

# EUROPEAN EXTERNAL ACTION SERVICE



## ANNEX 1

### EU Police Mission in the Palestinian Territories EUPOL COPPS

#### Advertisement for Seconded Visiting Experts 2-2014

<b>Organisation:</b>	EUPOL COPPS		
<b>Job Location:</b>	Ramallah		
<b>Availability:</b>	As indicated below		
<b>Staff Regime:</b>	Seconded		
<b>Job Titles/Vacancy Notice:</b>	<b>Reference</b>	<b>Name of the post</b>	<b>Proposed Period of Deployment</b>
	VPA004	Public Order Adviser	16/11/2014 – 23/12/2014 and 04/01/2015 – 06/03/2015 and 15/03/2015 – 02/06/2015
	VPA005	Ministry of Interior Expert*	15/03/2015 - 12/06/2015 and 19/07/2015 – 12/09/2015
	VRL002	Judicial Recruitment and Human resource Expert (prosecutors)	16/11/2014 – 07/02/2015
	VRL003	Structural and Organisational Expert in Prosecution Services*	05/05 2015 – 05/08 2015
<b>Deadline for applications:</b>	Friday 17 October 2014 at 1700 Brussels time.		
<b>E-mail address to send the Job Application Form/CV:</b>	cpcc.eupolcopps@eeas.europa.eu		
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Mr Joern Laursen</b> e-mail: <a href="mailto:cpcc.eupolcopps@eeas.europa.eu">cpcc.eupolcopps@eeas.europa.eu</a>		

\* The availability of this post is subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement.

**Seconded Personnel** – Only personnel nominations received through official channels from EU Member States and Invited Third States will be considered. The Mission pays the daily allowances for Visiting Experts, the travel costs to and from the place of deployments reserved by the Mission and any duty travel undertaken by Visiting Experts while on deployment. Each EU Member State and Invited third State

bears the salary and other costs related to the Visiting Experts put at the Mission's disposal, according to Council document 8551/12 (4 April 2012) 9084/13 and (30 April 2013).

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

The Civilian Planning and Conduct Capability (CPCC) requests that EU Member States and Invited Third States to propose candidates for the following international Visiting Experts' positions for EUPOL COPPS, according to the requirements and profiles described below.

### **A. Essential requirements**

Member States and 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.

**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 Member States and Invited Third States.

**Ability to communicate effectively in English** – Visiting Experts 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).

**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 1 year.

**Visas** – Member States and Invited Third States and selected candidates 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 Restricted or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

**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 States and Invited Third States. 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 States and Invited Third States 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 interviewed by phone, before the final selection is made.

**Information on the outcome** – Member States and Invited Third States will be informed about the outcome of the selection process after its completion.

<b>Public Order Adviser (VPA004)</b>	
<b>Location:</b> Ramallah Palestine	<b>Availability:</b> 16/11/2014 – 23/12/2014 and 04/01/2015 – 06/03/2015 and 15/03/2015 – 02/06/2015
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded
<b>Reporting line:</b> Head of Police Advisory Section	<b>Open to Third Contributing States:</b> Yes

**Main tasks:**

- Contributing on the operational level and in his/her field of expertise to the implementation of the mission's mandate;
- Providing expertise to strengthen the capabilities of frontline operational police administrations with special regard to the Special Police Forces (Formed Police Units), with focus in particular to clarify and/or further develop the responsibilities, roles, positions and tasks within the security sector with regard to security and public order areas and situations (i.e. riots, rallies, VIP visit, large scale events/incidents, emergency preparedness, etc.) where PCP/SPF participation and leadership/command is needed;
- Delivering expertise within the framework of identifying, analysing and prioritizing gaps, needs and options/possibilities for definition, improvement, development and capacity building with regard to standardized Public Order or other SPF related procedures, manuals, guidelines and SOPs including the objectives of efficient use of available human and equipment resources in accordance with international standards;
- Supporting the elaboration of the objectives and goals and also to plan, implement, improve, follow-up and evaluate the SPF's mandate, work and impact to the frontline policing;
- Supporting PCP/SPF in further developing instruments and mechanisms to strengthen the capabilities of the SPF administrations and to design related manuals and Standard Operating Procedures (SOP) by establishing of drafting groups and advising and assisting PCP/SPF to gather relevant information in preparation for the draft of the said SOPs, manuals and guidelines;
- Supporting PCP/SPF in developing of training and educational programmes to align the already existing training to the drafted and approved SOPs, manuals and guidelines through appropriate training curricula and courses to ensure the improvement and development of the SPFs professionalism by establishing a working group to analyse the current status and to set priorities for training needs and to develop both short and long term training plans and curricula;
- Assisting and advising in the preparation, planning and delivering of local and in service training, seminars and workshops on topics of Public Order and other SPF – related issues;
- Advising and supporting PCP/SPF on identifying the appropriate specialized equipment and infrastructure (e.g. such as accommodation, storage and training facilities) needed to enhance the capacity of the SPF to deliver effective and improved tactical support to the frontline policing. This includes the remedial training of responsible administration officers on how to use and plan the maintenance of this equipment or infrastructure;
- Assisting and advising in the establishment of a workgroup for capacity building on equipment and infrastructure topics by supporting the PCP/SPF to elaborate and draft a report of all the specialized equipment and suitable infrastructure needs for further fundraising with set priorities;
- Supporting MoI/PCP to identify coordination and cooperation needs related to policing-activities and operations and to develop institutionalized joint cooperation and coordination arrangements with other relevant security and law enforcement organisations and institutions;
- Assisting in and contributing to the organisation and execution of workshops/seminars under leadership of MoI, PCP, SPF and various PSF to identify and define responsibilities, roles, positions and tasks within the security sector with regard to security and public order areas and situations (i.e. riots, rallies, VIP visit, large scale events/incidents, emergency preparedness, etc.) where PCP/SPF participation respectively leadership/command is needed. This includes the delineation of responsibilities but also the definition and determination of coordination, command

and control between PCP/SPF and NSF at joint operation rooms from HQ and tactical level where different law enforcement organisations are involved also with regard to situations of public disturbance of a *non-military* and *military* nature;

- Assisting and advising in the establishment of working groups consisting of PCP/SPF and other relevant security and law enforcement institutions to develop CONOPS, SOPs or contingency plans for different security and public order needs.
- Assisting and advising in planning, organisation, execution and debriefing of joint exercises and gathering lessons learned not only but with special regard to joint operations;
- Undertake any other related tasks as required in accordance with mission planning documents related topics by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

### **Qualifications and experience:**

- Graduated from a Police Academy or college of any EU Member State or Third Contributing State;
- Minimum of 8years of Public Order Police Service (units) experience where of a minimum of 5 years of solid and (not older than 2 years) operational leadership working experience and knowledge in Special Police Forces (Formed Police Units);
- Experience of drafting specific Public Order Standard Operational Procedures added to a robust experience of field command and control not only but also of joint operations under participation of 2 or more formed police units, individual police departments (such as Criminal Investigation, traffic etc.) and other security services;
- National and international experience in the delineation of responsibilities between different (formed) Police Units and departments but also between different Security Services present on the ground;
- Management experience in the field of Special Police Forces (Formed Police Units) both with regard to operational and strategic issues;
- A proven experience in Public Order and Crowd Control (joint) Operations including the temporary deployment to command teams and/or (central) command posts, Special Police Force training service or equivalent in a police organization;
- Experience of delivering training and developing curricula and educational material both on national and international level;
- Experience of delivering topic-related lectures, workshops or seminars covering Public Order and other SPF related issues and topics;
- Proven experience in major crowd control events management as member of a command team in a responsible and central position (such as Chief Operations);
- Proven experience of the management of Public Order and Riot Control Units respectively entire organizational structures and compositions with different law enforcement agencies in case of joint operations;
- International experience, particularly in crisis areas with multi-national and international organizations with regard to local structures, characteristics and culture;
- Ability to effectively manage change in difficult and tense environments;
- Ability to process and analyze information and data;
- Experience of drafting reports, policy documents and guidelines;
- Project management experience;
- Aptitude for being a driven objective-oriented facilitator for change and development processes;
- Possess a strong liaison inter-personal skills and ability to process and analyse information and data;
- Training background
- Excellent level of written and spoken English;
- Possess a driving licence (recommended to be qualified to drive armoured vehicles - B6 class

<b>Ministry of Interior Expert (VPA005)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> 15/03/2015 -12/06/2015 and 19/07/2015 – 12/09/2015
<b>Security clearance level: EU Confidential or equivalent</b>	<b>Employment Regime:</b> Seconded
<b>Reporting line:</b> Head of Police Advisory Section	<b>Open to Third Contributing States: Yes</b>

### **Main tasks:**

- Support the Palestinian Ministry of Interior (MoI) to further enhance its oversight and governance structures and processes;
- Work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity;
- Develop efficient organisational procedures so as to ensure effective implementation and evaluation of the security sector strategy;
- Support the MoI as part of its strategy in ensuring policing primacy of the PCP vis-a-vis the other security services;
- Assist in the development of a legal/regulatory framework identifying and separating competencies of the MoI and other institutions in the security sector;
- Support the MoI in clarifying the responsibilities and authority of the police, through the development of one applicable police law;
- Develop institutionalized cooperation and coordination mechanisms with relevant institutions and between the different security services;
- Undertake any other tasks required on behalf of the Head of Police Advisory Section.

### **Qualifications and Experience:**

- Advanced University Degree in International Development, Public Administration, Political Science, or other related field, or equivalent professional education;
- Extensive working experience (minimum 8 years) in advising on strategy implementation and strengthening civilian oversight within a ministry or other security sector institution (at least at middle management level);
- Excellent knowledge of security sector reform (SSR) processes, in particular police reform from a comparative perspective;
- Experience of aid management, programme / project implementation and strategic planning processes;
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds;
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity;
- Relevant international/mission experience would be a distinctive asset;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Fluency in written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable).

<b>Judicial Recruitment and Human resource Expert (prosecutors) (VRL002)</b>	
<b>Location:</b> Ramallah, Palestine	<b>Availability:</b> 16/11/2014 – 07/02/2015
<b>Security clearance level:</b> EU Confidential or equivalent	<b>Employment Regime:</b> Seconded
<b>Reporting line:</b> Head of Rule of Law Section	<b>Open to Third Contributing States:</b> Yes

#### **Main tasks:**

- Provide an overview of the legal framework in the oPt (West Bank) on the procedures for the selection, nomination, appointment, promotion, rotation and removal of prosecutors;
- Make an extensive assessment (including SWOT analysis) of the aforementioned legal framework;
- Provide an overview and make an assessment of the daily practices in the selection, nomination, appointment, promotion, rotation and removal of prosecutors of the different actors involved, based on the review of recent files, if available;
- Formulate recommendations, based on International European practice, legislation applicable in European countries and/or recommendations provided by international (non-Governmental) organizations and institutions, to overcome any weaknesses discovered in the Palestinian legislation in the area of selection, nomination, appointment, promotion, rotation and removal of prosecutors.

#### **Qualifications and experience**

- University degree in law (minimum 4 years full time study) with at least 8 years of professional experience as a judge, prosecutor, lawyer, as an academic ( law faculty) or senior official in a ministry of justice or judicial council;
- Proven experience with human resource policies in a judicial context;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Ability to operate Microsoft Office package ( Word, Excel, PowerPoint, Outlook);
- Project management experience is desirable;
- Excellent level of written and spoken English;
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable).

<b>Structural and Organizational Expert in Prosecution Services VRL003</b>	
<b>Location:</b> Ramallah	<b>Availability:</b> 05-05-2014 to 05-08-2015
<b>Security clearance level:</b> EU restricted or equivalent	<b>Employment Regime:</b> Seconded
<b>Reporting line:</b> Head of Rule of Law Section	<b>Open to Third Contributing States:</b> Yes

**Main tasks:**

- Provide an overview of the current structure of the civilian prosecution service in the oPt (West Bank);
- Provide an overview of the legal framework which outlines the legal basis for the current structure;
- Provide an overview of all reports available and produced by national/ international institutions and organizations in which the current structure of the prosecution offices has been assessed;
- Make an assessment (including SWOT analysis) of the aforementioned structure, taking into account the political environment in the West Bank;
- Formulate recommendations, based on the aforementioned assessment and with reference to best International and European practices and standards to overcome possible weaknesses outlined in the SWOT analysis taking into account the political situation of the West Bank;
- Provide a complete overview of the internal organization and administrative structure of the Office of the Attorney General;
- Provide an overview of the legal framework which outlines the legal basis for the current internal organizational and administrative structure;
- Make an assessment (including SWOT analysis) of the aforementioned internal organizational and administrative structure;
- Make an assessment of the recommendations formulated in the January 2010 'Prosecution Diagnostic Mission Report' and their relevance in 2014;
- Formulate recommendations, based on the aforementioned assessment and with reference to best International and European practices and standards to overcome possible weaknesses outlined in the SWOT analysis.

**Qualifications and experience**

- University degree in law (minimum 4 years full time study) with at least 8 years of professional experience as a judge, prosecutor, lawyer, as an academic ( law faculty) or senior official in a ministry of justice or judicial council;
- Proven experience with the structures and organisational and administrative setups of prosecution services;
- Proven experience with 'change management' in a judicial context is desirable;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Ability to operate Microsoft Office package ( Word, Excel, PowerPoint, Outlook);
- Project management experience is desirable;
- Excellent level of written and spoken English.
- Possess a full driving licence qualified to drive armoured vehicles B6 class (desirable).