular for 2nd and 3rd tier technical support in relation to IT, IS, and communications issues.

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

Main Tasks

- Supervise and direct a team of Service Desk personnel, prioritize and schedule service requests, and assign and monitor Service Desk tasks and operations to ensure optimum service management and support levels to EUPOL internal customers.
- Provide 3rd tier technical guidance and support to the Service Desk team in resolving the most complex and demanding CIS incidents.
- Perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services.
- Organise the prompt delivery of technical services to EUPOL HQ, Kabul-based remote offices, and regional field offices by assigning the available technical resources.
- Liaise with relevant CIS units on the implementation of approved CIS change management requests through standardized release management procedures.
- Coordinate the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals.
- Ensure the proper functioning of all CIS equipment in his/her area of responsibility.
- Organise maintenance, repair, write-off and replacement of CIS equipment as necessary.
- 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 information systems, information technology, computer science, or a closely related field with at least 6 years of relevant and proven full-time professional experience;

Specification of experience

- A minimum of 3 years of progressive experience in a role on an IT service desk, IT help desk, or a customer service role in an IT or technical business setting.
- Demonstrate a strong client orientation with proven experience in dealing with customer service issues.
- Demonstrate strong project management skills and practical experience with project management tools, and familiarity with service management tools.
- A combination of relevant industry certification, e.g. IT service management (ITIL V3/Foundation/Practitioner) and project management (PMP, PRINCE2), is preferred.
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations.
- Demonstrate deep knowledge and experience on IT service management concepts including problem management, incident management, configuration management, and release management.
- Practical experience in troubleshooting and maintaining IP-based local and wide area networks.

Advantageous

- Demonstrate expert technical skills in troubleshooting hardware and software operational issues in Microsoft Windows/Intel environments, with proven hands-on experience in Windows 7/8, Windows Server 2008 R2, Active Directory, Exchange Server, and SharePoint Server.
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Excellent knowledge of spoken and written English.
- International experience, particular in crisis areas with multi-national and international organisations, is desirable.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Rule of Law Component (RoL) / Anti-Corruption Department | Kabul | Seconded/Contracted |
| <u>Position Code</u> | <u>Position Name</u> | <u>Post Category</u> |
| KA-R-033, 037 | RoL Mentor to the Attorney General's Office, Anti Corruption (AC) | Expert |

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 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 5 years of relevant and proven full-time professional experience, preferably as prosecutor.

Specification of experience

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

- Good knowledge of judicial reform process and the functions and practices of criminal procedures including criminal investigation and prosecution.

Advantageous

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

EUPOL AFGHANISTAN

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

Job Description

The Deputy Head of Mission (DHoM) reports to and assists the Head of Mission in managing and coordinating Mission activities.

Main Tasks and responsibilities

- Deputize for the HoM in his absence and on his behalf.
- Establish professional working relationships with EU and international personnel within the mission area to facilitate the mutual exchange of necessary information, to allow effective co-ordination and co-operation between the mission and other EU and international stakeholders as well as with the Afghan authorities.
- Assist the HoM to manage and coordinate all the EUPOL Afghanistan activities taking into account overall political developments in Afghanistan.
- Supervise the implementation of all necessary activities and competences to achieve the objectives of the Mission, planning and maintaining timelines, allocating resources and coordinating the development of activities to ensure progress and success of Mission mandate.
- Support the Heads of components, Programme Coordination, Advising and Mentoring, ensuring that all operational tasks are performed efficiently and effectively, and providing operational analysis.
- Exercise disciplinary control over all personnel in the mission.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

Essential

Education and experience

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

OR

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

Specification of Experience

- At least 5 years of experience serving at public administration, diplomacy or Police headquarters dealing with strategic level management.
- Professional experience in international relations.
- International professional experience with multi-national and international organizations

Advantageous

- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel.
- Broad professional experience in Rule of Law and/or operational and organizational aspects of police operations and/or police - judicial reforms or criminal/ judicial investigations or organized crime.
- Experience in international co-operation in relation to Civil Crisis Management or strategic liaison with international partners.
- Good working knowledge of the political, cultural and security situation of Afghanistan or a similar area.
- Prior CSDP or equivalent mission experience in a mission management position.
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|----------------------------------|--------------------------|--------------------------|
| Head of Mission/Chief of Staff | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-004 | Senior Political Adviser | |

Job Description

The Senior Political Adviser is placed in the Head of Mission Office (HMO) and provides political advice to Head of Mission (HoM). Reporting to the Chief of Staff, and is responsible for:

Main tasks and responsibilities

- Contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and MIP;
- Act as focal point for all political matters relating to the Mission and to provide Expertise and advice on all political issues relevant for the Mission;
- Act as focal point for all political matters relating to the Mission and to provide Expertise and advice on all political issues relevant for the Mission;
- Direct and supervise the work of the Political Officers;
- Provide to the HoM policy and political advice for supporting the effective function of the International Police Coordination Board and its Secretariat;
- Monitor global diplomatic and political events that may impact on the political situation in Afghanistan;
- Provide Expertise and advice on developing, implementing, monitoring and evaluating the Mission's strategy on fighting political interference in line with planning documents and prepare relevant Mission reports (e.g monthly, six-monthly) in close coordination with other organizational units, in particular the SPAR/MAC Office and IPCB-S;
- Liaise with other international organizations, Member States and representatives of Contributing Third States; other States, in particular the United States; international organizations, in particular the UN (UNAMA); ISAF; NGOs; and others working on security and justice sector reform;
- Work closely with appropriate counterparts in the European Commission and its programme's, in particular on justice reform, and with the EU Special Representative's Office in Kabul;
- Interact with governmental officials at appropriate levels, and representatives of local and international organizations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- Oversee the collating and analyzing of reports coming from the different organizational units, in particular the Divisions, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- Plan, Coordinate and ensure compliance of the Office work;
- Undertake any other tasks as 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 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 liaison with police, judiciary and prosecution authorities.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience in matters relating to Afghanistan, knowledge of the language and administrative structures of Afghanistan;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Ability to perform under stress and in difficult circumstances;
- Excellent report writing skills.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|----------------------------------|----------------------|--------------------------|
| Head of Mission/Chief of Staff | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-003 | Political Adviser | |

Job Description

The Political Adviser is placed in the Head of Mission Office (HMO) and provides political advice to Head of Mission (HoM). Reporting to the Senior Political Adviser and is responsible for:

Main Tasks and Responsibilities

- Closely follow developments on the political scene in Afghanistan and keep in regular contact with EU Special Representative's Office in Kabul to get local political guidance ;
- Provide analysis of political developments in Afghanistan and the region;
- Maintain a close relationship with relevant Afghan authorities and Government bodies relevant to police reform;
- Provide guidance and advice to the Mission members regarding Afghanistan's political structures and current political issues;
- Assist in conducting and coordinating official visits according to the established protocol rules;
- Prepare precise summaries and reports concerning political issues arising in the mission and advising mission members accordingly;
- Ensure liaison with international organizations, Member States and representatives of Contributing Third States; other States, in particular the United States; international organizations, in particular the UN (UNAMA); ISAF; NGOs; and others working on security and justice sector reform; Work closely with appropriate counterparts in the European Commission and its programmes, in particular on justice reform, and with the EU Special Representative's Office in Kabul;
- Work closely with appropriate counterparts in the European Commission and Council in Brussels;
- Contribute to the reporting of the HoM;
- Provide policy advice to support the effective function of the International Police Coordination Board and its Secretariat ;
- Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission. Senior Political Adviser.

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

Specification of experience

Experience in liaison with police, judiciary and prosecution authorities.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience in matters relating to Afghanistan, knowledge of the language and administrative structures of Afghanistan;

- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Ability to perform under stress and in difficult circumstances;
- Excellent report writing skills.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|----------------------------------|----------------------|--------------------------|
| Head of Mission/Chief of Staff | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-108 | Legal Adviser | |

Job Description

The Legal Adviser is reporting to the Chief of Staff, and will be responsible for:

Main tasks and responsibilities

- To provide advanced legal expertise and advice for the HoM pertaining to the mission, its legal framework, and its mandate;
- To draft legal guidelines for the mission in accordance with instructions of the HoM;
- To support the mission in all legal matters related to contracts.
- To ensure his/her involvement in all relevant legal aspects of the mission, including but not limited to operational issues, contracts of employment, and other personnel management related or administrative legal issues;
- To coordinate and liaise with other components of the mission on issues where legal expertise is required;
- To work as a team and divide tasks and work assignments in close cooperation with the parallel Legal Adviser(s) within the mission.
- To liaise with other international and Afghan stakeholders in the area of abovementioned legal issues;
- To draft assessments and recommendations for the HoM and/or duly authorized delegates in terms of internal disciplinary and administrative proceedings;
- To contribute to induction and other training with regard to general legal issues related to the mission, its legal framework and its mandate;
- To conduct any other tasks and assignments at the request 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 Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience.

Specification of experience

- Above mentioned experience should be as a lawyer, legal adviser, Judge or Prosecutor in national or international Organizations.
- Experience in criminal law, police law, labour law, contract law, international law, procedural law and administrative law.

Advantageous

- Proven skills and experience in drafting laws, SOPs, other regulations and assessments;
- Solid knowledge of and experience in CSDP mission related personnel and administrative procedures;
- Prior CSDP or equivalent mission experience in the field of Police, Rule of Law or Justice.

EUPOL AFGHANISTAN

| <u>Department</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--|--------------------------|
| Head of Mission Support/ Medical Office (MED) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| P-F-01 | Staff Counsellor, Critical Incident Staff Assistance Coordinator | |

Job Description

To advise the Head of Mission on all matters related to mental health and psychological welfare of the local and international staff. The Staff Counsellor, Critical Incident Staff Assistance Coordinator reports directly to the Chief of Medical Unit.

Main Tasks

- Monitor psychological welfare of the mission staff and take preventive and therapeutic interventions, as required;
- Conduct critical incident stress (CIS) management and coordination, including but not limited to:
 - Planning, training and managing all stages of CIS response program in the mission.
 - Advice and assistance to HoM and Senior Mission Staff with regards to actions to be taken following critical incidents.
 - Defusing, debriefing, group and individual interventions, follow-up interventions and referrals of staff members in need of psychological support.
- Conduct preventive and intervention counselling for all mission staff;
- Create, coordinate and manage Peer Support group/s in the mission (Headquarters and PRTs);
- Cooperate and liaise with medical unit;
- Conduct training sessions/workshops for the mission staff members, including senior staff, regarding stress management, conflict resolution, communication, etc.;
- Comply with the agreements implemented by EUPOL with other International Organizations operating in the country with the aim to promote staff wellbeing and/or at times of emergencies;
- Undertake any other related tasks as requested by the Chief of Medical Unit.

Qualifications and Experience

- MA in clinical or counselling psychology;
- A minimum of 5 years of field experience in counselling in post-war or conflict areas, in multi-national and international settings;
- A minimum of 3 years experience in clinical psychology;
- Experience in managing CIS management;
- Experience in managing peer support groups;
- Excellent interpersonal skills, ability to work in the team and independently;
- Excellent English language skills

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|----------------------------------|----------------------|--------------------------|
| Head of Mission / Chief of Staff | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| P-F-02 | Gender Adviser | |

Job Description

The Gender Adviser is placed in the Head of Mission Office (HMO) and provides gender advice to Head of Mission (HoM) and reports to the Chief of Staff.

Main Tasks and Responsibilities

- Provide advice and analysis to HoM and senior management on gender aspects within the mission.
- Provide advice and technical assistance to SPAR, programme managers, trainers and mentors in including gender perspective in all mission activities and policies.
- Establishes gender sensitive EUPOL policies and practices by including gender perspectives systematically in the planning, implementation, monitoring, analysis, reporting and evaluation
- Ensure gender perspectives are included in all mission reporting and relevant communication.
- Promote and follow up the implementation of gender equality measures and approaches within the mission, including equal opportunities in recruitment and promotions.
- Provide advice and take active part in the supervision- and disciplinary measures and work with IIU where required.
- Actively support the increase of gender balance among the staff in the mission, in recruitment processes and communication to seconding countries.
- Provide Gender policy advice to support the effective function of the International Police Coordination Board and its Secretariat.
- Provide assistance to the Gender and Human Rights Unit whenever necessary.
- Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a 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 5 years of relevant and proven full-time professional experience.

Specification of experience

- Expertise in Gender Mainstreaming, gender analysis and
- Experience in liaison with police, judiciary and prosecution authorities.
- Experience from Gender Mainstreaming

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience in matters relating to Afghanistan, knowledge of the language and administrative structures of Afghanistan;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Ability to perform under stress and in difficult circumstances;
- Excellent report writing skills.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---------------------------|--------------------------|
| Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC) Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-011, KA-C-017 | SPAR/MAC Analysis Officer | |

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 or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 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 or related studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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>Employment Regime</u> |
|---|----------------------------|--------------------------|
| Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR)/ Mission Analytical Capability (MAC) Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-012 | SPAR/MAC Reporting Officer | |

Job Description

Under the authority of the Head of SPAR/MAC, the SPAR/MAC Reporting 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

- Support the collection and collation of information from across the Mission for routine reporting on and analysis of the Mission activities against the Mission's six objectives;
- Produce periodic reports for submission to the chain of command, CPCC and EU Member States on the status of the Mission;
- Produce ad-hoc reports for submission to the chain of command, CPCC and EU Member States on Mission critical developments and issues;
- Communicate with key Mission staff on unit information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- Request information in order to fill identified gaps and support information collection on prioritised areas of analysis;
- Analyse information received against the Mission's mandate;
- Contribute to SPAR's information management ensuring rapid retrieval of documents and information including access to classified material;
- Give presentations and also to produce presentations and speeches on behalf of others;
- Undertake any other tasks required by the Head of SPAR/MAC.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a degree in political science, project management, business administration, law or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 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, project management, business administration or related studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.

Specification of Experience

- Professional fluency in English with excellent skills in report planning, compilation, drafting and editing;
- Good analytical capability;
- Good computing skills (e.g. Word, Power Point, Excel and Access);

- High standards of integrity.

Advantageous

- Experience in international police and Rule of Law reform, international relations, and diplomacy;
- A thorough understanding of the functioning of European institutions and the CSDP framework;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region;
- Excellent interpersonal and communication skills, ability to work in a dynamic team and on own initiative in a methodical manner, and capacity to build rapport with Mission senior-level personnel and international partners.

EUPOL AFGHANISTAN

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

Job Description

The SPAR/MAC Planning and Evaluation Officer supports and assists the objectives of the SPAR/MAC Department. S/he reports to the Head of SPAR/MAC, through the Chief of Planning and Evaluation Unit, SPAR/MAC, and will be responsible for:

Main tasks and responsibilities

- Elaborate plans to facilitate achievements of Mission's priorities and objectives to be submitted to the Head of Mission ;
- Develop, implement and improve the planning methods for the Mission ;
- Maintain, update/upgrade the Mission Implementation Plan in close cooperation with the relevant Heads of Department and other key stakeholders ;
- Assist the Head Benchmarking and Evaluation Unit in the study and proposal of management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission ;
- Liaise with key Mission staff and Regional and Provincial Teams regarding the strategic direction of the Mission and to ensure all activities are in line with the strategic priorities and specific objectives of the Mission ;
- Support the collection and collation of information from across the Mission for routine reporting on and analysis of the Mission activities against the Mission's six strategic objectives;
- Produce periodic reports for submission to the chain of command, CPCC and EU Member States on the status of the Mission;
- Produce ad-hoc reports for submission to the chain of command, CPCC and EU Member States on Mission critical developments and issues;
- Attend regular meetings and exchanges with Political Advisers, Security Office, Press and Information Office and other key functions for optimized coordination and synergy ;
- Liaise frequently with external partners (CSTC-A, ISAF, UNAMA, IPCB, etc.) in order to enhance coordination and synergy ;
- Follow internal and external developments relating to the Mission programme's and brief the head of SPAR accordingly;
- Give presentations and also to produce presentations and speeches on behalf of others;
- Undertake any other tasks required by the Head of SPAR/MAC.

Qualifications and Experience

Essential

Education and Experience

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

OR

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

Specification of Experience

- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability and drafting skills;
- Understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access).

Advantageous

- Previous experience from international policing, development policy, intelligence, international relations, or diplomacy is considered an asset;
- Broad international experience, particularly in crisis areas with multi-national and international organisations, and knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region are highly desirable;
- Knowledge of project planning, implementation and evaluation;
- Excellent interpersonal and communication skills, ability to work in a dynamic team as well as, and in particular, on own initiative in a methodical manner, and capacity to build rapport with Mission senior-level personnel and international partners;
- High standards of integrity.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--------------------------|
| Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC) Office/Programme Unit | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-109 | Programme Officer, Programme Unit, SPAR/MAC | |

Job Description

The SPAR/MAC Programme Officer will assist the Chief of the Programme Unit, SPAR/MAC in carrying out the duties assigned to the Unit. S/he is reporting to Head of SPAR/MAC, through the Chief of the Programme 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;
- Advise project leaders in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc;
- Ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and 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;
- Contribute to the analysis of Afghan and Mission progress towards the implementation of the Mission's strategic objectives;
- 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, analyse, assign, process and track certified requisitions submitted for procurement action;
- Undertake any other related tasks as required by the Chief of the Programme Unit.

Qualifications and experience

Essential

Education and Experience

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

OR

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

Specification of Experience

- Above mentioned professional experience should be in planning and implementing projects and in project cycle management;
- Professional fluency in English with excellent drafting skills;

- Good analytical capability and drafting skills;
- Good computing skills (e.g. Word, Power Point, Excel and Access).

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--------------------------|--------------------------|
| Head of Mission/ International Police Coordination Board (IPCB) Secretariat | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-097 | Head of IPCB Secretariat | |

Job Description

Under the guidance of the IPCB, and particularly the Chairman of its Board, the Head of IPCB Secretariat works to fulfil the IPCB mandate.

Main tasks and responsibilities

- To foster effective working relationships between the IPCB weekly meetings, Caucus, IPCB Board, Senior Police Advisory Group (SPAG), while ensuring all entities are fully updated on the progress of planning and implementation efforts.
- To encourage active participation of the Afghan government in all IPCB forums.
- To work with MoI, IPCB members and other Afghan authorities to facilitate an Afghan led vision for the Afghan National Police and MoI to be achieved by SY 1402, and to ensure that the vision is one that will receive the support of the international community as envisaged at the 2012 Chicago Summit and that will the IPCB guide into transition.
- To develop an 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 their plans with the vision and plans of the MOI and Afghan Government with respect to policing.
- On behalf of the IPCB Board: to liaise with relevant Afghan government and key security sector reform stakeholder partner organizations to develop effective working relationships that support a coordinated approach to ANSF, and specifically police development and work towards achieving the strategic objective of an Afghan lead in the process.
- To devise a communications strategy designed to ensure that the work of IPCB is understood throughout the IC and Afghan institutions.
- To oversee the process of evolving the organizational structure in order to meet the strategic goals and objectives of police reform in the context of Transition and Transformation, under the general direction of the IPCB.
- To work with the Board in securing funding and support for the IPCB-S.
- To exercise day to day managerial and supervisory control over the IPCB Secretariat and its staff, whilst respecting the different arrangements of contributing bodies.
- To provide the IPCB Board with quarterly reports on the expenditures of the organization.
- To undertake any other tasks required by the IPCB.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Political Science, Law International Relation, Diplomacy, Social Sciences, 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;

Specification of Experience

- Preferably minimum of 10 years of experience serving at main Headquarters of Police or Public Administration in a leading position, dealing with strategic level management;
- Considerable experience in diplomacy or within international organisations highly desirable;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multi-national and international organisations;
- 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 highly desirable; Understanding of issues around governance and ministerial reform highly desirable;
- Negotiation and mediation skills highly desirable;
- Understanding of Post Conflict SSR in relation to the ROL;
- Considerable experience working in a multi-disciplinary team, and in multilateral diplomacy or within international organizations required;
- Considerable experience in change management highly desirable;
- Fluent spoken and excellent written English; Knowledge of Dari or Pashtu is an asset.

EUPOL AFGHANISTAN

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

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

Job Description

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

Main tasks and responsibilities

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

Qualifications and experience

- University degree or other relevant qualifications.
- At least 5 years of professional experience preferably in an international environment.
- Experience in and/or knowledge of Afghanistan highly desirable.
- Experience in managing a website.
- Experience in public relations.
- Ability to work at the highest political level with credibility.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Basic skills in Dari desirable; willingness to improve language skills essential.
- Fluent spoken and excellent written English.

EUPOL AFGHANISTAN

| Component/Department/Unit | Location | <u>Employment Regime</u> |
|--|-------------------------------|--------------------------|
| Head of Mission / International Police Coordination Board (IPCB) – Secretariat | Kabul | Seconded |
| Position Code | Position Name | |
| 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

- 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>Employment Regime</u> |
|--|------------------------------|--------------------------|
| Head of Mission/Brussels Support Element (BSE) | Brussels | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-C-104 | Analysis & Reporting Officer | |

Job Description

The position is a part of the Afghanistan desk at CPCC and reports to the Head of Mission under the overall coordination of the desk.

Main tasks and responsibilities

- Follow closely developments in Afghanistan, in particular those related to the mission's mandate.
- Contribute to the reporting and to drafting of other documents related to the mission.
- Provide analysis on the mission's mandate implementation.
- Perform task related to press and public information in coordination with EUPOL Press Team in Kabul.
- Maintain close contacts with the mission and liaise with EEAS services and other EU institutions and Member States under the overall coordination of the EUPOL Afghanistan desk at CPCC.
- Support mission's work through visits to Afghanistan/ the mission.
- Perform other tasks within the EUPOL Afghanistan team and in support of the mission as required.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Political Sciences, International Relations, Diplomacy or relevant 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 6 years of relevant and proven full-time professional experience.

Specification of experience

- Have substantive knowledge of CFSP, in particular CSDP.
- Have excellent drafting skills in English.

Advantageous

- Experience in a political advisory function as well as in analysis and reporting, public relations and/or media in an international environment.
- Good understanding of the overall context (political, economic, cultural, regional) and security situation in Afghanistan.
- Professional experience in the field of crisis management (in governmental and/or non-governmental organisations).
- Experience in working in a civilian CSDP mission
- Excellent interpersonal and communication skills and ability to operate in an international, multi-cultural working environment.
- Completion of an EU Civilian Crisis Management related course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|----------------------|--------------------------|
| Head of Mission/Brussels Support Element (BSE) | Brussels | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-006 | Rule of Law Adviser | |

Job Description

The position is a part of the Afghanistan desk at CPCC and reports to the Head of Mission under the overall coordination of the desk.

Main Tasks and Responsibilities

- Contribute to the planning of EUPOL Afghanistan mission, notably by providing expertise on Rule of Law (RoL) aspects, including police-justice linkages, human rights and gender.
- In the context of transition, contribute to the EU's comprehensive approach and complementarity of various interventions by the EU, including Member States, in the area of RoL in Afghanistan.
- Provide input and advice to the mission and EUPOL Afghanistan desk, including as regards reporting and other mission related documents.
- Maintain close contacts with the mission and liaise with EEAS services and other EU institutions and Member States under the overall coordination of the EUPOL Afghanistan desk at CPCC.
- Support mission's work from the RoL perspective through frequent visits to Afghanistan.
- Perform other tasks within the EUPOL Afghanistan team and in support of the mission as required.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law or other RoL related field of study 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

- Have previous professional experience in crisis management, and substantive knowledge of CFSP, in particular CSDP.
- Have excellent drafting skills in English.

Advantageous

- Professional experience in the judiciary, public administration, NGOs and/or in a CSDP mission related to RoL.
- Understanding of development programs and instruments, in particular those of the EU.
- Experience in Human Rights & Gender issues.
- Good understanding of the overall context (political, economic, cultural, regional) and security situation in Afghanistan.
- Excellent interpersonal and communication skills and ability to operate in an international, multi-cultural working environment.
- Experience in working at middle or upper management level related to RoL matters, preferably in a crisis management mission.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|----------------------------------|---|--------------------------|
| Head of Mission | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-135 | Deputy Chief of the Internal Investigation Unit (IIU) | |

Job Description

The Deputy Chief of IIU shall report to the Head of Internal Investigations Unit or his delegated authority.

Main Tasks and Responsibilities

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

Qualifications and experience

Essential

Education and experience

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

OR

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|----------------------------------|-------------------------------|--------------------------|
| Police Component (PC) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-007 | Head of Police Component (PC) | |

Job Description

The Head of Police Component (PC) reports to the EUPOL Afghanistan Deputy Head of Mission (DHoM). He/she will be responsible for:

Main Tasks and Responsibilities:

- To deputise for the DHoM in his absence and on his behalf, when so appointed by the DHoM ;
- Assist the DHoM to command, coordinate, manage and control all the police related EUPOL Afghanistan activities related to Training, Programme Coordination, Advising and Mentoring, and to contribute to the developments of strategies, plans, programmes for these, taking into account overall political developments in Afghanistan ;
- Develop and implement all necessary activities and competences in the field of policing to achieve the objectives of the Mission, planning and maintaining timelines, allocating resources and coordinating the development of activities to ensure progress and success of Mission mandate ;
- Establish professional working relationships with EU personnel within the mission area to facilitate the mutual exchange of necessary information, to allow effective co-ordination and co-operation between the mission and other EU and international stakeholders, and especially with the Government of Afghanistan (GoA), UNAMA, ISAF, US Military and Agencies and other key actors ;
- To work in close cooperation with the RoL component and the Field Implementation Office of the EUPOL Afghanistan ;
- Be able, when deemed necessary, to delegate authority utilising the approved chain of command structure of the Mission ;
- Undertake any other tasks required by HoM /DHoM ;

Qualifications and experience

Essential

Education and experience

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

OR

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

Specification of Experience

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

Advantageous

- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate

it to the Mission personnel;

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--------------------------|
| Police Component (PC)/ Police Reform & Professionalisation Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-008 | Head of Police Reform & Professionalisation | |

Job Description

The Head of Police Reform & Professionalisation will assist the Head of Police Component (PC) in performing his/her duties by directing and coordinating the Police reform process for the Mission. This involves managing the experts of the MOI Mentors Team and its interactions within the Mission, with senior management, within the Police pillar and across the other Mission Pillars. The post holder will engage with senior MOI officials and International counterparts in the development of the Ministry and the Afghan National Police. In addition this post holder will be the Deputy to the Head of Police Component (PC) in his / her absence. Reporting to Report to the Head of Police Component (PC) and will be responsible for the following tasks:

Main Tasks

- Conduct the overall direction of the Police Reform process ;
- Coordinate the activities of the mentors / Advisers in the MOI Mentors Team and the engagement at Ministerial / Deputy Minister level between the Mission and the MOI ;
- In close cooperation with international partners, assist the MoI and the ANP in developing their planning, management and performance capabilities through the development and implementation of EUPOL specific and joint programmes of Police development work ;
- As the Deputy Head of Police Component (PC), perform that role in the post holders absence ;
- Perform any other tasks required by the Head of Mission and the Pillar chiefs in support of the objectives of the Mission.
- Undertake any other related tasks as required by the Head of the Police Component (PC).

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 programmes and projects related to police reform ;
- Operational and or management background in the following areas of activity within the team: general policing, criminal investigation, border police, training, logistics, administration, legal affairs, mentoring / advising;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- Ability to manage and coordinate a diverse and multidisciplinary team of mentors and advisers ;
- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--|--------------------------|
| Police Component (PC)/ Police Reform & Professionalization Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-025, 026 | Expert to the Ministry of Interior (MoI) | |

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

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

OR

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

Specification of Experience

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

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--------------------------|
| Police Component (PC)/ Criminal Investigation Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-018 | Chief of Criminal Investigations Department | |

Job Description

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

Main tasks and responsibilities

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

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is fur (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

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

Advantageous

- Substantive knowledge of the functioning of the EU institutions;
- Strong managerial and decision-making skills, flexibility and ability to establish priorities;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good computer skills;
- Experience in the field of Rule of Law.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|-----------------------------------|--------------------------|
| Police Component (PC)/ Criminal Investigation Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-019 | Senior Police Mentor/ Advisor CID | |

Job Description

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

Main Tasks and Responsibilities

- Deputize for the Chief Criminal Investigation Department (CID) ;
- Support, coordinate and monitor the actions of Criminal Investigation Experts in all aspects related to the performance of advising, mentoring and monitoring activities in the area of criminal investigations and intelligence ;
- Advise, monitor and mentor the ANP counterpart on the implementation of the national strategy for criminal investigation and enhance their standards in the concerned area, including the operational capacity to effectively collect and analyse criminal intelligence and the ability to prevent and investigate crimes operating in close cooperation with the prosecution and judicial system ;
- Monitor, in the relevant area, the ANP compliance with Afghanistan's obligations under the international human rights law as well as the ANP working within the framework of the rule of law ;
- Maintain continuous liaison with the Criminal Investigation Experts deployed within the PRTs, and coordinate their action in all anti-crime related issues ;
- Implement directives from the Head of Criminal Investigation Department, as well as regularly attend command structure meetings during his/ her absence ;
- Attend regular coordination meetings with Afghan/ International partners ;
- Deliver presentations related to the Criminal Investigation Department development and progress ;
- Liaise with Mission Support in order to address human resources and logistical needs ;
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission and the Head of Component Police in support of the objectives of the Mission ;
- Undertake any other tasks required by the Chief or Criminal Investigations Department.

Qualifications and experience

Essential

Education and experience

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

OR

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

Specification of Experience

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

Advantageous

- Substantive knowledge of the functioning of the EU institutions;
- Strong managerial and decision-making skills, flexibility and ability to establish priorities;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good computer skills;
- Experience in the field of Rule of Law.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|----------------------|--------------------------|
| Police Component (PC)/ Criminal Investigations Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-053 | Expert in Forensics | |

Job Description

Forensic Expert will assist the Head of the Criminal Investigations Department, through effective and efficient mentoring and advising at both strategic and tactical level in all aspects connected to the mentioned area of specialization. Reporting to the Anti-Crime Chief Mentor/Adviser, and will be responsible for:

Main Tasks and Responsibilities

- To 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 forensics ;
- Advise, monitor and mentor the ANP counterpart on the establishment and implementation of necessary policies, directives, administrative and operational requirements in relation to the ANP Criminal Investigation Forensics ;
- To coordinate with the mentee and the international counterparts in delivering tactical expertise and equipment ;
- Strengthen the capabilities of the members of the ANP Criminal Investigations Forensics up to the minimum skills to initiate and conduct lawful and effective forensics investigations ;
- 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 ;
- To produce written reports concerning the status of the ANP Criminal Investigation Forensics, where to highlight achievements, identify threats and make recommendations ;
- Maintain continuous liaison with the other Crime Investigation Experts 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

- A senior rank police officer with experience in a criminal forensics branch of which at least 5 years at strategic level in his/her police organization in Forensic investigations issues;
- Expertise in the area of criminal forensics (preservation and processing of a crime scene, collection and exploitation of evidence, chain of custody procedures, evidence identification and examination techniques, the formulation of the expert opinion, quality management.

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals ;
- Ability to deal with potentially sensitive situation;
- Adequate knowledge of the international law concerning human rights ;
- Ability to prepare reports and communicate verbally in an effective manner ;
- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--------------------------------|--------------------------|
| Police Component (PC)/ Criminal Investigations Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-056, 069 | 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 of Criminal Investigations Department.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

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

- Adequate knowledge of the international law concerning human rights ;
- Ability to prepare reports and communicate verbally in an effective manner ;
- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--|--------------------------|
| Police Component (PC)/ Community Policing Department/ Kabul Field Office | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-077, 082 | Police Expert Community Policing, Field Office Kabul | |

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of experience

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

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Police Component (PC)/ Community Policing Department/ Kabul Field Office | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-R-003 | Field Office RoL Expert, Gender & Human Rights (G&HR) | |

Job Description

The Field Office Expert (HR&G) will assist the Head of Field Office Kabul in all aspects connected to Human Rights & Gender area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to 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 HR&G;
- Closely cooperating with the EUPOL HQ Human Rights and Gender Unit;
- Engaging directly with the police and justice actors, including, but not limited to key Ministry of Interior counterparts, criminal prosecutors, judges and investigative police corresponding to the territorial jurisdiction of the post through provision of mentoring and advising in strategic human rights and gender equality issues;
- Conducting training, mentoring and advising of police and justice actors, including but not limited to criminal prosecutors, judges and investigative police;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Delivering of other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Liaising with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, relevant government officials, regional, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations;
- Undertaking other relevant tasks required by the Head of the Community Policing, Field Office Kabul.

Qualifications and Experiences

Essential

Education and experience

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Police Component (PC)/ Community Policing Department/ Police Project Management Unit | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-013 | AU(C)P: Deputy Chief Police Project Adviser | |

Job Description

The Deputy Chief Police Project Adviser shall replace the Chief Police Project Adviser on all occasions where his presence or active involvement is required, and will supervise the Project Coordinator and Project Advisers. Reporting to the AU(C)P Chief Police Project Adviser and will be responsible for:

Main Tasks and Responsibilities

- Provide guidance to all staff on the AU(C)P project;
- Implement and develop civilian policing in Afghanistan according to the national Police Plan, Ministerial Development Plan and the strategic objectives of EUPOL;
- Assist, in close cooperation
- with the project members in developing plans and projects in the AU(C)P Project;
- Maintain and update the Mission Implementation (Activity) Plan, according to mission requirements;
- Report and provide feedback on a regular basis to the EUPOL Management when replacing the Chief AU(C)P Project Adviser;
- Secure overall Afghan involvement and ownership to the projects;
- Maintain close contact and cooperation with international key partners e.g. CST-A, NTM-A, IJC and NGO's;
- Provide presentations on the progress of the project to international stakeholders;
- Consult on a regular basis with EUPOL FO Staff on AUCP Project matters;
- Advise the Chief Project Manager on matters which require her/his immediate attention;
- Undertake any other tasks required by the AU(C)P Chief Police Project Adviser.

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 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

- 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>Employment Regime</u> |
|--|------------------------------------|--------------------------|
| Police Component (PC)/ Community Policing Department/ Police Project Management Unit | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-029 | AU(C)P: Police Project Coordinator | |

Job Description

The Project Coordinator shall assist the Chief Police Project Adviser and Deputy Chief Police Project Adviser by coordinating all project related matters and activities. Reporting to AU(C)P Chief Police Project Adviser and will be responsible for:

Main Tasks and Responsibilities

- To assist in developing, coordinating plans and projects ;
- To coordinate all project activities and ensure timely delivery of products, in accordance with the project's timeline ;
- To contribute to the projects by drafting parts of the project plans under the direct guidance of the (Deputy) Chief Police Project Adviser ;
- To organize the daily agenda by making appointments with other participants ;
- To prepare power point presentations for the Project and EUPOL Management or other stakeholders ;
- To provide feedback on project process to other mission components ;
- To maintain close cooperation with Afghan police representatives and to keep them updated ;
- To administer a system of keeping all project documentation ready for immediate availability ;
- Support the EUPOL Management, HoM in the decision making process by drafting and submitting reports through the chain of command.
- Undertake any other tasks required by the AU(C)P Chief Police Project Adviser.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration, Project Management or in social sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;

- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--------------------------------|--------------------------|
| Police Component (PC)/ Community Policing Department/ Police Project Management Unit | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-030 | AU(C)P: Police Project Adviser | |

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration, Project Management or in social sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;

- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Police Component (PC)/ Community Policing Department/ Intelligence Led Policing Unit (ILP) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-016 | AU(C)P: Chief Police Mentor/Adviser (ILP) | |

Job Description

The AU(C)P: Chief Police Mentor/Adviser (ILP), shall lead a team of mentors and advisers to perform effective mentoring and advising to support the implementation of the Intelligence Led Policing Model within Afghan Uniform (Civilian) Police and the City Police and Justice Program. Reporting to the AUCP Chief of Community Policing Department 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;
- Develop Intelligence Led Policing within Afghan Uniform (Civilian) Police 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 Intelligence Led Policing;
- Ensure that the ILP mentors and advisers are assisting their mentees in enhancing their 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, structures and best practices;
- Ensure that the ILP mentors and advisers assisting the ANP in developing and implementing, an effective coordination of the different departments of the ANP in the use of intelligence as the basis for command and control of resources;
- Ensure that the ILP mentors and advisers are assisting their mentees in elaborating fair and impartial human resources policies for recruitment, training and specialisation of those working in specialist Intelligence Led Policing functions;
- Support the HoM and Head of Police Component (PC) in the decision making process by drafting and submitting proposals through the Head of Mentors, for a coherent mentoring strategy in respect of Intelligence Led Policing and the wider Mission strategic priorities;
- Liaise closely with other key mentors and chief mentor/advises from other 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 AUCP Chief of Community Policing Department.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in 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 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

- Senior rank in a police service, with at least 8 years of effective police experience with Intelligence Led Policing model and in particular, Uniform Police, CID and Command and Control functions;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- A good understanding of how all areas of policing interacts, in particular Uniform Police, CID and Command and Control functions;
- A good understanding of command and control functions including tasking and co-ordination of resources;
- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

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

Job Description

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

Main tasks and responsibilities

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

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Law, Business or Public Administration, International relations or in Social Sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Proven leadership and management skills;
- A good understanding of how all areas of policing interacts, in particular Uniform Police, CID and Command and Control functions;
- A good understanding of command and control functions including tasking and co-ordination of resources;
- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--|--------------------------|
| Police Component (PC)/ Community Policing Department/ Intelligence Led Policing (ILP) Unit | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-044, 047 | Expert Intelligence led policing (ILP) | |

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--|--------------------------|
| Police Component (PC)/ Community Policing Department / Police Command, Control and Communications Unit (PC3) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-015 | AU(C)P: Senior Police Mentor/Adviser (PC3) | |

Job Description

The AU(C)P: Senior 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 AU(C)P: Chief of Police Mentor/Adviser (PC3)

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;
- 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 AU(C)P: Chief of Police Mentor/Adviser (PC3).

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 command, control and communications models ;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- A good understanding of how all areas of policing interacts, in particular Uniform Police, CID and Command and Control functions;
- A good understanding of command and control functions including tasking and co-ordination of resources;
- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--------------------------|
| Police Component (PC)/ Community Policing Department / Police Command, Control and Communications Unit (PC3) | Kabul | Seconded |
| <u>Position Codes</u> | <u>Position Name</u> | |
| KA-P-033, 034 | Expert Police, Control, Command and Communication (PC3) | |

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--|--------------------------|
| Police Component (PC)/ Community Policing Department / Police Command, Control and Communications Unit (PC3) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-051 | 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/Office</u> | <u>Location</u> | <u>Employment 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>Employment 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>Employment Regime</u> |
|---|---------------------------------|--------------------------|
| Training Component (TC)/ Crime Management College Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-117, 118 | Police Training Advisor (Crime) | |

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

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

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

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills
- Good working knowledge of MS Office and Excel;
- A training qualification.

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|-----------------------------------|--------------------------|
| Training Component (TC)/ Police Training Support Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-115, 120 | 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/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 (FOC) | |

Job Description

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

Main tasks and responsibilities

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

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 12 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| 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>Employment Regime</u> |
|--|---------------------------------|--------------------------|
| Training Component (TC)/ Rule of Law Technical Training Support Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-096 | Programme Officer-Plans support | |

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

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

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Public or Business Administration or Pedagogic Sciences, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more, with at least 5 years of relevant and proven full-time Police experience.

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

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

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Public Policies or Public Management, Development Studies, Development Economics, Law, International Relations, Leadership or another related field where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 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, with at least 10 years of relevant and proven full-time Police experience.

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--|--------------------------|
| Rule of Law Component (RoL)/ Anti-Corruption Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-R-021 | 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 Investigators from the Ministry of Interior or the investigative prosecutors, while foster cooperation between police and prosecutors throughout his/her activity;
- Work as part of a team to provide technical advice on transparency and accountability measures to the Ministry of Interior (MOI) and/or the Attorney General's Office on development of national and sector policies and Standard Operating Procedures;
- 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, EUSR/EUDEL, UN 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 7 years of relevant and proven full-time Police experience.

Specification of experience

- A minimum of five years experience as a prosecutor or seven years in police operational environment.
- Excellent oral and written communications skills
- 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;
- Sound decision-making skills, political judgement and ability to influence;

- Ability to work properly and fully perform as part of a team of diversified and multidisciplinary professionals;
- 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.

Desired skills :

- Experience with project management and proposal writing;
- Experience in the field of anti-corruption;
- Knowledge in the field of procurement;
- International experience, particularly in crisis areas with multi-national and international organizations.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|---|--------------------------|
| Rule of Law Component (RoL) /Justice Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-R-051 | RoL Mentor/Adviser to the Ministry of Justice (JUS) | |

Job Description

The Mentor to the Ministry of Justice shall assist the Chief of the Justice Unit 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, practicing lawyer or equivalent legal professional, 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>Employment Regime</u> |
|--|----------------------|--------------------------|
| Rule of Law Component (RoL) / Justice Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-R-054 | 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, judge or equivalent legal professional; having worked on developing legislative framework and judicial institutions in a Member or Contributing State and/or in a developmental, transitional or post-conflict situation;
- Good knowledge of judicial reform processes and the functions and practices of criminal procedures including criminal investigations and prosecution.

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Rule of Law Component (RoL)/ 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 Department 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;
- Represent the Mission in international coordination meetings and in contacts with key counterparts (EU HR and Gender Working Group; Women, Peace and Security Working Group);
- Liaise with international partners (NTM-A, UNAMA, UNDP/LOTFA);
- Maintain contacts with the EU Member State delegations, as relevant and appropriate, and develop regular contacts with relevant NGOs and academics.
- 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 and or Security Sector Reform Programmes, 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 Human rights and Humanitarian Law, international relations or other related studies;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;
- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multi-national and international organizations;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region ;
- Experience in international co-operation in relation to Civil Crisis Management or strategic liaison with international partners;
- Prior CSDP or equivalent mission experience in a mission management position;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

| <u>Component/Department/Unit</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Rule of Law Component (RoL)/ Gender & Human Rights Department | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-R-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;
- Expertise in human rights and gender concepts;
- Experience in Security Sector reform and gender;
- Experience in project management in the field of Rule of Law.

Advantageous

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

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

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|------------------------------------|---|--------------------------|
| Field Office Component (FOC) | Kabul | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| KA-P-131 | 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/Field Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Field Office Component (FOC)/Field Office Mazar-e-Sharif | Mazar-e-Sharif | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-P-001 | Head of the Field Office Mazar-e-Sharif | |

Job Description

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

Main Tasks and Responsibilities

- Provide leadership and guidance to all field office staff;
- Reporting to the Field Office Component on the development and results of the activities undertaken in delivery against the Mission's programmatic strategic objectives and action plans;
- Overseeing provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and field office administration;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Representing the Mission by facilitating the establishment, building of, and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organizations;
- Undertake any other tasks required by the 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 or more of the following areas of activity: CID; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management.

Advantageous

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

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

EUPOL AFGHANISTAN

| <u>Component/Field Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--|--------------------------|
| Field Office Component (FOC)/ Field Office Mazar-e-Sharif | Mazar-e-Sharif | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-P-002 | Deputy Head of the Field Office Mazar-e-Sharif | |

Job Description

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

Main Tasks and Responsibilities

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

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.

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Field Office Component (FOC)/ Field Office Mazar-e-Sharif | Mazar-e-Sharif | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-P-015 | Field Office Senior Police Mentor/Adviser | |

Job Description

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

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

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

Main Tasks and Responsibilities

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

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|------------------------------------|--------------------------|
| Field Office Component(FOC)/ Field Office Mazar-e-Sharif | Mazar-e-Sharif | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-P-006, 008 | 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 Sr. Mentor/Advisor (Police) of Field Office and will be responsible for:

Main Tasks

- 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 Sr. Mentor/Advisor (Police) of the Field Office.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

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

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;

- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|---|--|--------------------------|
| Field Office Component (FOC)/ Field Office Mazar-e-Sharif | Mazar-e-Sharif | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-R-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.

EUPOL AFGHANISTAN

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

Job Description

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

Main tasks and responsibilities

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

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--|--------------------------|
| Field Office Component (FOC)/ Field Office Mazar-e-Sharif | Mazar-e-Sharif | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-R-006 | Field Office RoL Mentor/Adviser, Gender & Human Rights | |

Job Description

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

Main Tasks and Responsibilities

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

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 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;
- 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;
- 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;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|--|--------------------------|
| Field Office Component(FOC)/ Field Office Mazar-e-Sharif | Mazar-e-Sharif | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-R-008 | 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 Sr. RoL Mentor/Adviser, and will be responsible for:

Main Tasks and Responsibilities

- Support the Sr. Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of 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/Adviser.

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

Job Description

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

Main Tasks and responsibilities

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

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 12 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

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

Job Description

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

Main Tasks and responsibilities

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

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 12 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|------------------------------------|--------------------------|
| Field Office Component (FOC) / Field Office Herat | Herat | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-P-039, 040 | Field Office Police Mentor/Adviser | |

Job Description

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

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Field Office Component (FOC) / Field Office Herat | Herat | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-R-023 | Field Office RoL Mentor/Adviser, Gender & Human Rights (G & HR) | |

Job Description

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

Main Tasks and responsibilities

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

Qualifications and Experience:

Essential

Education and experience

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

Specification of experience

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

Advantageous

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

EUPOL AFGHANISTAN

| <u>Component/Department/Office</u> | <u>Location</u> | <u>Employment Regime</u> |
|--|---|--------------------------|
| Field Office Component (FOC) / Field Office Herat | Herat | Seconded |
| <u>Position Code</u> | <u>Position Name</u> | |
| PRT-R-019, 020 | 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 Sr. RoL Mentor/Adviser and will be responsible for:

Main Tasks and Responsibilities

- Support the Sr. Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of 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 Senior RoL Mentor/Adviser.

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

Job Description

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

Main Tasks and Responsibilities

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

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 11 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

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

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations;
Excellent drafting and reporting skills.