

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

CALL FOR DEPLOYMENT/CONTRIBUTION OF CRT EXPERTS TO SUPPORT THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)			
Organization:	EUPOL AFGHANISTAN		
Post Location:	Kabul		
Employment Regime:	Seconded		
Availability:	Immediately after selection		
	Ref.	Name of the post	Proposed Period of Deployment
	KA-HRE-01	Human Resources Expert	1 Sept. - 30 Nov. 2014
	KA-HRE-02	Human Resources Expert	1 Sept. - 30 Nov. 2014
Deadline for applications:	29 August 2014 17:00 hours (Brussels time)		
E-mail address to send the Job Application Form/CV:	cpcc.eupolafghanistan@eeas.europa.eu		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC) Mr Juho SÄRKILÄ cpcc.eupolafghanistan@eeas.europa.eu		

Seconded Personnel – Only personnel nominations received through official channels from Member 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 the Council Document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Tour of Duty – The duration of the deployment is indicated in the Job Descriptions.

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP missions could be used as an indication for a proper holiday arrangement for CRT/Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the mission during any leave period and all travel costs related to the leave must be borne by the sending Member State or by the expert.

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) and full rights as a citizen.

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

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

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

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

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

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 – Sending 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 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 by phone, before the final selection is made.

Information on the outcome – The States will be informed about the outcome of the selection process after its completion.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Human Resources Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-HRE-01, KA-HRE-02	Human Resources Expert	

In the framework of the existing Human Resources structure, the HR expert supports the Mission during the reconfiguration exercise with a view to reduce the advert impact in the downsizing of National and International EUPOL Staff members.

Main Tasks and responsibilities

- To analyse Job Descriptions to establish selection criteria and other related Human Resources functions;
- To develop interview techniques, rating scales and tests used to assess skills and abilities for the purpose of employee retention in the context of mission reconfiguration;
- To participate as a full member in the selection panels;
- To assist in coordinating tests, panels and analyse performance evaluation reports related to the mission reconfiguration;
- To perform any other Human Resources management related tasks as need arises.

Qualifications and experience

Essential education and experience

- Successful completion of a full time course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or equivalent 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

- Successful completion of a full time course of university studies attested by a degree in Social Sciences, Human Resources, Business Administration or equivalent 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.

Specification of Experience

- At least five (5) years of experience in Human Resources Management, preferably in an international organization and/or public administration;
- Professional experience in implementing HR-related projects;
- Experience in some, if not in all of the following HR activities: Staff Selection, Performance Management, Job analysis, Job Description;
- Excellent organisational and interpersonal skills;
- Very good communication skills, both written and oral.

Advantageous

- 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;
 - Professional experience in downsizing public organizations;
 - Ability to perform under stress and difficult circumstances.
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