

# EUROPEAN EXTERNAL ACTION SERVICE



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

### Advertisement for seconded/contracted staff members

<b>Organisation:</b>	<b>EUPOL COPPS</b>		
<b>Job Location:</b>	<b>Palestine</b>		
<b>Availability:</b>	<b>As indicated in the Job Descriptions</b>		
<b>Staff Regime:</b>	<b>As indicated below</b>		
	<b>Ref.</b>	<b>Name of the post</b>	<b>Available on</b>
		<b>Seconded/Contracted</b>	
	HM005	Mission Security Officer	ASAP
	MS003	Human Resources Officer	ASAP
	MS010	Communication and Information Systems Officer	ASAP
	RL006	Justice Expert	ASAP
		<b>Seconded</b>	
	PR001	Head of Planning and Evaluation Department	ASAP
	PR003	Programme Manager	ASAP
	PA028	Penitentiary Expert	ASAP
	RL003	Prosecution Expert	ASAP
	RL015	Ministerial Legal and Administrative Expert	ASAP
<b>Deadline for applications:</b>	<b>8 May 2014 at 1700 Bxl. Time</b>		
<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eupolcopps@eeas.europa.eu</b>		

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p><b>Mr. Jørn Laursen</b>  <b>E-mail: <a href="mailto:cpcc.cfc@eeas.europa.eu">cpcc.cfc@eeas.europa.eu</a></b>  <b>0032 476 575740</b></p>
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**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances, other than those paid according to Council document 7291/09 (10 March 2009). Personnel seconded from 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 contract<sup>1</sup>. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

The Civilian Planning and Conduct Capability, CPCC, requests that Member/Invited Third States propose candidates for the following international expert positions for the EUPOL COPPS, according to the requirements and profiles described below:

#### **A. Essential requirements**

Member/Invited Third States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of a Member State of the European Union (EU) or of an Invited Third State and full rights as a citizen.

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

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

**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.

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

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

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing/Member States.

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

**Driver's licence** – Be in possession of a valid - including Mission area - civilian driver license for motor vehicles (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable). Able to drive any 4 wheel drive vehicles.

**Computer Skills** – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

**Training** – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

## **B. Recommendable requirements**

**Knowledge of the EU Institutions** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

**Knowledge of the Middle East** – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

**Training and experience** – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

**Language skills** – knowledge of Arabic or Hebrew will be an asset.

## **C. Essential documents for candidates**

**Passport** – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

**Visas** – Member/Invited Third States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EU CI.

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

**Medical certificate** – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member/Invited Third State. A copy of this certification must accompany deployed seconded/contracted personnel.

#### **D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC, encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member/Invited Third State will bear any related costs.

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

## Seconded/contracted positions:

<b><u>Mission Security Officer(HM005)</u></b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Security Clearance at Level Secret only. No equivalent is acceptable.	<b>Employment Regime:</b> Seconded/Contracted
<b>Post category for contracted:</b> Mission Support Staff - Management level	
<b>Reporting line:</b> Senior Mission Security Officer	

### Summary

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

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

### Main tasks:

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

- To identify staff training needs in security related areas in line with standards set by the EEAS Field Security Policy and supporting documents;
- Ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUPOL COPPS and EUBAM when required;
- To alternate with the SMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- Undertake any other tasks required by the SMSO or Head of Mission in support of the objectives of the Mission.

### **Qualifications and experience:**

- University degree in security or management related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/ police academy or a civilian security organization with specialized training on field operations, force protection (minimum 3 years). In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police;
- 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;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding);
- Solid knowledge of the Middle East area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Successful completion of the EU Mission Security Officer Certification Course (desirable)
- Arabic and/or Hebrew as well as other European Languages an asset

<b><u>Human Resources Officer (MS003)</u></b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded/Contracted
<b>Post category for contracted:</b> Mission Support Staff – management level	
<b>Reporting line:</b> Chief Human Resources	

**Main tasks:**

- To participate in the management and co-ordination of all human resources related issues for the Mission as requested by the Chief Human Resources;
- To advise and guide concerning Human Resources/Personnel policies and procedures;
- To prepare job descriptions for every position, as well as the call for contributions as part of the force generation process;
- To process applications and maintain rosters and databases as appropriate;
- In coordination with the CPCC to organize the Mission recruitment and selection process of qualified applicants for the vacant positions (all international experts and local staff);
- To handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures;
- To organize the planning and to advise in the development of training for personnel;
- To prepare and follow up the deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of mission, attendance records, duty rosters, leaves and all other personnel related issues and documents;
- To support the Chief HR in the development and implementation of the existing personnel administration rules;
- To coordinate the performance management regime for the Mission;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- Coordination of the monthly payroll – maintaining accurate entitlement records with regards to all changes, corrections and/or adjustments effecting staff members salaries, allowances and other entitlements;
- Perform other duties as required by Chief of Human Resources and act as back-up of the other staff members of the Human Resources Office.

**Qualifications and Experience:**

- University Degree (minimum 3 years full time study) in Social Sciences, Human Resources, Business Administration or in other relevant field; equivalent military/police education in the aforementioned fields can be considered as appropriate;
- To have a minimum of 5 years of broad professional experience in legal, administrative and operational aspects of human resources and training;
- Through knowledge of standard MS office tools: Word, Excel, PowerPoint, Outlook, Visio;
- To have experience in the implementation of EU processes and regulations in Human Resources (desirable);
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Fluent in written and spoken English.

<b>Communication and Information Systems Officer (MS010)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Security Clearance at Level Secret only. No equivalent is acceptable.	<b>Employment Regime:</b> Seconded/Contracted
<b>Post category for contracted: Mission Support Staff – management level</b>	
<b>Reporting line:</b> Senior CIS Officer	

**Main tasks:**

- Support and advise the Senior Communication and Information Systems Officer on all matters related to CIS software and hardware;
- To manage CIS equipment, telephones, radios, servers, network and software applications with respect to installation, systems support, security, maintenance and to coordinate the standardisation of computer hardware and software within the mission;
- To support in designing, implementation and maintaining EUPOL COPPS’s local/wide area network and ensure the operation through an adequate preventive maintenance program while providing EUPOL COPPS with network accessibility, email accounts, internet use, security and backup of data;
- To manage service, support and repairs of CIS equipment, network and software applications with respect to installation, systems support, security and maintenance to ensure the operation of EUPOL COPPS to develop detailed systems specifications, functional specifications and user documentation for major systems;
- To provide technical advice on all CIS matters to EUPOL COPPS staff;
- To support the senior CIS Officer to conduct research, analysis and evaluation of goods, services and new technologies. Make recommendations for their deployment, as well as handling all aspects of drafting tender specifications, contract administration, including collaboration with EUPOL COPPS’s Procurement Team in order to establish service level agreements or framework contracts with vendors;
- To maintain an adequate number of CIS equipment and spares while originating requisitions for equipment, spare parts and supplies and maintain the appropriate budget control and accountability for CIS spending – Organise repair and replacement as necessary;
- To produce precise reports concerning CIS issues and to recommend improvements for future acquisitions;
- To support the senior CIS Officer to continuously seek cost-effective solutions for CIS hardware and software according to the EUPOL COPPS’s requirements;
- To organise the prompt delivery of technical services by assigning the available technical resources, including providing Office Automation as help desk support, standardisation, preparation and maintenance of applications;
- To support in the implementation of appropriate security mechanisms in order to protect EUPOL COPPS’s CIS infrastructure from all kinds of electronic threats;
- To support EUPOL COPPS software applications such as procurement, personnel management, finance control, assets control, pass and ID;
- To identify users training needs with regards to the EUPOL COPPS’s standard hardware and software. Develop the training curriculum and deliver the training;
- To support in the establishment of the technical liaison and coordination with other international organizations within the mission area with regards to CIS;
- To support in preparation/drafting the budget for CIS equipment and services;
- To support the establishment of Standard Operating Procedures containing policies and directives



relating to all CIS issues, use and management of CIS equipment and produce technical documents regarding disaster recovery and network/server documentation;

- Assist both EUPOL COPPS and EUBAM Missions in all aspects related to CIS;
- To deputise the Senior Communication and Information System Officer in his absence;
- To undertake any other related tasks as required by the Senior Communication and Information Systems Officer.

### **Qualifications and experience:**

- University degree (minimum 3 years full time study) in Computer Science/Communications, Information Technology, IT Engineering or any other relevant field for the post; equivalent military/police education in the aforementioned fields can be considered as appropriate;
- A minimum of 5 years of progressively responsible experience in CIS management and design, development and implementation of complex CIS systems;
- Knowledge and experience in communications (VHF, UHF, HF, Satellite systems “THURAYA” and “IRIDIUM”, GSM, PBX), as well as software;
- Advanced knowledge in networking: TCP/IP/LAN/WAN/WLAN including installation, administration and management;
- Ability to effectively provide CIS guidance and support to Mission Members;
- Ability to effectively manage a team of IT local staff;
- Effective project management skills;
- To be in a possession of Personnel Security Clearance at the level of EU SECRET;
- Punctuality, ability to perform under stress, willingness to work flexible working hours;
- Ability to prioritize and manage a high workload (advantage);
- Ability to perform under stress and in difficult circumstances;
- Good communication skills both oral and written in English;
- Knowledge in Information Technology Infrastructure Library (ITIL) and implementation of the same in a support structure is desirable;
- Advanced knowledge and experience in installation, management and configuration of servers (Microsoft Server/Linux), workstations, firewalls, routers, switches (Cisco network devices and IOS) and other network equipment; Relevant certifications are an asset;
- Possession of Microsoft Operating Systems technologies certifications (advantage);
- Knowledge of the functioning of the EU and in particular CSDP missions (advantage);
- International experience, particularly in crisis areas with multi-national and international organisations (advantage);
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment (advantage).

<b>Justice Expert (RL006)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded/Contracted
<b>Post category for contracted:</b> Expert	
<b>Reporting line:</b> Head of Rule of Law Section	

**Main tasks:**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to the following:
- Providing advice on the roles and mandates of the principal justice institutions within the sector (High Judicial Council, Ministry of Justice and Office of the Attorney General);
- Providing advice on the strategic objectives of the High Judicial Council (HJC), in particular to the Chief Justice and the members of the council), and on the role and future direction of the council;
- Liaise closely with the HJC and with the other justice institutions as required on their roles and mandates and provide strategic advice to the HJC on its strategic direction and implementation of its strategic objectives;
- Coordinate the mission's activities with donors who are active with respect to supporting the HJC in these particular areas;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

**Qualifications and experience:**

- University degree (minimum of 4 years full time studies) in law;
- Minimum of 8 years professional experience as a judge, prosecutor or lawyer;
- Experience of working on strategic matters at a judicial council;
- Experience in advising other justice institutions (such as, for example, an attorney general's office or a ministry of justice);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- Ability to operate Microsoft Office package (Word, Excel, Powerpoint, Outlook);
- International experience of working with rule of law and criminal justice system issues (desirable);
- Project management experience (desirable).

## Seconded positions:

<b>Head of Planning and Evaluation Department (PR001)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> date
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded
<b>Post category for contracted:</b>	
<b>Reporting line:</b> Head of Mission (HoM)/Deputy Head of Mission (D/DoM)	

### Main tasks:

- To lead and manage the Planning and Evaluation Department;
- To contribute, at the senior management/policy level, and in his/her field of expertise, to the Mission's efforts on mandate planning and implementation, in line with the CONOPS, OPLAN and mission reporting mechanisms;
- To lead on the Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms, ensuring an operational focus and tone is maintained;
- Responsible for ensuring the efficient and effective coordination and delivery of all Programmes and Projects within the Mission's Portfolio, in a manner consistent with the Mission's mandate, and in full support of the operational sections;
- Ensure alignment of Programmes and Projects with the strategic aims and objectives of the Mission, its delivery partners and counterpart organizations including RPDA within the PCP and any other relevant planning department of any Criminal Justice Sector counterparts;
- Design and implement effective systems of programme/project management and reporting;
- Supervise the effective management and delivery of missions commitments on Programmes and Projects, in respect of their implementation, in accordance with set time scales, budgets and quality levels;
- Develop and maintain effective systems of communication for internal and external stakeholders on programme/project related issues;
- Mentor and assist Programme/Project officers and operational section focal points with the planning, execution, and delivery of allocated projects;
- Provide timely, accurate project tracking and reporting to Senior Management as well as relevant external stakeholders;
- Consistent with the Mission's mandate and strategy, provide such support to external working groups; EU Member States and international donors as may be required in identifying funding streams to support programmes and projects;
- Undertake any other related tasks as required by the HoM/D/DoM.

### Qualifications and Experience:

- Successful completion of a full course of university studies, attested by a relevant 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 ten (10) years of relevant and proven full-time professional experience at the policy making/senior management levels of a police or wider criminal justice sector organisation;

- Minimum 5 years managerial experience at the Senior Management level;
- Professional experience in administrative and operational aspects of Programme Management, within a CSDP mission environment;
- Highly developed management, interpersonal and communication skills, both written and oral;
- Excellent English editing and drafting skills;
- Proven experience in evaluation and compliance procedures.

<b>Programme Manager (PR003)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded
<b>Post category for contracted:</b>	
<b>Reporting line:</b> Head of Planning and Evaluation Department (P&ED)	

#### **Main tasks:**

- To assist and advise the Head of Planning and Evaluation Department (P&ED) to the Department's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation and compliance mechanism;
- To support, on behalf of the Head of P&ED, Heads of Section in translating the benchmarks and objectives of the MIP into their work;
- To ensure that P&ED initiatives and planning are kept updated, in coordination with the Police Advisory and Rule of Law Sections;
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of P&ED accordingly;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law structures/activities relevant for the Mission; to analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing and maintain longitudinal analysis for programmes stakeholders to gauge programmes impact;
- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and evaluation mechanisms;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To actively participate in the efforts of the co-location team embedded in the Palestinian Civil Police (PCP) as per modalities decided by the Head of P&ED;
- To undertake any other tasks as required by the Head of P&ED.

#### **Qualifications and Experience:**

- Successful completion of a full course of university studies attested by a degree in Law, Economics, Political Science, Business Administration or other related university studies, where the normal duration of university education 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.
- Professional experience in legal, administrative, and operational aspects of Programme Management;
- Very good interpersonal and communication skills, both written and oral;

- Excellent English editing and drafting skills;
- Proven experience in evaluation and compliance procedures;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multi-national and international organizations, preferably in an CSDP operation;
- Good understanding of the political, cultural and security situation in the Middle East;
- Proven understanding of complex organisations and organisational change management processes;
- Sound understanding and proven experience in rule of law procedures, development and institution/capacity building.

<b>Penitentiary Expert (PA028)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded
<b>Post category for contracted:</b>	
<b>Reporting line:</b> Head of Police Advisory Section	

### **Main tasks**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to:
  - Advising on organisational structures and development of strategic plans and on defining clear roles and responsibilities for staff of the Corrections and Rehabilitation Centres Department (CRCD) of the Palestinian Civilian Police (PCP);
  - Reviewing relevant laws, rules, regulations and operating procedures relating to prison management and providing support and advice on how to improve these instruments;
  - Analysing practices, procedures and conditions in Palestinian prison/detention facilities with a view to ensuring compliance with international human rights standards on imprisonment and detention. This includes an analysis of the movement restrictions for the Palestinian Civil Police (PCP), the CRCD, the prosecution service and the judiciary;
  - Advising on accountability and oversight mechanisms for the penitentiary service;
- Liaise closely with the CRCD of the PCP on any matters which arise and provide advice and direction as required and coordinate with the relevant ministries (Ministry of Interior and Justice) and with the judiciary;
- Coordinate the mission's activities with donors who are active with respect to supporting the CRCD (e.g. the US Bureau for International Narcotics and Law Enforcement and UN);
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

### **Qualifications and experience**

- University degree (minimum 4 years full time study) in law, social science or equivalent academic or professional training;
- A minimum of 8 years of relevant experience in a correctional institution (preferably at headquarters level) or a relevant government ministry with broad professional experience in strategic management of prisons;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- Ability to operate Microsoft Office package (Word, Excel, Powerpoint, Outlook);
- Knowledge of prison related international standards would be a distinct advantage;
- Project management experience (desirable).

<b>Prosecution Expert (RL003)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Secret	<b>Employment Regime:</b> Seconded
<b>Post category for contracted:</b>	
<b>Reporting line:</b> Head of Rule of Law Section	

### **Main tasks**

- Contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to:
  - Developing the operational capacity of the Office of the Attorney General in terms of delivering fair, prompt and proportionate justice;
  - Increasing the effectiveness of the investigation and prosecution of crimes through enhancing police/prosecutor cooperation;
  - Contributing to the efforts to develop the capacity and skills of police and prosecutors to undertake effective and efficient investigation;
  - Supporting the Palestinian authorities with respect to international legal cooperation;
  - Supporting the Palestinian prosecution service with respect to the protection of victims and witnesses;
- Liaise closely with the Police Advisory Section of the mission in order to coordinate efforts with respect to the enhancement of police/prosecutor cooperation and with respect to the other matters listed above;
- Liaise closely with the Office of the Attorney General on any matters which arise and provide advice and direction as required;
- Coordinate the mission's activities with donors who are active with respect to supporting the Office of the Attorney General;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- Perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

### **Qualifications and experience**

- University degree (minimum 4 years full time studies) in law;
- Minimum 8 years professional experience as a prosecutor;
- Experience of working on police/prosecutor coordination;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to operate Microsoft Office package (Word, Excel, Powerpoint, Outlook);
- Excellent level of written and spoken English;
- Experience of working on issues related to the protection of victims and witnesses would be a distinct advantage;
- Experience of working on international legal cooperation and assistance would be a distinct advantage;
- International experience of working with rule of law and criminal justice system issues desirable;
- Experience of training prosecutors on a range of relevant matters desirable;
- Project management experience desirable.



<b>Ministerial Legal and Administrative Expert (RL015)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> ASAP
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded
<b>Post category for contracted:</b>	
<b>Reporting line:</b> Head of Rule of Law Section	

### **Main tasks**

- Support the Minister, Deputy Minister of Justice, and other relevant officials within the MoJ on efforts to reform and restructure the internal functions of the ministry;
- Identify, plan, develop, and implement projects aimed at enhancing both the collective and individual capacities of staff members of the MoJ;
- Identify funding sources for the implementation of capacity building projects for the MoJ;
- Facilitate joint projects with other institutions or organisations aimed at enhancing the capacities of the MoJ;
- Facilitate a transformation plan for the MoJ aimed at transforming the internal performance of the institution;
- Assist the Minister and Deputy Minister of Justice, and other relevant officials within the MoJ in their efforts to enhance and increase managerial skills of decision and policy makers within the MoJ;
- Assist the Minister and Deputy Minister of Justice, and other relevant officials within the MoJ in their efforts to improve transparency in the decision making processes within the MoJ;
- Advise the Minister, Deputy Minister of Justice, and other relevant officials within the MoJ on the enhancement of internal communication mechanisms within the MoJ;
- Support the Minister, Deputy Minister of Justice, and other relevant officials within the MoJ with respect to the enhancement of performance management, planning, and information sharing within the MoJ;
- Serve as the focal point for advice to the Head of the Rule of Law Section on all internal matters relating to the MoJ;
- Undertake any other tasks required by the Head and/or Deputy Head of Rule of Law Section.

### **Qualifications and experience:**

- University Degree (minimum 4 years full time study) in Law;
- A minimum of 8 years professional experience as a lawyer or legal advisor;
- Experience within a Ministry of Justice or other similar institution advising on internal matters;
- Good knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to operate Microsoft Office Package (Word, Excel, PowerPoint, Outlook)
- Excellent level of written and spoken English;
- Project management experience desirable.