

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

3-2014 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)				
<u>Advertisement for International Seconded/Contracted Staff Members</u>				
	Ref.	Name of the post	Location	Available on
	SECONDED/CONTRACTED			
	KA-C-01*	PERSONAL ASSISTANT TO HoM	KABUL	1 MAR 2015
	KA-C-18 KA-C-27	MISSION SECURITY OFFICER	KABUL	1 JAN 2015
	KA-C-32*	VERIFICATION OFFICER	KABUL	ASAP
	KA-C-34	INTERNAL AUDITOR	KABUL	ASAP
	KA-C-63	FINANCE OFFICER	KABUL	ASAP
	KA-C-73	SUPPLY CHAIN COORDINATION OFFICER	KABUL	1 JAN 2015
	KA-C-83	MEDICAL OFFICER	KABUL	ASAP
	KA-R-01 KA-R-12	SENIOR RULE OF LAW ADVISER	KABUL	1 JAN 2015
	KA-A-32 KA-A-37 KA-A-40	SENIOR MOI REFORM ADVISER	KABUL	1 JAN 2015
	KA-A-24 KA-A-25	POLICE ADVISER (AC)	KABUL	1 JAN 2015
	KA-R-11 KA-R-25	HUMAN RIGHTS AND GENDER EXPERT	KABUL	1 JAN 2015
	KA-R-16	COORDINATION AND TRANSITION EXPERT	KABUL	1 JAN 2015
	KA-R-17	CRIMINAL JUSTICE EXPERT (TEAM LEADER)	KABUL	1 JAN 2015
	KA-R-18 KA-R-19	CRIMINAL JUSTICE EDUCATION EXPERT	KABUL	1 JAN 2015
	KA-R-26	LEGAL REFORM EXPERT (TEAM LEADER)	KABUL	1 JAN 2015
	SECONDED			
	KA-A-02*	CHIEF OF STAFF	KABUL	ASAP
	KA-A-03 KA-A-04*	EXECUTIVE OFFICER	KABUL	ASAP 1 JAN 2015
	KA-C-04	LEGAL ADVISER	KABUL	ASAP
	KA-P-02*	RESOLUTE SUPPORT LIAISON OFFICER	KABUL	7 FEB 2015
	KA-A-05*	HEAD OF STRATEGIC PLANNING, ANALYSIS AND REPORTING	KABUL	1 JAN 2015

		DEPARTMENT		
	KA-A-06	SENIOR SPAR/MAC OFFICER	KABUL	1 JAN 2015
	KA-A-09	SPAR/MAC ANALYSIS AND REPORTING OFFICER	KABUL	27 FEB 2015
	KA-A-10	SPAR/MAC ANALYSIS AND REPORTING OFFICER (Transition)	KABUL	ASAP
	KA-A-13*	SPAR/MAC PLANNING AND EVALUATION OFFICER	KABUL	1 JAN 2015
	KA-A-17	PROJECT CAPABILITY OFFICER	KABUL	1 JAN 2015
	KA-C-08*	CHIEF PRESS AND PUBLIC INFORMATION OFFICE	KABUL	1 JAN 2015
	KA-C-25*	MISSION SECURITY OFFICER	KABUL	1 JAN 2015
	KA-P-05	DEPUTY CHIEF INTERNAL INVESTIGATION UNIT	KABUL	28 FEB 2015
	BSE-A-01*	BRUSSELS SUPPORT ELEMENT ANALYSIS AND REPORTING OFFICER	BRUSSELS	1 JAN 2015
	BSE-R-01*	BRUSSELS SUPPORT ELEMENT RoL ADVISER	BRUSSELS	1 JAN 2015
	KA-P-08* KA-P-09	STAFF OFFICER MOI REFORM COMPONENT	KABUL	4 FEB 2015 1 JAN 2015
	KA-A-31	HEAD OF MOI REFORM UNIT (MOI RU)	KABUL	1 JAN 2015
	KA-A-34 KA-A-35 KA-A-36 KA-A-38 KA-A-39 KA-A-41* KA-A-42 KA-A-44 KA-A-45 KA-A-46	MOI REFORM ADVISER (MOI RU)	KABUL	1 JAN 2015
	KA-P-26* KA-P-27	HUMAN RIGHTS AND GENDER EXPERT (MOI RU)	KABUL	1 JAN 2015 11 MAR 2015
	KA-P-28	HEAD OF INTERNATIONAL SUPPORT COORDINATION UNIT (ISCU)	KABUL	1 JAN 2015
	KA-P-29	POLICE ADVISER (ISCU)	KABUL	1 JAN 2015
	KA-A-18 KA-A-19	INTERNATIONAL ENGAGEMENT OFFICER (ISCU)	KABUL	1 JAN 2015
	KA-A-21	POLITICAL ADVISER (ISCU)	KABUL	1 JAN 2015
	KA-A-23*	HEAD OF UNIT POLICE OVERSIGHT AND ACCOUNTABILITY UNIT	KABUL	1 JAN 2015
	KA-P-30	HEAD AFGHAN NATIONAL POLICE (ANP) PROFESSIONALIZATION AND TRAINING COMPONENT	KABUL	1 APRIL 2015
	KA-P-31	DEPUTY HEAD ANP PROFESSIONALIZATION AND TRAINING COMPONENT	KABUL	ASAP
	P-F-01	DEVELOPMENT AND IMPLEMENTATION OFFICER	KABUL	ASAP
	KA-P-32 KA-P-34*	TRAINING ADMINISTRATOR	KABUL	1 JAN 2015 27 FEB 2015
	KA-A-27*	FIELD OFFICE ADMINISTRATOR	KABUL	1 MAR 2015
	KA-P-36	POLICE ADVISER GENERAL TRAINING COMMAND (TEAM LEADER)	KABUL	1 JAN 2015
	KA-P-37 KA-P-38	POLICE ADVISER GENERAL TRAINING COMMAND	KABUL	1 JAN 2015
	KA-P-39	POLICE ADVISER POLICE STAFF COLLEGE (TEAM LEADER)	KABUL	19 MAR 2015
	KA-P-40 KA-P-44	POLICE ADVISER POLICE STAFF COLLEGE	KABUL	31 JAN 2015 28 FEB 2015

	KA-P-46	POLICE ADVISER CRIME MANAGEMENT COLLEGE	KABUL	1 JAN 2015
	KA-P-51	CHIEF FIELD UNIT	KABUL	1 JAN 2015
	ME-R-02	JUSTICE EXPERT FIELD OFFICE	MAZAR E SHARIF	1 JAN 2015
	HE-R-02	JUSTICE EXPERT FIELD OFFICE	HERAT	1 JAN 2015
	KA-P-59	CHIEF OF POLICE TEAMS UNIT	KABUL	1 JAN 2015
	KA-P-60	INVESTIGATIONS AND INTEL TEAM LEADER	KABUL	1 JAN 2015
	KA-P-61	SENIOR CID EXPERT	KABUL	1 JAN 2015
	KA-P-68	SENIOR INTERPOL EXPERT	KABUL	1 JAN 2015
	KA-P-69	SENIOR INTEL EXPERT	KABUL	1 JAN 2015
	KA-P-74* KA-P-75	INTEL EXPERT	KABUL	1 APR 2015 1 JAN 2015
	KA-P-76	COMMUNITY AND COMMAND TEAM LEADER	KABUL	1 JAN 2015
	KA-P-77	COMMUNITY EXPERT	KABUL	1 JAN 2015
	KA-R-13	HEAD OF RULE OF LAW COMPONENT	KABUL	1 JAN 2015
	KA-R-14*	DEPUTY HEAD OF RULE OF LAW COMPONENT	KABUL	1 JAN 2015
	KA-R-15	COORDINATION AND TRANSITION EXPERT	KABUL	1 JAN 2015
	KA-R-27	LEGAL REFORM EXPERT	KABUL	1 JAN 2015
Deadline for applications:	31 October 2014 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form:	cpcc.eupolafghanistan@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p style="text-align: center;">Mr Juho SÄRKILÄ</p> <p style="text-align: center;">cpcc.eupolafghanistan@eeas.europa.eu</p>			

*The availability of this position is subject to the non-confirmation of a request for extension or non-acceptance to a job offer.

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,

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.

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 subject to availability of the post due to the restructuring process.

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.

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 VTC or 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. Contracted candidates from Invited Third States are considered only if there is at least one secondee of the same nationality in EUPOL. 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	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-01	Personal Assistant to the HoM	Mission Support Assistant Level (MSAL)

Job Description

The Personal Assistant to the HoM reports to the Head of Mission and will assist him with the daily tasks. Personal Assistant to the HoM is reporting to Head of Mission and Deputy Head of Mission.

Main tasks and responsibilities

- Manage the calendar of meetings and appointments of the Head of Mission and Deputy Head of Mission in close cooperation with Staff Officer;
- Coordinate all arrangements regarding external meetings of Head Of Mission in accordance with accepted calendar bookings (POC:s, schedule, CP:s, transportations, participants);
- Maintain regular, official contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- Maintain regular contact with all Components/Department and Offices, with a particular view to ensure the seamless flow of relevant information within the Office of the Head of Mission and other Mission offices;
- Perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- Receive and distribute all correspondence as routed by the Head of Mission to the appropriate official, staff members as destined;
- Ensure the proper handling of confidential documentation and related information passing through the Office of Head of Mission;
- Coordinate and support the implementation plans and objectives of the Office of the Head of Mission;
- Accompany the Head of Mission as required to meetings and events, take minutes when requested and make necessary preparations;
- Follow up on all travel schedules for the Head of Mission, including liaising with Administration for authorisation, entitlements and flight reservations, etc.;
- Check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff;
- Invitations by phone and written, booking of facilities, etc.;
- Undertake any other related task as required by the Head of Mission and Deputy Head of Mission.

Qualifications and experience

Essential

Education and experience

Level of secondary education attested by a diploma giving access to post-secondary education in Public Administration or Social Sciences, relevant specialized training and, having fulfilled these requirements, least 6 years of relevant and proven full-time professional experience;

Specification of experience

At least 5 years of experience working as Personal Assistant or Private secretary or Executive assistant to a high profile executive.

Advantageous

- Ability to work to tight deadlines with minimal supervision;
- Proficient in using Microsoft Office package, data entry and analysis processes;
- International experience, particularly in crisis areas with multinational and international organisations is desirable;
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions – especially training aspects;
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Experience and/or training in mediation.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul, mission wide	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-18, 27	Mission Security Officer (MSO)	Mission Support Management Level (MSML)

Job Description

In line with the European Union's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the 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 utilised 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 Mission Resolute Support, 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), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- Report and assist the SMSO on the security level and state of alert for the Mission staff;
- Provide assistance and appropriate response to Mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- Travel countrywide and conduct security duties in PRTs as well;
- Undertake any other related tasks as required by the Senior Mission Security Officer.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, or Security, where the normal duration of university education in the

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

OR

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

OR

Successful completion of equivalent Police/Military education and/or training or in a civilian security organisation with specialised training on field operations, force protection and/or security and, having fulfilled this requirement, at least 6 years of relevant and proven full-time professional experience.

Specification of experience

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

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as a Mission Security Officer, particularly in crisis areas with multinational and international organisations involved in crisis management (e.g. CSDP missions, EUSR, etc.);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Good interpersonal skills, ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent organisational, 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>
Mission Support Division	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-32	Verification Officer	Mission Support Management level (MSML)

Job Description

The Verification Officer will assist the Head of Mission in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Head of Mission, and will be responsible for:

Main Tasks and Responsibilities

- Perform, in coordination with Mission Support Departments, and mainly Finance, Procurement and Human Resources, Ex-ante checks put in place by the Authorising Officer responsible to verify operational and financial aspects of each operation;
- Monitor that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of personnel, local labor law, European Commission's note on representation expenses etc.);
- Review and confirm, under the supervision of the Authorising Officer and prior to the initial launch of any tender procedure and before the signature of contracts, that the Practical Guide to Contract Procedures for EC external actions is duly respected;
- Ensure compliance with financial and other applicable regulations ;
- Provide oversight of chart of accounts according to the budget and financial regulations;
- Identify and resolve possible account discrepancies in a timely manner;
- Provide assistance to external auditors as required;
- With the aim of informing Project Managers and Officers from Mission components, define and implement a regular training schedule on the authorising and validation process;
- Undertake any other related task as required by Head of Mission.

Qualifications and experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance, Accounting or Banking and Insurance, 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 5 years of relevant and proven full-time professional experience.

Specification of experience

A minimum of 5 years experience specifically related to Audit or Project Management or accountancy and/or book-keeping.

Advantageous

- Previous experience in CSDP missions and/or EU-Institutions;
- Excellent analytical, research and problem-solving skills;
- Familiar with procedures and controls;
- Ability to operate Windows, including MS Office and in special extremely confident with spreadsheets, or PC based budget, accounting or Human Resource systems.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-34	Internal Auditor	Mission Support Management Level (MSML)

Job Description

The Internal Auditor will assist the Head of Mission Office (HMO) in the performance of the EUPOL mandate. Reporting to the Head of Mission, and will be responsible for:

Main tasks and responsibilities

- To be in charge of planning and conducting financial, systems and performance audit controls;
- To develop a risk-based audit programme for validation by the Mission's management;
- To assure effective management of the audit activities;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- To prepare high quality audit reports presenting the findings and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the Mission's management and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support in order to improve compliance with internal control standards;
- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluate their efficiency and effectiveness;
- To identify and map risks; to design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To liaise with the European Commission as appropriate;
- To 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 Audit, Economics, Finance or Accounting, 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 in the fields of Audit, Finance or Accounting is required.

Specification of experience

- **Minimum of 4 years experience as Auditor in a public administration or in an internationally recognised audit firm;**
- Proven Audit management experience, in particular to develop and implement a risk-based audit programme;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Capacity to lead a small team;
- Excellent analytical, research and problem-solving skills;
- Highly motivated, discreet and dynamic candidate;
- Excellent drafting skills;
- Capacity to produce audit reports with a real added value, notably in the quality of the recommendations;
- Good knowledge of EC Financial Regulation and audit practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software.

Advantageous

- Member of a corps or body within European Union member states public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- Previous experience in EU Institutions;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multinational and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

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-63	Finance Officer	Mission Support Management level (MSML)

Job Description

The Finance Officer will assist Chief of Finance in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Finance Department, the incumbent will be responsible for:

Main tasks and responsibilities

- Assist and advise the Chief of Finance;
- Manage the accounts, payments, treasury, payroll, financial system, claims, funds and other financial functions;
- Approving obligations, payments and disbursements;
- Manage salaries, per diems, and reimbursements; Liaise and cooperate on financial issues with other relevant actors;
- 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;
- Supervision of month end balance sheet reconciliations
- Undertake any other tasks as required by the Chief of Finance.

Qualifications and experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance, Accounting or Banking and Insurance, 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 Audit, Economics, Finance, Accounting or Banking and Insurance, 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 5 years experience financial matters, in accounting and book-keeping.

Advantageous

- Computer literate with practical experience with Windows applications and Finance software;
- Knowledge of Enterprise Resource Planning software (Microsoft Dynamics)
- Knowledge of EC procurement and financial regulations;
- Experience in planning and implementing projects;

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/Head of Mission Support Office	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-73	Supply Chain Coordination Officer	Mission Support Management level (MSML)

Job Description

The Supply Chain Coordination Officer will assist Chief of Procurement in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Procurement, he/she will be responsible for:

Main tasks and responsibilities

- Identify and compile the Mission's needs, in coordination with requesting units, specifically with regard to large projects that are to be acquired through procurement;
- Issue and maintain a Procurement Plan in close coordination with the Procurement Department, Section 1 (Contracting Staff);
- Identify potential vendors, and keep and maintain the supplier database updated;
- Keep and maintain the feedback received from the requesting units on the performances of the contractors;
- Assist Project Managers in the implementation of contracts (including exceptional situations arising from breach of contracts) with the requesting units in accordance with the relevant Standard Operation Procedures;
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action;
- Formulate Standard Operating Procedures as required;
- Prepare and submit activity reports as required;
- Undertake any other related tasks as required by the Chief of Procurement.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Logistics, Procurement, Finance, 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 Logistics, Procurement, Finance, 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 experience should be in logistics and/or procurement field.

Advantageous

- International experience, particularly in crisis areas with multinational and international organisations;
- Practical knowledge of internationally recognized management standards with good understanding of

field operations, contract execution and administration; in-depth understanding of internal EU procurement policies, practices and procedures, in particular PRAG and FR;

- Working computer skills, including ability to operate common database software, spreadsheet and project management applications;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Requires professional approach, flexibility and orientation towards providing highly efficient Services.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission Support/ Medical Office (MED)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-83	Medical Officer	Mission Support Management level (MSML)

Job Description

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

Main tasks and responsibilities

- Assist, advise and replace (when absent and if required) the Chief of Medical Office;
- Assist and advise in close cooperation with the Chief of Medical office on all the medical evacuation issues and other emergency medical support matters;
- Establish diagnosis and take decisions on methods of treatment (preventive or curative) of patients;
- Assist in training exercises and medical emergency assistance for all the emergency included mass causality cases in theatre, and all the other issues related to repatriation and further treatment even in the home country;
- Assess, manage and undertake the daily clinical duties (24/7 hours) even in case of critical injuries or severe emergency cases;
- Assess on regular basis existing and outpatient medical treatment facilities and update the availability of the list;
- Perform medical briefings and Pre Hospital Trauma Care training for the mission members; according to internationally recognised training guidelines
- Explore options for joint procurement and warehousing of medical equipment and supplies;
- Gather all the information related to health insurance including all the necessary administrative procedures;
- Keep detailed statistics, medical files and reports updated ;
- Undertake any other tasks as required by the Chief of Medical Office.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Medicine with specialisation as General Practitioner or Emergency Medicine (EU recognised) where the normal duration of university education in the country awarded is five (5) years or more and, after having obtained the university degree at least 6 years of progressive relevant and proven full-time professional experience in primary healthcare or emergency medicine..

Licence to practice medicine and certificate for good standing (EU recognized)

Advantageous

- Diploma in Pre Hospital Trauma Life Support (PHTLS) or Advanced Medical Life (AMLS) or Advanced Cardiac Life Support (ACLS) or Advanced Trauma Life Support (ATLS).
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access).
- Ability to establish and to maintain effective working relationships as a team member.
- Ability to perform under stress and in difficult circumstances.

- Instructor diploma in Cardio Pulmonary Resuscitation (CPR) Support.
- Definitive Surgical Trauma Care (DSTC) course.
- Major Incident Medical Management and Support (MIMMS) course.
- Experience in developing and/or delivering training in emergency medicine, trauma care and health care.
- Experience in organising/planning MEDEVAC/CASEVAC.
- International experience, particularly in crisis areas with multinational and international organisations.

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Component/Department/Unit	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component	Kabul	Seconded/Contracted
Position Code	<u>Position Name</u>	<u>Post Category</u>
KA-R-01	Senior RoL Adviser (Human Rights & Gender/Anti-Corruption)	Expert

Job Description

The Senior RoL Adviser (Human Rights & Gender / Anti-Corruption) shall assist the Head of MoI Reform Component in performing his/her duties by coordinating and mainstreaming human rights and gender and anti-corruption efforts undertaken by the Mission under its line of operation related to institutional reform of the MoI: improving the MoI capacity in the areas relevant to the strengthening of civilian police force, including its capacity to coordinate international support and strengthening the MoI's oversight and accountability mechanisms. Reporting to Head of MoI Reform Component, he/she will be responsible for:

Main tasks and responsibilities

- The Senior RoL Adviser advises relevant senior management and leadership of the MoI in the area of Human Rights & Gender (HR&G) and Anti-Corruption (AC) / Transparency, Oversight and Accountability (TOA) and towards the enhancement of cooperation between police and prosecutors.
- Gives substantial guidance, coordinates and provides input and enhances the awareness on HR&G and AC TOA policies, principles and standards to the MoI Reform Component; his /her substantial guidance, coordination and input has to be reflected in the decisions of the management of MoI Reform Component and mainstreamed within the MoI Reform Component;
- Act as the focal point for all HR&G, AC and TOA issues in the MoI Reform Component as well as the contact person for the Head of Rule of Law Component to ensure a consistent mission approach. He/she coordinates in close cooperation with the Rule of Law Component and the Senior RoL Adviser in the Professionalization & Training Component on all HR&G, AC and TOA issues within the MoI Reform Component;
- Provide strategic advice, analysis and support on HR&G, AC and TOA issues to the Head of MoI Reform Component and to all relevant Staff members within the MoI Reform Component and advise them on the development of national and sector policies, overall strategies and policies for HR&G, AC and TOA and support their countrywide implementation, comprising measures of capacity building, prevention and enforcement;
- Oversee the promotion and implementation of gender equality measures within the MoI;
- Monitor the HR&G, AC and TOA situation within the MoI;
- Assist other Mission advisers within the MoI Reform Component to promote Anti-Corruption measures with their specific Afghan interlocutors and to build coherent approaches according to Anti-Corruption principles and methods into their support of the Afghan MoI.
- Maintain a close relationship and ensure liaison with the High Office of Oversight, with the Afghan Independent Human Rights Commission and with other key partners in the area of HR&G, AC and TOA, such as EU Delegation, EU member states, UN agencies, etc...;
- Help identifying and coordinating donor efforts in the fields of HR&G, AC and TOA in close coordination and accordance with the Head of Rule of Law Component;
- Prepare precise summaries and reports concerning major HR&G, AC and TOA developments within Afghanistan in close cooperation with the Rule of Law Component, especially concerning the MoI and advise staff members of the MoI Reform Component accordingly;
- Report to the Head of MoI Reform Component on a regular basis on the developments and results of the activities undertaken;

- Advise relevant Senior management and leadership of the MoI/ANP in the area of Human Rights & Gender (HR&G) and Anti-Corruption (AC) / Transparency, Oversight and Accountability (TOA) and towards the enhancement of cooperation between police and prosecutors.
- Undertake any other tasks as required by the Head of MoI Reform Component.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law, International Relations, Political Science, Diplomacy, Social Science, HR&G 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

- Sound knowledge of HR&G issues;
- Expertise in Gender Mainstreaming, gender analysis;
- Ability to develop projects and initiatives to promote HR&G and accountability in the security sector.
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable.
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent interpersonal and communication skills. Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

Advantageous

- At least 10 years of relevant and proven professional experience. Has ideally occupied a role advising a government on HR&G, AC and TOA at the national level, ideally in relation to addressing human rights violations and corruption within the security sector/law enforcement area;
- Ideally has experience of advising on Security Sector Reform at the national level, preferably in an international policing related mission, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be a significant advantage;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- International experience, particularly in crisis areas with multinational 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 communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to perform under stress and in difficult circumstances;
- Excellent report writing skills.

Language Skills:

- Fluent written and spoken English language skills are a requirement.

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Component/Department/Unit	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component	Kabul	Seconded/Contracted
Position Code	<u>Position Name</u>	<u>Post Category</u>
KA-R-12	Senior RoL Adviser (Human Rights & Gender/ Anti-Corruption)	Expert

Job Description

The Senior RoL Adviser (Human Rights & Gender / Anti-Corruption) will assist the Head of ANP Professionalization and Training Component to monitor and advice as regards ANP compliance in relation to mainstream Human Rights and Gender as well as Anti-Corruption within the area of responsibilities. He/she will provide guidance and coordination by advising on Human Rights & Gender and Anti-Corruption issues and by enforcing the implementation of all Human Rights and Gender as well as Anti-Corruption mainstreaming efforts undertaken by the advised Afghans within the Component. Reporting to the Deputy Head of ANP professionalization and Training Component, he/she will be responsible for:

Main tasks and responsibilities

- The Senior RoL Adviser advises relevant Senior management and leadership of the ANP/MoI in the area of Human Rights & Gender (HR&G) and Anti-Corruption (AC) / Transparency, Oversight and Accountability as well as towards the enhancement of cooperation between police and prosecutors
- Is responsible to give substantial guidance, coordinates and provides input and enhances the awareness on HR&G and AC / TOA policies, principles and standards within the Training Unit, Police Team Unit and Field Office Unit.
- Monitor legal training modules conducted by ANP staff at the Police Staff College and Crime Management College and advise on legal content as well as HR&G and Anti-Corruption compliance
- Ensures that Human Rights & Gender (HR&G) and Anti-Corruption (AC) / Transparency, Oversight and Accountability (TOA) policies, principles and standards are reflected in an appropriate and proportional way (together with Sharia Law and Customary Law) in all trainings and training curricula within the General Training Command (GTC);
- Is the focal/service point for all HR&G, AC and TOA issues conducted in the ANP Professionalization and Training Component as well as the contact person for the Head of Rule of Law Component to ensure a consistent mission overall RoL approach.
- He/she coordinates in close cooperation with the Rule of Law Component and the Senior RoL Adviser in the MoI Reform Component, all HR&G, AC and TOA issues within the ANP Professionalization and Training Component;
- Provide strategic advice, analysis and support on HR&G, AC and TOA issues to the Senior Management Team of the Component and is responsible for the development of national and sector policies, overall strategies and policies for HR&G, AC and TOA and support their countrywide implementation, comprising measures of capacity building, prevention and enforcement; Oversee the promotion and implementation of gender equality measures within the ANP;
- Monitors and reports about the HR&G, AC and TOA situation within the ANP;
- Maintain a close relationship and ensure liaison with High Office of Oversight, with the Afghan Independent Human Rights Commission and with other key partners in the area of HR&G, AC and TOA, such as EU Delegation, EU member states, UN agencies, etc;
- Help identifying and coordinating donor efforts in the fields of HR&G, AC and TOA in close coordination and accordance with the Head of Rule of Law Component;

- Closely work with the EUPOL regional RoL Advisers to ensure a coherent countrywide approach on HR&G, AC and TOA;
- Prepare precise summaries and reports concerning major HR&G, AC and TOA developments within Afghanistan in close cooperation with the Rule of Law Component, especially concerning the GTC, the MoI and AGO and advise staff members of the ANP Professionalization and Training Component accordingly;
- Report to the Deputy Head of ANP Professionalization and Training Component on a regular basis on the developments and results of the activities undertaken;
- Undertake any other tasks as required by the Senior Management Team of the ANP Professionalization and Training Component.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law, International Relations, Political Science, Diplomacy, Social Science, HR&G 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

- Sound knowledge of HR&G issues.
- Expertise in Gender Mainstreaming, gender analysis.
- Ability to develop projects and initiatives to promote HR&G and accountability in the security sector.
- Training experience is essential.
- International experience in an international organization operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial.
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable.
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Highly resilient under physical and mental pressure.
- Ability to engage with senior officials, to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

Advantageous

- At least 10 years of relevant and proven professional experience. Has ideally occupied a role advising a government on HR&G, AC and TOA at the national level, ideally in relation to addressing human rights violations and corruption within the security sector/law enforcement area;
- Ideally has experience of advising on Security Sector Reform at the national level, preferably in an international policing related mission, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be a significant advantage;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- International experience, particularly in crisis areas with multinational 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 communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to perform under stress and in difficult circumstances;
- Excellent report writing skills.

Language Skills:

- Fluently written and spoken English language skills are a requirement.
- 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 communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to perform under stress and in difficult circumstances;
- Excellent report writing skills.

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Component/Department/Unit	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component/Ministry Reform Unit	Kabul	Seconded/Contracted
Position Code	<u>Position Name</u>	<u>Post Category</u>
KA-A-32, 37, 40	Senior MoI Reform Adviser	Expert

Job Description

The EUPOL Afghanistan Senior MoI Reform Adviser shall assist the Head of Ministry Reform Unit in performing effective advising in favour of the Deputy Ministers of Interior (MoI). Reporting to Head of Ministry Reform Unit, and will be responsible for:

Main Tasks and Responsibilities

- To lead and coordinate the projects and activities of designated team responsible for advising in favour of the respective Deputy Minister of Interior (MoI) in strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity in the areas relevant to the strengthening of civilian police force.
- To assist the counterpart 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 counterpart 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 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;
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of Ministry Reform Unit, relevant proposals for a coherent advising strategy in favour of the MoI;
- Liaise closely with the other members of the Advisers Team in order to implement a joint coherent advising strategy;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other related tasks as required by the Head of Ministry Reform Unit.

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 equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 6 years of relevant and proven full-time Police experience.

Specification of Experience

- At least 5 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 multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical 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.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component / Police MoI Oversight and Accountability Unit	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-A-24, 25	Police Adviser (AC)	Expert

Job Description

The Police Adviser (AC) shall assist the Head of Police MoI Oversight and Accountability Unit in all relevant areas in relation to advancing institutional reform and capacities within the MoI relevant for civilian policing, in particular as regards strengthening the MoI's oversight and accountability mechanisms. Reporting to Head of Police MoI Oversight and Accountability Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Conduct advising and monitoring for the Senior management and leadership of the MoI, in particular the Inspector General's Office, and the Attorney General's Office (Anti-Corruption Unit), while fostering cooperation between police and prosecutors throughout his/her activity;
- Work as part of a team to provide technical and strategic advice on transparency and accountability measures to the Ministry of Interior (MoI) on development and implementation of national and sector policies, internal structures within the MoI / ANP and Standard Operating Procedures;
- Advise in relevant areas, as required by the Afghan counterparts, with emphasis on processes and mechanisms within the MoI on Oversight and Accountability, Professional standards, as well on management and leadership issues.
- Support all common international activities / meetings / working groups to ensure a consistent approach of international organizations in the area of oversight and accountability;
- Collaborate closely with the Anti-Corruption Unit within the AGO, , EUSR/EUDEL, UN and Mission Resolute Support and other external partners on all intelligence related AC matters;
- Report to the Head of Police MoI Oversight and Accountability Unit on a daily and weekly basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Head of Police MoI Oversight and Accountability Unit;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.

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

OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, 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 multinational 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, in particular on processes and mechanisms on oversight and accountability and professional standards
- International experience, particularly in crisis areas with multinational and international organizations.
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Police Unit, Community and Command Team	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post category</u>
KA-R-11	Human Rights and Gender Expert	Expert

Job Description

The Human Rights and Gender Expert will support the Team Leader of the Community and Command Team in all aspects connected to the implementation of all human rights and gender mainstreaming efforts undertaken by the Mission and all training / transition of training relating to the Gender and Human Rights efforts undertaken by the Mission. Reporting to the Team Leader of the Community and Command Team, he/she will be responsible for:

Main tasks and responsibilities

- Provide technical and strategic 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;
- Provide advice and monitor all training activities related to Gender and Human Rights within the Ministry of Interior (MOI) and the Afghan National Police with the emphasis on training for Female ANP;
- Advise and monitor MOI / ANP training departments on development and implementation of relevant Human Rights and Gender strategies and programs as part of a national strategy;
- Monitor national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Network and build relationships with other international and national organizations in order to ensure the transition of justice sector training;
- Prepare and deliver training packages as directed by the Chief of Gender and Human Rights Unit;
- Liaise closely with the EUPOL Training Unit ensuring a corporate approach to a sustainable training of Female ANP;
- Undertake other tasks as required by the Team Leader of the Community and Command Team.

Qualifications and Experiences

Essential

Education and experience

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

OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 5 years of relevant and proven full-time Police experience.

Specification of experience

- Experience in development and delivery of training for a range of audiences;
- Experience in human rights and gender concepts;
- Experience in project management.

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 multinational and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills;

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Police –Justice Cooperation Unit	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post category</u>
KA-R-25	Human Rights & Gender Expert	Expert

Job Description

The Human Rights & Gender Expert will support the Team Leader of the Police-Justice Cooperation Unit with all advising and training related to Gender and Human Rights efforts undertaken by the mission. Reporting to the Team Leader of the Police-Justice Cooperation Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Conduct transition of training related to human rights and gender issues to support the Attorney General’s Office (AGO) and the Ministry of Interior;
- Support needs assessment of national institutions capacities and advising on means of integrating gender and human rights requirements into training strategies;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity, in particular to ensure the integration of gender and human rights standards and requirements within Afghan-owned self-sustaining trainings;
- Advise and monitor the national institutions on design, development and delivery of Gender and Human Rights training;
- Ensure the smooth transition of preparing and implementing training, monitoring plans and systems to ensure fitness to purpose;
- Advice on capacity and institution building and administrative reform in the field of human rights and gender within the Ministry of Interior and the Attorney General’s Office and support its countrywide implementation;
- Networking and building relationships with other international and national organizations that develop and implement Gender and Human Rights training for justice and police institutions;
- Liaise closely with the EUPOL Training Component ensuring a corporate approach to training;
- Undertaking other tasks as required by the Team Leader of the Police-Justice Cooperation Unit.

Qualifications and Experience

Essential

Education and Experience

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

OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 6 years of relevant and proven full-time Police experience.

Specification of experience

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of education for a range of audiences;
- Professional experience working with human rights standards and international instruments.

Advantageous

- Experience with project management and proposal writing desirable;
- 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;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational 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.
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-16	Coordination and Transition Expert	Expert

Job Description

The Coordination and Transition Expert will support the Head of RoL **Component and its Deputy** in all aspects connected to the administration and supervision of the RoL Component, the internal transition and the external transition (including training) in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption undertaken by the Mission. Reporting to the Head of RoL he/she will be responsible for:

Main tasks and responsibilities

- Assist the Head of RoL Component and his/her Deputy in all activities required for the administration, coordination and supervision of the RoL Component, the internal and external transition in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption;
- Assist the Head of RoL Component and his/her Deputy in coordinating RoL activities within EUPOL's substantive components (in particular by transition of training activities and future advising strategies), EUPOL's program Unit, EUPOL's reporting section, and other sections as necessary;
- Liaise with the team Leaders of RoL Units and cooperate closely with Afghan counterparts to identify advising and institutional reform projects falling under Rule of Law Component; Advise and monitor AGO and MOI training departments on sustainable training strategies, programmes as part of a national strategy;
- In order to ensure a smooth transition of RoL activities in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption, assist the Head of RoL and his/her Deputy in networking and building relationships with other international and national organisations that are engaged in RoL activities in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption, including the implementation of justice sector training and advising;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Define, maintain, and ensure adherence to uniform training standards and a coherent training strategy, ensure the monitoring of Afghan training delivery, maintain up-to-date RoL training statistics, maintain the RoL training library;
- Assist the Head of RoL and his/her Deputy in defining, and ensuring adherence to, uniform advising and monitoring standards and a coherent advising and monitoring strategy; overseeing quality advising and monitoring delivery; maintain an overview of, and providing an institutional memory of advising activities in the Rule of Law Component, Contribute to the implementation of advising activities through the RoL adviser deployed in the RoL Component in close liaison with the relevant Team Leader of Units, in particular by defining, and ensuring adherence to, uniform advising standards and a coherent advising strategy, overseeing quality advising delivery in particular the strategic level of advising, maintaining an overview of, and providing an institutional memory of advising activities in the RoL Component including details of advised Afghan Counterparts, advising topics, and follow-up.
- Undertake any other tasks required by the Head of RoL Component or his/her Deputy.

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, 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 equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 8 years of relevant and proven full-time Police experience.

Specification of experience

- Relevant experience of minimum 8 years, out of which two 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;
- Experience in development/ delivery of training for a range of audiences;
- Experience in mentoring/ advising at operational/ strategic level.

Advantageous

- International experience, particularly in crisis areas with multinational 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 multinational 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.
- Be able to demonstrate political and diplomatic acumen; Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Police – Justice Cooperation Unit	Kabul	Seconded / Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-17	Criminal Justice Expert (Team Leader)	Expert

Job Description

The Criminal Justice Expert (Team Leader) as Team Leader of the Police – Justice Cooperation Unit shall assist the Head of Rule of Law in performing his/her duties by directing, coordinating and advising the Ministry of Interior (MOI) and the Attorney General Office (AGO) on Police – Justice Cooperation with the emphasis on Anti-Corruption issues. Reporting to Head of Rule of Law, he/she will be responsible for:

Main Tasks and Responsibilities

- Lead a team of experts to provide technical and strategic advice, support and transition of training within the Ministry of Interior (MOI) and the Attorney General Office (AGO) in the area of Police-Prosecution Cooperation and advise on the development of national and local policies;
- Be part of the Advisory Team to the Attorney General and give strategic advice to the Deputy Attorney General for Military Affairs, the Deputy Attorney General for Investigations and the Deputy Attorney General for Administration in improving its planning, management, leadership-skills, training and performance capabilities in the identified areas;
- 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 Unit and the Head of RoL Component, with the EUPOL regional RoL Advisers to ensure a coherent countrywide approach on police-justice cooperation with the emphasis on Anti-Corruption;
- Collaborate closely with the High Office of Oversight, key parties concerned, such as EU, EU member states, UNODC, Resolute Support Mission (RSM), NTM-A/CSTC-A, US DoJ, JSSP and other external partners;
- Assist the Head of Rule of Law 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 other partners;
- Report to the Head of Rule of Law on a regular basis on the developments and results of the activities undertaken;
- Deputize for the Head of Rule of Law in his or her absence;
- Undertake any other tasks as required by the Head of Rule of Law or his/her Deputy.

Qualifications and Experiences

Essential

Education and experience

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

OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 8 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 multinational 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 the same range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of experts;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational 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;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

EUPOL AFGHANISTAN

<u>Department</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component Police – Justice Cooperation Unit	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-18, 19	Criminal Justice Education Expert	Expert

Job Description

The Criminal Justice Education Expert shall assist the Team Leader of the Police-Justice Cooperation Unit in all relevant areas of Police-Justice cooperation in particular in the field of common education, including training and its transition. Reporting to the Team Leader of the Police – Justice Cooperation Unit he/she will be responsible for:

Main tasks and responsibilities

- Assist and advise the justice institutions including the Attorney General’s Office (AGO), the Ministry of Justice (MoJ), as well as the Ministry of Interior (MoI) in planning, developing and delivering training and transfer existing trainings fully into Afghan ownership;
- Advise and monitor the Senior management and leadership of the MoI and the AGO while fostering cooperation between police and prosecutors throughout his/her activity;
- Consolidate EU activities pertaining to the criminal justice sector, especially on strategic efforts to support the reform of criminal detection / investigations, prosecutions and police - prosecutor cooperation;
- Provide strategic advise on how to apply the new Criminal Procedure Coder and other relevant laws, regulations, procedures and guidelines/SOP’s in the daily work of detection/investigation of corruption crimes and how to restructure relevant judicial or investigative institutions and bodies;
- Support needs assessment of national institutions, capacities and advising on means of integrating police-justice cooperation into training strategies;
- Support national institutions in the development of Afghan-owned and self-sustainable training capacity, in particular on the establishment of a sustainable education structure for prosecutors in the AGO;
- Assist the Afghan Counterparts in preparing and implementing training monitoring plans and systems to ensure fitness to purpose;
- Closely work with the Legal Experts within other EUPOL Units (e.g. Field Office Unit, Police Unit, Police MoI Oversight and Accountability Unit) to ensure a coherent countrywide approach on the police – prosecutors / justice cooperation trainings and accountability and transparency measures;
- Cooperate closely with the EC programs and other national and international stakeholders in the law enforcement and justice sector, including those who develop and implement justice sector trainings, in order to ensure a smooth and sustainable transition into Afghan ownership,
- Undertaking any other tasks as required by the Team Leader of the Police – Justice Cooperation Unit.

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

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of education for a range of audiences;
- Professional experience working with human rights standards and international instruments;
- Experience with project management and proposal writing desirable;

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 multinational 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 in 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.
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Legal Reform Unit	Kabul	Seconded /Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-26	Legal Reform Expert (Team Leader)	Expert

Job Description

The Legal Reform Expert (Team Leader) shall be responsible for overseeing the implementation of all efforts in the area of improving cooperation and coordination between the police and the judiciary undertaken by the Mission. Reporting to the Head of RoL Component, he/she will be responsible for:

Main tasks and responsibilities

- Lead and manage the Legal Reform Unit within the EUPOL RoL Component;
- Lead a team of experts that provide technical advice on capacity and institution building and administrative reform in the field of police-justice cooperation, legal affairs and reform, legal aid, and other justice matters;
- Guide and coordinate the legal reform experts working with the Ministry of Interior, Ministry of Justice, Attorney General's Office, and Afghan National Assembly;
- Be part of the Advisery Team to the Minister of Justice and give strategic advice to the Head of Criminal Law division of the Legislation Department and the Head of Legal Aid in improving its planning, management, leadership-skills, training and performance capabilities in the identified areas;
- Coordinate with other EUPOL units/departments;
- Identify projects in the different areas in cooperation with Afghan counterparts and implement them through the legal reform and criminal justice experts and donor assistance;
- Collaborate closely with and coordinate EUPOL justice work with other national and international actors;
- Lead project networking and partnership development with the aim of enhancing coordination and cooperation among key parties concerned, such as EC, EU member states, EU-DEL, UN, US and others;
- Report to the Head of RoL Component on a regular basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Head of RoL Component.

Qualifications and experience

Essential

Education and experience

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

OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 8 years of relevant and proven full-time Police experience.

Specification of Experience

- Relevant experience of minimum eight years, out of which four at management level includes: experience in developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation or experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, practicing lawyer, Ombudsman officer.
- Broad international professional experience;
- Professional experience in international cooperation and/or project management in the field of Rule of Law;
- Experience in strategic management and/or public administration.

Advantageous

- Post-graduate or master studies in criminal or procedural law, international law, international relations or other related matters;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;
- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multinational 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.
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

SECONDED
EUPOL AFGHANISTAN

<u>Department</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-02	Chief of Staff	

Job Description

Chief of Staff is reporting to the Head of Mission.

Main tasks and responsibilities

- Elaboration of Mission Command and Control activities through the coordination of the Mission Headquarters staff;
- Coordinates staff actions among the command enabling capabilities to ensure that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of Mission activities;
- Ensure a coordinated flow of information;
- Oversee component performance;
- Deputise for the HoM and D/HoM;
- Manage the Office of Chief of Staff;
- Ensure the relevant coordination whenever a direction or instruction requires multifunctional approach
- In close cooperation with the D/HoM and/or other relevant Mission staff, ensure the drafting of SOPs, directives, and instructions to be approved by the HoM;
- Ensure that HoM's instructions are issued to the field and control their implementation;
- Oversees the conduct of Mission formal reporting, including reports via CivOpsCdr to Member States and other Contributing Countries;
- Promoting and supervising good police conduct, Mission spirit and discipline within the mission;
- To conduct any other tasks and assignments on request of the HoM;
- Observing internal and external developments relating to the Mission and its management in order to fully brief the HoM and provide him/her with well-established advice and recommendations.

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 university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

OR

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

Specification of experience

- A minimum of 10 years of relevant professional experience in public administration or international organisations, in the field of law-based and regulated security functions, including practice in a senior management position, especially on staff level.

Advantageous

- 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 multinational and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Proven ability to establish priorities and to plan, coordinate and monitor work of others;
- Strong management and leadership skills and willingness to assume responsibility;
- Ability to work on his/her own initiative and as a part of a team;
- Ability to work methodically, accurately and efficiently with limited supervision and with strict deadlines;
- Prior CSDP or equivalent Mission experience in a Mission management position.

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-A-03, 04	Executive Officer	

Job Description

The Executive Officer, placed in the Chief of Staff Office, shall assist the Chief of Staff (CoS) in all administrative and operational matters, and will be responsible for:

Main tasks and responsibilities

- Supporting the CoS in managing the Office of the Chief of Staff;
- Support the CoS with organising the work of the Office of Chief of Staff;
- Acknowledging all official contacts towards the Mission;
- Observing internal and external developments relating to the Mission and its management in order to fully brief the CoS and provide him/her with well-established advice and recommendations;
- Introducing the above mentioned issues to CoS or giving introduction on how Head of Mission's Office and Components shall handle the very issue in question;
- Ensuring that advice and information provided for the CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- In close cooperation with the CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the HoM;
- Ensuring that any directive, SOP, order or instruction issued by the HoM is timely observed by, and implemented within, the Mission;
- Supervising the conduct and outcome as well as introduction to HoM/DHoM of formal reporting, including reports via CivOpsCdr to Member States and other Contributing Countries;
- Developing and maintaining the external and internal rewarding system and heraldic;
- Promoting and supervising good police conduct, Mission spirit, traditions and discipline within the mission;
- Acting as best practice and lessons learned officer for the Mission;
- To coordinate and liaise with relevant mission components in the area of all the above mentioned tasks and assignments as deemed appropriate by the CoS;
- Maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To conduct any other tasks and assignments at the request of the Chief of Staff.

Qualifications and experience

Essential

Education and experience

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

OR

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

Specification of experience

- At least five years professional experience at the middle management level;
- Professional experience in national and/or international assignments in planning and assisting crisis management Missions as well as in managing projects related to Police reform.

Advantageous

- Substantive knowledge of the functioning of the EU, in particular the CDSP and ESDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as with international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Ability to manage and coordinate a diversified and multidisciplinary team of advisers;
- In-depth understanding of the following areas of activity within the team: general policing, criminal investigation, border police, training, logistics, administration, legal affairs;
- Ability to organise all senior staff work at strategic level;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Experience in international cooperation and in strategic liaison with international partners;
- Proven knowledge in strategic management and/or public administration;
- Experience in peacekeeping missions or in ESDP Missions at senior level;
- Experience in training field including Senior Ranking Officers management.

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-04	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 authorised 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.

After having obtained the university degree, at least 8 years of relevant and proven, full-time professional experience, is required.

Specification of experience

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

Advantageous

- Proven skills and experience of dealing with disciplinary matters, of drafting directives, SOPs, internal instructions as well as 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 Rule of Law and Police.

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<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-P-02	Resolute Support Liaison Officer	

Job Description

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

Main tasks and responsibilities

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

Qualifications and experience

Essential

Education and experience

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

OR

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

OR

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

Specification of experience

Some experience in the intelligence field.

Advantageous

- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach;

- Excellent analytical abilities and drafting skills;
- Work experience in international organisations preferably in a planning capacity;
- Highest standards of integrity are crucial;
- Deep knowledge and understanding of staff coordination and management work;
- Knowledge about NATO structures is desirable;
- International experience within NATO is desirable;
- Possession of a valid NATO security clearance up to NATO SECRET.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>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-A-05	Head of Strategic Planning, Analysis and Reporting Department (SPAR)/MAC	

Job description

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

Main tasks and responsibilities

- Support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- Oversee and coordinate the Mission planning activities to facilitate achievement of Mission`s tasks and desired outcomes;
- Develop a strategic process for the Mission in close cooperation with the senior management;
- Provide guidance on the development of new projects according to the Mission;
- Develop management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- Ensure, in close cooperation with the Chief of Staff, that Components`/Departments` output is timely, quality-checked, focused and value added vis-à-vis Mission decision-making and goals;
- In close coordination with senior management prioritise Components`/Departments` tasks;
- Supervise information analysis and develop/implement/improve analytical methods;
- Implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- Supervise SPAR`s information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- Coordinate regular meetings and exchange with Political Advisers, Gender Adviser, Security Office, Press and Public Information Office, and other key analytical functions for optimised coordination and synergy;
- Liaise with external partners in order to enhance information collection and analysis;
- Undertake any other task as required by the HoM and the Chief of Staff.

Qualifications and experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Management, or related studies, where the normal duration of university education in the country awarded is four (4) year`s or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

Specification of experience

- Previous experience in crisis management Missions, including in the area of policing, rule of law, or diplomacy and/or international strategic planning and programme management;
- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Thorough understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access).

Advantageous

- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Knowledge of the political, military, economic, social, and infrastructure of Afghanistan and the region;
- Ability to work under stress in a hostile environment;
- Deep knowledge and understanding of staff management;
- High standards of integrity.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>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-A-06	Senior Strategic Planning, Analysis and Reporting Officer / MAC	

Job description

Under the authority of the Head of Strategic Planning, Analysis and Reporting Department (SPAR), the Senior Strategic Planning, Analysis and Reporting Officer oversees the analytical processes of the Department. Reporting to the Head SPAR, and will be responsible for:

Main tasks and responsibilities

- Deputise for the Head of SPAR;
- Support and provide analytical advice to the Head of SPAR and the Mission senior management for Mission decision-making in the implementation of its goals;
- Assist in developing a strategic process for the Mission in close cooperation with the senior management;
- Assist in developing management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- Supports the analysis of Mission and Afghan progress;
- Liaise with and brief Mission senior management regarding tasking, collection, collation, analysis and dissemination of information and reports;
- Oversee the communication with key Mission staff on information management, analysis, planning and reporting procedures in order to ensure submission of timely and high-quality information;
- Supervise information analysis and develop/implement/improve analytical methods;
- Produce analytical Special Reports for submission to the chain of command on Mission critical developments and issues;
- Contribute to the identification of lessons learned and best practice;
- Coordinate regular meetings and exchange with Political Advisers, Gender Adviser, Security Office, Press and Public Information Office, and other key analytical functions for optimised coordination and synergy;
- Liaise frequently with external partners (EUDEL, UNAMA, Resolute Support, CSTC-A, etc.) in order to enhance information collection, information sharing, analysis, and cooperation;
- Any other task as required by the Head of SPAR.

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 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 international police and Rule of Law reform, international relations;
- International experience, particularly in crisis areas with multinational organisations.
- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access);
- Experience in leading a team;
- High standards of integrity.

Advantageous

- Previous experience from strategic international planning and programme management is considered an asset;
- Knowledge of the political, military, economic, social, and infrastructure of Afghanistan and the region;
- Excellent interpersonal 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)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-09	SPAR/MAC Analysis and Reporting 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 and will be responsible for:

Main tasks and responsibilities

- Analyse and assess the development and progress of Mission's performance against the Mission's mandate, tasks and desired outcomes set in the Mission Implementation Plan;
- Analyse and assess the state of play and performance of the Afghan National Police (ANP) and relevant justice institutions, 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 on Mission critical developments and issues;
- Produce/contribute to the drafting of periodic and ad-hoc reports for submission to the chain of command;
- 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, Gender Adviser, Security Office, Press and Public 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;
- Prepare and hold presentations and produce presentations and speeches on behalf of others;
- 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, business administration, management, 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 five (5) 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, business, administration, management, law 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 four (4) years of relevant and proven full-time professional experience.

Specification of Experience

- Professional fluency in English with excellent drafting, report compilation and editing skills;
- Good 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);
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

Advantageous

- Experience in international police and rule of law reform or international relations;
- International experience, particularly in crisis areas with multinational organisations ;
- Knowledge of the political, military, economic, social, and infrastructure 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-A-10	SPAR/MAC Analysis and Reporting Officer (Transition)	

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 and will be responsible for:

Main tasks and responsibilities

- Analyse and assess the development and progress of Mission's performance against the Mission's mandate, tasks and desired outcomes set in the Mission Implementation Plan;
- Analyse and assess the state of play and performance of the Afghan National Police (ANP) and relevant justice institutions, 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 on Mission critical developments and issues;
- Produce/contribute to the drafting of periodic and ad-hoc reports for submission to the chain of command;
- 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, Gender Adviser, Security Office, Press and Public 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;
- As member in the Mission-internal Transition Cell plan and keep track of the transition of responsibilities to Afghan ownership;
- Prepare and hold presentations and produce presentations and speeches on behalf of others;
- 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, business administration, management, 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 five (5) 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, business, administration, management, law 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 four (4) years of relevant and proven full-time professional experience.

Specification of Experience

- Professional fluency in English with excellent drafting, report compilation and editing skills;
- Good 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);
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

Advantageous

- Experience in international police and Rule of Law reform or international relations;
- International experience, particularly in crisis areas with multinational organisations ;
- Knowledge of the political, military, economic, social, and infrastructure 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) /	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-13	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, and will be responsible for:

Main tasks and responsibilities

- Develop, implement and improve the planning, benchmarking and evaluation methods for the Mission;
- Elaborate plans to facilitate achievements of Mission`s tasks and desired outcomes to be submitted to the Head of Mission;
- Maintain, update/upgrade the Mission Implementation Plan (MIP) and related work plans in close cooperation with the relevant Heads of Department and other key stakeholders;
- Identify Objectively Verifiable Indicators in close cooperation with the Mission, collect and analyse the data for the indicators in order to assess the status of impact;
- Assist the Chief of Planning 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 with a special emphasis on the MIP as well as progress in relation to benchmarking;
- Draft reports on a regular basis in relation to planning, benchmarking and evaluation for the chain of command;
- Liaise with key Mission staff and regarding the strategic direction of the Mission and to ensure all activities are in line with the tasks and desired outcomes 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 tasks;
- Attend regular meetings and exchanges with Political Advisers, Gender Adviser, Security Office, Press and Public Information Office and other key functions for optimised coordination and synergy;
- Liaise frequently with external partners in order to enhance coordination and synergy;
- Follow internal and external developments relating to the MIP 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 Chief of Planning and Evaluation 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 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 5 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 4 years of relevant and proven full-time professional experience.

Specification of Experience

- Knowledge of project planning, implementation and evaluation;
- Professional fluency in English with excellent drafting, report compilation and editing skills;
- Good 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);
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

Advantageous

- Previous experience from international policing and rule of law reform, development policy, or international relations is considered an asset;
- Broad international experience, particularly in crisis areas with multinational and international organisations, and knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region are highly desirable;
- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Project Capability Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-17	Project Capability Officer	

Job Description

The Project Capability Officer will assist the Chief of the Project Capability Unit in carrying out the duties assigned to the Unit. S/he is reporting to Chief of the Project Capability 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 programs 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 Project Capability 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 5 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 4 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/ Chief of Staff/Press & Public Information Office (PPIO)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-08	Chief of Press and Public Information Office (PPIO)	

Job Description

The Chief of PPIO will review and advise Head of Mission on all press and public information issues. Reporting to the Head of Mission through the Chief of Staff and will be responsible for:

Main tasks and responsibilities

- Advise HoM on issues dealing with information activities, including preparation for interviews;
- Lead the PPIO;
- Develop and run an Information campaign in line with the Information Strategy approved by the PSC;
- Establish a close coordination with Press and Public Information or similar offices of all the EU actors on-site;
- Keep permanent contact with Spokesperson SG/HR and DG F in Brussels to get updated master messages and to report immediately to these offices in Brussels in case of any event that may have media impact;
- Coordinate with PPIO of the Afghan MoI;
- Establish coordination with PPIO of CSTC-A and of other US agencies dealing with Afghan Police Training, Mission Resolute Support Public Information Office and other units dealing with Information activities and with International Community agencies in Kabul and throughout the country, in particular UNAMA;
- Establish contacts with local and international journalists in Kabul and in the country;
- Undertake any other tasks required by the HoM, or the Executive officer in support of the objectives of the mission;
- Act as a Spokesperson for the Mission;
- Advise staff members on how to deal with media / provide guidance and media guidelines;
- Undertake any other related task as required by the Head of Mission and the Chief of Staff.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences 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 10 years of relevant and proven full-time professional experience.

Specification of experience

Above mentioned progressive professional experience should be in Public Information domain with a minimum of 5 years at management level.

Advantageous

- Excellent analytical abilities and drafting skills;

- Extensive knowledge and experience in Public Information domain;
- Knowledge of political, cultural and media specificities of Afghanistan;
- International experience essential;
- Adequate knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Experience in crisis management missions, preferable connected to Afghanistan or other areas within the same geopolitical context;
- Experience from working in the police/justice;
- Knowledge of local languages will be an asset.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul, mission wide	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-25*	Mission Security Officer (MSO)	

Job Description

In line with the European Union's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the 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 utilised 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 Mission Resolute Support, 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), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- Report and assist the SMSO on the security level and state of alert for the Mission staff;
- Provide assistance and appropriate response to Mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- Travel countrywide and conduct security duties in PRTs as well;
- Undertake any other related tasks as required by the Senior Mission Security Officer.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, or Security, where the normal duration of university education in the

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

OR

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

OR

Successful completion of equivalent Police/Military education and/or training or in a civilian security organisation with specialised training on field operations, force protection and/or security and, having fulfilled this requirement, at least 6 years of relevant and proven full-time professional experience.

Specification of experience

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

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as a Mission Security Officer, particularly in crisis areas with multinational and international organisations involved in crisis management (e.g. CSDP missions, EUSR, etc.);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Good interpersonal skills, ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent organisational, 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.

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<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-05	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;
- Deputise 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 investigation associated with the Mission's Code of Conduct and national and international laws/treaties;
- Report disciplinary cases with recommendations to the Deputy 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 offences;
- 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 multinational and international organisations;
- 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>
Head of Mission/Brussels Support Element (BSE)	Brussels	Seconded
<u>Position Code</u>	<u>Position Name</u>	
BSE-A-01	BSE Analysis & Reporting Officer	

Job Description

The position is a part of the Afghanistan desk at CPCC and reports to the Chief of Staff in EUPOL Afghanistan 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, multicultural 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>	
BSE-R-01	Rule of Law Adviser	

Job Description

The position is a part of the Afghanistan desk at CPCC and reports to the Chief of Staff in EUPOL Afghanistan 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 6 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, multicultural 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>
MoI Reform Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-08, 09	Staff Officer	

Job Description

The Staff Officer shall assist the Head of MoI Reform Component in all administrative and operational matters, and will be responsible for:

Main Tasks and Responsibilities

- Integrating and harmonising the MoI Reform Component's reports on weekly, monthly and six monthly basis;
- Organise meetings on behalf of the Head of MoI Reform Component;
- Liaise with Executive Officer and Mission Support Unit in all organisational and logistic related matters;
- Liaise with Project Management Unit to coordinate Project Proposals and Implementation Process;
- Liaise with the Strategic planning, analysis and reporting unit (SPAR) on all reporting and planning matters;
- Deal with general correspondence within the MoI Reform Component;
- Supervise on Afghan Senior Administrative Officer;
- Undertake any other tasks required by the Head of the MoI Reform Component;

Qualifications and Experience

Education and experience

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

OR

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

- Above-mentioned experience should be in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics and CIS;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component/ Ministry Reform Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-31	Head of Ministry Reform Unit	

Job Description

The Head of Ministry Reform Unit shall assist the Deputy Head of MoI Reform Component in performing effective advising in favour of the MoI in strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity in the areas relevant to the strengthening of civilian police force, entailing improved leadership and management skills; increased capacity to produce/revise legislation and to develop and implement policies; increased capability to manage force resourcing and incorporate gender issues into policies. Reporting to Head of MoI Reform Component and he/she is responsible for:

Main Tasks and Responsibilities

- Acts as the line manager for the all advisers of the Ministry Reform team;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of MoI Reform Component, relevant proposals for a coherent advising strategy in favour of the MoI;
- Liaise closely with the other members of the Advisers Team in order to implement a joint coherent advising strategy;
- Engage with the Head of MoI Reform Component in weekly briefings on MoI developments to the Head of Mission;
- Undertake any other tasks required by the line managers in support of the objectives of the Mission;
- Undertake any other related tasks as required by the Head of MoI Reform Component.

Qualifications and Experience:

Essential

Education and experience

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

OR

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

Specification of Experience

- Senior rank in a police service, with at least 8 years of effective police experience in programmes and projects related to police reform ;
- Operational and or management background in the following areas of activity within the team: general policing, criminal investigation, border police, training, logistics, administration, legal affairs, 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 advisers ;
- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component/Ministry Reform Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-34, 35, 36, 38, 39, 41, 42, 44, 45, 46	MoI Reform Adviser	

Job Description

The EUPOL Afghanistan MoI Reform Adviser shall assist the Head of Ministry Reform Unit in performing effective advising in favour of the Deputy Ministers of Interior (MoI). Reporting to Head of Ministry Reform Unit, and will be responsible for:

Main Tasks and Responsibilities

- To implement the projects and activities of designated team responsible for advising in favour of the respective Deputy Minister of Interior (MoI) in relation strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity in the areas relevant to the strengthening of civilian police force.
- To assist the counterpart 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 counterpart 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 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;
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of Ministry Reform Unit, relevant proposals for a coherent advising strategy in favour of the MoI;
- Liaise closely with the other members of the Advisers Team in order to implement a joint coherent advising strategy;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other related tasks as required by the Head of Ministry Reform Unit.

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 multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical 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.

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component / Ministry Reform Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-26,27	Human Rights and Gender Adviser/Expert	

Job Description

The Human Rights Expert shall assist the Head of Ministry Reform Unit in all aspects connected to enhancing the capacities within the MoI relevant for advancing civilian policing, and transition, in particular in relation to incorporating gender issues into policy and their implementation. Reporting to the Head of Ministry Reform Unit, he/ she will be responsible for:

Main Tasks and Responsibilities

- 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 support its countrywide implementation;
- Advise and collaborate closely with the Department of Gender and Human Rights (Ministry of Interior), and other relevant partners within the MoI 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;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- Undertake any other tasks required by the Head of Ministry Reform Unit.

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 multinational 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.
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;

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<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MOI Reform – International Support Coordination Unit	Ministry of Interior Affairs, Kabul, Afghanistan	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-28	Head International Support Coordination Unit	

Job Description

Head International Support Coordination Unit will act as Adviser to head of Foreign Relation Affairs Directorate within the Afghan MOI and shall advise/support the Director of Foreign Relations Affairs Department (FRAD) in coordination, performance management, and facilitation to assist in achieving the results related to FRAD's mandate. He reports to the Head of MoI Reform Component and is responsible for the delivery on enhancing the institutional reform and capacities within the MoI relevant for civilian policing, in particular in relation to improving the MoI's capacity to coordinate international support.

Main Tasks and Responsibilities

- He is the line manager of the International Support Coordination Unit;
- Support the Director of FRAD in facilitating coordination efforts within MoI, with international communities, and other ministries in relation to the successful implementation of MoI ten years vision, National Police Strategy and National Police Plan;
- Support the Director of FRAD in strategic planning, implementation, monitoring and evaluation of related activities including the following:
- Strategic management and external communication (with other ministries and international communities);
- Planning/monitoring of training and capacity building of Afghan Police Personnel within and outside the country;
- Support Director of FRAD in staff capacity building including:
 - Review of the training needs assessment of staff
 - Provide comments on the results of performance management;
- Support Director of FRAD in leading all related protocol affairs of MoI;
- Support to Director of FRAD in representation in major international and national events/workshops/meetings:
 - Critically review travel and administrative procedures including reviewing nominations for international and national workshops/meetings and trainings;
 - Critical review of speeches and other relevant documents developed by FRAD staff;
- Support Director of FRAD in risk management and mitigation:
 - Inputs to Director on assessing the work processes
 - Advise Director on how to effectively manage information and knowledge
 - Advise Director on external communication processes;
- Support in documentation of lessons learned and good practices;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.

Qualifications and Experience

Education and experience

Essential

- Master/postgraduate (degree/diploma) in management, advocacy, public relations or social sciences;

- Minimum 8 years of relevant experience in police management, public relations or any related field;
- Familiarity with the Afghanistan context including political and diplomatic relations at international level;
- Proven ability to work with diverse group of professionals including diplomats;
- Excellent oral and writing skills in English with proven knowledge of proposal/report and diplomatic writing;
- Strong analytical skills specially in relation to the political and diplomatic context;
- Advanced computer literacy;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills;
- Proven knowledge of diplomatic affairs.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MOI Reform – International Support Coordination Unit	Ministry of Internal Affairs, Kabul, Afghanistan	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-29	Police Adviser	

Job Description

The Police Adviser in the International Support Coordination Unit will act as Adviser to head of Foreign Relation Affairs Directorate within the Afghan MOI and shall advise/support the Director of Foreign Relations Affairs in coordination, performance management, and facilitation to assist in achieving the results related to FRAD's mandate. In addition the post holder will assist in the smooth transition of activity coordination from International control to Afghan ownership. The Police Adviser reports to Head of International Support Coordination Unit.

Main Tasks and Responsibilities

- Support the Director of FRAD in facilitating coordination efforts within MoI, with international communities, and other ministries in relation to the successful implementation of National Police Reform (NPR), in accordance to MoI ten years vision, and National Police Strategy and plan.
- Support the Director of FRAD in strategic planning, implementation, monitoring and evaluation of related activities including the following:
 - Strategic management and external communication (with other ministries and international communities)
 - Planning/monitoring of training and capacity building of Afghan Police Personnel within and outside the country
- Support Director of FRAD in staff capacity building including:
 - Review of the training needs assessment of staff
 - Provide comments on the results of performance management
- Support Director of FRAD in leading all related protocol affairs of MoI
- Support to Director of FRAD in representation in major international and national events/workshops/meetings:
 - Critically review travel and administrative procedures including reviewing nominations for international and national workshops/meetings and trainings
 - Critical review of speeches and other relevant documents developed by FRAD staff
- Support Director of FRAD in risk management and mitigation:
 - Inputs to Director on assessing the work processes
 - Advise Director on how to effectively manage information and knowledge
 - Advise Director on external communication processes
- Support in documentation of lessons learned and good practices;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.

Qualifications and Experience

Education and experience

Essential

- Master/postgraduate (degree/diploma) in management, advocacy, public relations or social sciences;
- Minimum 8 years of relevant experience in police management, public relations or any related field;

- Familiarity with the Afghanistan context including political and diplomatic relations at international level;
- Proven ability to work with diverse group of professionals including diplomats;
- Excellent oral and writing skills in English with proven knowledge of proposal/report and diplomatic writing;
- Strong analytical skills specially in relation to the political and diplomatic context;
- Advanced computer literacy;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills;
- Proven knowledge of diplomatic affairs.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MOI Reform – International Support Coordination Unit	Ministry of Interior Affairs, Kabul, Afghanistan	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-18, 19	International Engagement Officer	

Job Description

The International Engagement Officer in the International Support Coordination Unit will support the mission in its aim to transition activities away from EUPOL towards full Afghan ownership or interim International Ownership following the closure of the EUPOL Mission. Working with International Actors the post holder will support the activities conducted by the mission in relation to Ministry reform remain sustainably post 2016. The International Engagement Officer reports to Head of International Support Coordination Unit.

Main Tasks and Responsibilities

- Support the Head of the MOI Reform – International Support Coordination Unit in maintaining a transition plan for EUPOL activities;
- Engage with Afghan and International Partners to ensure a smooth transition of EUPOL activities in a controlled and staged manner;
- 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 advising strategy in favour of the MoI;
- Undertake any other related tasks as required by the Head of Police Reform and Professionalization;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.

Qualifications and Experience

Education and experience

Essential

- Master/postgraduate (degree/diploma) in management, advocacy, public relations or social sciences;
- Minimum 8 years of relevant experience in Project / change management, public relations or any related field;
- Familiarity with the Afghanistan context including political and diplomatic relations at international level;
- Proven ability to work with diverse group of professionals including diplomats;
- Excellent oral and writing skills in English with proven knowledge of proposal/report and diplomatic writing;
- Strong analytical skills specially in relation to the political and diplomatic context;
- Advanced computer literacy;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills.
- Proven knowledge of diplomatic affairs.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / MoI Reform / Ministry Reform Unit / International Support Coordination	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-21	Political Adviser - International Support Coordination Unit	

Job Description

This position relates to the Mission's mandate in the area of institutional reform of the MoI, in particular its capacity to coordinate international support. The Political Adviser reports to the Head of International Support Unit while being locally deployed to IPCB-S. On IPCB-S matters he will be directed by Head of IPCB-S.

Main Tasks and Responsibilities

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

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a Master's degree in Political Sciences, International Relations, Diplomacy, Social Sciences or other relevant studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 7 years of relevant and proven full-time professional experience.

Specification of experience

Experience in matters relating to Afghanistan, especially regarding policing.

Advantageous

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

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component / Police MoI Oversight and Accountability Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-23	Head of Police MOI Oversight and Accountability Unit	

Job Description

Head of Police MOI Oversight and Accountability Unit shall assist the Head of MoI Reform Component in performing his/her duties by directing and coordinating the advising to the Ministry of Interior (MOI) and Attorney General's Office (AGO) in the area of strengthening oversight and accountability mechanisms, in relation to Mission's line of operation in advancing captivities and institutional reform within the MoI relevant to civilian policing Reporting to Head of MoI Reform Component, he/she will be responsible for:

Main tasks and responsibilities

- Lead and manage the Police MOI Oversight and Accountability Team within the MoI Reform component;
- Lead 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's Office (AGO) and advise on the development of national and sector policies;
- Assist the MOI and AGO in the development of overall strategies and policies for transparency and accountability and support their countrywide implementation, comprising measures of capacity building, prevention and enforcement;
- Closely work, through the Field Office Component and Rule of Law Reform, with the EUPOL regional RoL Advisers to ensure a coherent countrywide approach on accountability and transparency;
- Support all common international activities / meetings / working groups to ensure a consistent approach of international organizations in the area of oversight and accountability, e.g. the Police Disciplinary Working Group;
- Collaborate closely with the High Office of Oversight, key parties concerned, such as EU Delegation, EU member states, UNODC, Mission Resolute Support, US DoJ, JSSP, and other external partners;
- Lead project networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as UNDP, UNODC and others;
- Report to the Head of MoI Reform Component on a regular basis on the developments and results of the activities undertaken;
- Undertake any other tasks as required by the Head of MoI Reform Component.; monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.

Qualifications and experience

Essential

Education and experience

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

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 9 years of relevant and proven full-time Police experience.

Specification of Experience

- Relevant experience of minimum eight years, out of which four at management level includes: experience in developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation or experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, practicing lawyer, Ombudsman officer in the areas of Anti-Corruption, accountability and transparency;
- Experience in program and project management, resource mobilization, monitoring and evaluation, as well as process facilitation.

Advantageous

- Post-graduate or master studies in criminal or procedural law, international law, international relations or other related matters;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;
- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multinational 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.
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-30	Head of ANP Professionalisation and Training Component	

Job Description

The Head of ANP Professionalization and Training Component will have responsibility for the leadership, management and all areas of business of the Training Unit, Field Unit and Police Unit, in relation to strengthening the civilian policing approach and improving leadership skills within the Afghan National Police. The Head of ANP Professionalization and Training Component will report to the Deputy Head of Mission and will be responsible for:

Main tasks and responsibilities

- The Head of the ANP Professionalisation and Training Component will have responsibility and accountability for overseeing the ongoing development and delivery of the Training Unit, Field Unit and Police Unit. In addition, the Head of Component will have responsibility for overseeing advising at the strategic level in the above three units;
- Manage and lead the ANP Professionalisation and Training Component through the development and delivery of a new organizational structure ensuring the organization 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 aims and objectives of the ANP Professionalisation and 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 organizational 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 organizational goals, support organizational 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 ANP Professionalisation and 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;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- As a member of the Senior Management Team, assume joint responsibility for strategic direction and development of the organization in relation to ANP Professionalisation and Training Component and the impact upon the wider mission;
- Manage finance and resources in line with budgetary constraints to ensure effective service provision;
- Evaluate and measure ANP Professionalisation and 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 ANP Professionalisation and Training Component media strategy and actively promote, and represent, the organisation across the wider international arena;

- Develop effective liaison with the Afghan National Police and all international partners and stakeholders at a strategic level;
- 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 ANP Professionalisation and 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 CSDP 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.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-31	Deputy Head of ANP Professionalisation and Training Component	

Job Description

The Deputy Head of ANP Professionalisation and Training 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 chiefs of the Training Unit, Field Unit and Police Unit and oversee the effective delivery, management and organization in all areas of component business, specifically for ensuring that the civilian policing approach is strengthened and leadership skills within the Afghan National Police improve.

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 ANP Professionalisation and Training Component and will achieve customer expectations and satisfaction.

He/she will maintain, manage and develop key external stakeholder relationships and ensure key timelines, priorities and budgets that underpin the delivery of all services by the component are achieved. He/she will report to the Head of ANP Professionalisation and Training Component.

Main Tasks and responsibilities

- As required by the Head of ANP Professionalisation and Training Component, he/she will manage and provide clear leadership in relation to all aspects of business delivery across the component. 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 aims and objectives of ANP Professionalisation and Training Component;
- He/she will contribute to maintaining strategies, managing risks and associated challenges in relation to the 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 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;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Assist in the development and implementation of an executive ANP Professionalisation and Training Component media strategy;
- Develop effective liaison with the Afghan National Police and all international partners and stakeholders to improve service delivery on a strategic level;
- Actively lead and 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 ANP Professionalisation and 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 a duration of three (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

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational 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/ANP Professionalization & Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
P-F-01	Development and Implementation Officer	

Job Description

The Development and Implementation Officer will directly assist the Head of the Training Component (ANP Professionalization & Training Component) to devise, develop and deliver comprehensive plans for business development in all aspects of component business. Reporting to the Head of the Training Component (after 1 January 2015: ANP Professionalization & Training Component), and in her/his absence to the Deputy Head of the Component, he/she will be responsible for:

Main Tasks and responsibilities

- Design and develop planning in relation to new business areas within the component;
- Ensure all planning and implementation activity is recorded accurately and effectively managed on appropriate databases and project management systems;
- Develop and implement an evaluation process in relation to component activities and tasks in close cooperation with the Strategic Planning and Analysis and Reporting Department (SPAR);
- Deliver and implement plans to enable effective and efficient transition processes to be undertaken;
- Ensure the desired outcomes are achieved and effectively reported;
- Develop and implement an effective internal marketing plan, communication and media strategy appropriate to need and responsive to opportunity, in close collaboration with the Head of the Training Component (ANP Professionalization & Training Component) and the Chief of Press and Public Information Office;
- Ensure alignment of the Training Component (ANP Professionalization & Training Component) strategy with that of the wider mission and maximise effectiveness through collaboration with other components;
- Liaise with senior Afghan counterparts at a strategic level within the Ministry of Interior;
- Any other duties as required by the Head of the Training Component (ANP Professionalization & Training Component).

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences 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 3 years of relevant and proven full-time professional experience;

OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 3 years of relevant and proven full-time Police experience.

Specification of experience

- Current or recent international experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organizations is highly desirable;
- Good drafting, project management and reporting skills;
- Good working knowledge of MS Office, MS Excel and MS Project.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/ Administration and Planning	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-32, 34	Training Administrator	

Job Description

As a Training Administration Officer you will be responsible for providing support to ensure effective planning, scheduling, resourcing, quality-assurance and reporting of activities within the Component. The administration officer will also be responsible for establishing and maintaining appropriate recording systems and processes within the Component. He/she will report to the Deputy Head of ANP Professionalisation and Training Component.

Main Tasks and Responsibilities

- Establish and maintain resourcing schedules for the Component;
- Establish and maintain appropriate administrative procedures related to asset management within the component;
- Manage Component related administrative tasks including communication with component mission members on all relevant administrative procedures and issues;
- Advise Afghan partners on a strategic level to ensure effective program management and administration;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- Provide administrative support in respect of all aspects of reporting issues within the component;
- Ensure effective maintenance and management of the component resource database;
- Undertake any other task as required by the component management team.

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 administrative expertise 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 multinational and international organizations is highly desirable;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-27	Field Office Administrator	

Job Description

As a Field office Administration Officer you will be responsible for providing all aspects of administrative support to the ANP Professionalisation and Training Component senior management team including effective planning, scheduling, resourcing, quality-assurance and reporting of activities within the Component with the specific focus on the field unit. The administration officer will also be responsible for establishing and maintaining appropriate recording systems and processes within the Component. He/she will report to the Deputy Head of ANP Professionalisation and Training Component.

Main Tasks and Responsibilities

- Acting as a link between the EUPOL field offices and EUPOL HQ Kabul
- Establish and maintain resourcing schedules for the Component special focus on Field Offices;
- Establish and maintain appropriate administrative procedures related to asset management within the component special focus on Field Offices;
- Co-ordinate Projects, Transport, CIS and Logistics related issues according to the requirements of EUPOL HQ and the needs of the Field Offices.
- Manage Component related administrative tasks including communication with component mission members on all relevant administrative procedures and issues;
- Advise Afghan partners on a strategic level to ensure effective program management and administration;
- Ensure effective maintenance and management of the component resource database, special focus on Field Offices.
- Arrange and monitor all EUPOL flights
- Undertake any other task as required by the component senior management team.

Qualifications and Experience:

Essential

Education and experience

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

OR

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

Specification of Experience

- Above-mentioned experience should be in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics and CIS;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/ Training Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-36	Police Adviser General Training Command (Team leader)	

Job Description

The Police Adviser (Team leader) will assist the team leaders of the Police Staff College and Crime Management College through effective and efficient advising of the strategic level of the ANP General Training Command (GTC). He/she will have a line manage responsibility for advisers deployed within the GTC and will report to the Chief of Training Unit.

Main Tasks and responsibilities

- Maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP Head of General Training Command, by effective advising at a strategic level.
- Advise the senior management team at the ANP General Training Command to enhance their strategic capacity and capability within the General Training Command;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise ANP compliance in relation to Human Rights and Gender policies within the ANP General Training Command;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- Undertake any other tasks required by the Chief of the Training Unit.

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 exposure to strategic leadership challenges and change management programmes. To ensure credibility with the mentee, the post holder must be at least Colonel/Superintendent rank

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organizations is highly desirable;
- Senior level leadership
- 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>
ANP Professionalisation and Training Component/ Training Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-37, 38	Police Adviser General Training Command	

Job Description

The Police Adviser at the GTC will assist the team leaders of the Police Staff College and Crime Management College through effective and efficient advising at the strategic level of the ANP General Training Command (GTC). He/she will report to the EUPOL Police Adviser Team leader General Training Command.

Main Tasks and responsibilities

- Maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP Head of General Training Command, by effective advising at a strategic level;
- Advise the senior management team at the ANP General Training Command to enhance their strategic capacity and capability within the General Training Command;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise ANP compliance in relation to Human Rights and Gender policies within the ANP General Training Command;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the Police Adviser Team leader General Training Command.

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 exposure to strategic leadership challenges and change management programmes. To ensure credibility with the mentee, the post holder must be at least Colonel/Superintendent rank

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organizations is highly desirable;
- Senior level leadership;
- 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>
ANP Professionalisation and Training Component/ Training Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-39	Police Adviser Police Staff College (Team leader)	

Job Description

The Police Adviser (Team leader) of the Police Staff College will act as adviser to the Afghan senior management team at the Police Staff College lead and manage a team of EUPOL advisers and local national staff working within the Police Staff College. He/ she will report to the Chief of the Training Unit. He/she will also act as Chief of the Training Unit if and when required.

Main Tasks and responsibilities

- Maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP Head of the Police Staff College, by effective advising at a strategic level.
- Advise the senior management team at the ANP Police Staff college to enhance their strategic capacity and capability within the Police Staff college;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise ANP compliance in relation to Human Rights and Gender policies within the ANP Police Staff College;
- Undertake any other tasks required by the Chief of the Training Unit.

Qualifications and Experiences

Essential

Education and experience

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

OR

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

Specification of experience

Within the experience of the successful candidate will be experience at a senior managerial level of a Police training establishment for a period of at least 12 months.

Advantageous

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

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-40, 44	Police Adviser Police Staff College	

Job Description

The Police Adviser at the Police Staff College (PSC) will advise the Afghan Police Staff College Senior Management team and, if required, the Afghan training staff at the Police Staff College. He/she will report to the EUPOL Police Adviser Team leader-PSC.

Main Tasks and responsibilities

- Maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP senior management team and staff at the PSC, by effective advising.
- Advise the senior management team at the ANP PSC to enhance their strategic capacity and capability within the PSC;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise ANP compliance in relation to Human Rights and Gender policies within the ANP PSC;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- Undertake any other tasks required by the Police Adviser Team leader –PSC.

Qualifications and Experiences

Essential

Education and experience

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

OR

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

Specification of experience

The post holder will be expected to have expertise in the field of Police leadership and to have relevant training experience in this area of expertise. The following are examples of areas of expertise:

- Delivery of training to Police leaders;
- Working at the strategic level within Police organisations;
- Command of significant, or major, Police incidents;
- Managing organisational change.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational 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>
ANP Professionalisation and Training Component/ Training Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-46	Police Adviser Crime Management College	

Job Description

The Police Adviser at the Crime Management College (CMC) will advise the Afghan CMC Senior Management team and, if required, the Afghan training staff at the CMC. He/she will report to the EUPOL Police Adviser Team leader-CMC.

Main Tasks and responsibilities

- Maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP senior management team and staff at the CMC, by effective advising.
- Advise the senior management team at the ANP CMC to enhance their strategic capacity and capability within the CMC;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- Undertake any other tasks required by the Police Adviser Team leader –CMC.

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 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 multinational 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>Employment Regime</u>
ANP Professionalisation and Training Component / Field Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-51	Chief Field Unit	

Job Description

The Chief of Field Unit will lead and manage the team leaders of the field offices to ensure implementation of the Mission Mandate in relation to all operational business areas and associated activity of the field offices and will report to the Deputy Head of ANP Professionalisation and Training Component. The Chief of the Field Unit will also have operational responsibility for transition coordination, specifically in relation to the closure of the EUPOL Field Offices.

Main tasks and responsibilities

- Work in close cooperation with the team leaders of the field offices through monitoring, guidance and direction to ensure effective and efficient business management processes are in place.
- Will visit the field office location on a bi-weekly basis to provide clear leadership and direction to team leaders and staff to ensure effective performance management.
- Ensure that effective professional working relationships are established at a strategic level between EUPOL FO teams and international and national organizations. Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility. Act as the Contract Manager when it comes to the Contract with the Flight Provider. Undertake any other tasks required by the senior Management team of the ANP Professionalisation and Training Component.

Qualifications and experience

Essential

Education and experience

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

OR

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

Specification of experience

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

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multinational and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the

same geopolitical region;

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel;
- Training, coaching and advising 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>
ANP Professionalisation and Training Component / Field Unit, Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
ME-R-02	Justice Expert	

Job Description

The Justice Expert will assist the Team Leader of the Field Office in all aspects connected to Police-Justice Cooperation area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting Team Leader of the Field Office, and will be responsible for:

Main tasks and responsibilities

- Support the Team Leader of the Field Office in all aspects related to the performance of advising and monitoring activities in the field of Justice;
- Closely cooperate with the EUPOL HQ Police-Justice Cooperation, the Justice Expert 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 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 EUPOL HQ 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);
- Advise the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- 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 Team Leader 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 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 multinational 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>
ANP Professionalisation and Training Component / Field Unit, Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
HE-R-02	Justice Expert	

Job Description

The Justice Expert will assist the Team Leader of the Field Office in all aspects connected to Police-Justice Cooperation area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Team Leader of the Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Team Leader of the Field Office in all aspects related to the performance of advising and monitoring activities in the field of Justice;
- Closely cooperate with the EUPOL HQ Police-Justice Cooperation Unit, the Justice Expert will report to the Team Leader of the 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 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 EUPOL HQ 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);
- Advise the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- 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 Team Leader 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 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 multinational 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>
ANP Professionalisation and Training Component/Police Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-59	Chief Police Unit	

Job Description:

The EUPOL Chief of the Police Unit, reporting to the Deputy Head of Component, will be responsible for leading and managing all Police Unit activities on the strategic level. He/she will advise the Afghan Head of Uniform Police. He/she will be the line manager of the Team leaders deployed within the Police Unit. The Chief of the Police Unit will also cover in an acting role within the component senior management team if and when required.

Main Tasks and responsibilities:

- To provide advice at a strategic level in relation to the development and implementation of the criminal investigation and intelligence led policing models, strategies and policies.;
- To provide advice at a strategic level in relation to the development and implementation of Community policing and command and control models, strategies and policies;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To assist the Afghan Head of Uniform Police in implementing an effective coordination with other departments of the ANP as well as an effective coordination with the judicial system;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree Law, Psychology or Social 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 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

- Above mentioned experience must be at management level in working in partnership with communities, liaising with community groups and individuals.

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Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organizations is highly desirable;
- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Unit/Team</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Police Unit/Investigations and Intel Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-60	Investigation and Intelligence Team Leader	

Job Description

The Investigation and Intelligence Team Leader will lead the CID Experts, Intel Experts and Criminal Justice Experts and if required deputise for the Chief of Police Unit. He/she will advise the Afghan Head of Anti-Crime in developing the strategic capability and capacity of investigation within the Afghan National Police (ANP) through effective advising at strategic level. He/she will assist the EUPOL Chief of Police Unit in all aspects connected to the mentioned area of specialization and for the effective and efficient management of the Team. He/she will report to the Chief of Police Unit, and will be responsible for:

Main tasks and responsibilities

- Manage the output and performance of the Investigations and Intelligence Team and provide leadership and guidance to the staff;
- Lead, support, coordinate and monitor the actions of CID Experts, Intel Experts and Criminal Justice Experts in all aspects related to the performance of advising and monitoring activities in the area of criminal investigations and intelligence;
- Monitor and advise the ANP counterpart (Head of Anti-Crime) at a strategic level on the implementation of the national strategy related to criminal investigation and intelligence and enhance standards in this area 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 relevant experts deployed within the Field Office, and coordinate their action in all criminal investigations and intelligence led policing related issues;
- Implement directives from the Head of Mission and Head of ANP Professionalisation and Training Component and Chief of Police Unit, as well as regularly attend command structure meetings;
- Regularly attend coordination meetings with Afghan/ International partners;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- Liaise closely with other key advisers and team leaders from other departments in order to implement a joint coherent advising strategy;
- Undertake any other tasks required by the Chief of Police Unit.

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 multinational 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/Unit/Team</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Police Unit/Investigations and Intel Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-61	Senior CID Expert	

Job Description

The Senior CID Expert will advise the Afghan Head of CID. He/she will assist the Investigation and Intel Team Leader in developing the capacity and capability of Anti-Crime within Afghan National Police (ANP) through effective advising, at a strategic level. Senior CID Expert will assist the Investigation and Intel Team Leader in all aspects connected to the mentioned area of specialization. He/she will report to the Investigation and Intel Team Leader and will be responsible for:

Main Tasks and Responsibilities

- Deputize for the Investigation and Intelligence Team Leader;
Advise the ANP Head of CID on the implementation of the national strategy for criminal investigation and enhance organisational standards in this area 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 relevant Experts or advisers deployed within the Field Unit, and synchronise action in all anti-crime related issues;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Attend regular coordination meetings with Afghan/ International partners;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

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 multinational

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/Unit/Team</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/Police Unit/Investigations and Intel Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-68	Senior Interpol Expert	

Job Description

The Senior Interpol Expert will advise the Afghan Head of Interpol. He/she will assist the Investigation and Intel Team Leader in developing the capacity and capability of Interpol within Afghan National Police (ANP), National Central Bureau, through effective advising, at a strategic level. The Senior Interpol Expert will assist the Investigation and Intel Team Leader in all aspects connected to the mentioned area of specialization. He/she will report to the Investigation and Intel Team Leader and will be responsible for:

Main Tasks and Responsibilities

- Advise the ANP Head of Interpol on the implementation of Interpol policies and strategies to enhance standards in this area, in close cooperation with the prosecution and judicial system ;
- Further enhance the cooperation of National Central Bureau (NCB) Kabul with other related authorities such as the Afghan Border Police for improving border crossing practices.
- 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 ;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility
- Maintain continuous liaison with the relevant Experts or Advises deployed within the Field Unit, and synchronise actions in all Interpol related issues ;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component,

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;
- Experience (minimum 5 years) in a national NCB or from Interpol HQ / Regional office is a requirement.

Advantageous

- Substantive knowledge of the functioning of the EU institutions;
- Excellent knowledge of the Interpol- specific framework of relations, regulations, prentices, policies, operations and communications;
- Strong managerial and decision-making skills, flexibility and ability to establish priorities;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational 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/Unit/Team</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Police Unit/ Investigations and Intel Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-69	Senior Intel Expert	

Job Description

The Senior Intel Expert will advise the Afghan Head of Intelligence led policing to ensure the effective implementation of the Intelligence Led Policing model within Afghan Uniform (Civilian) Police on the strategic level. The Senior Intel Expert will assist and advise when required the Investigations and Intel Team Leader in all aspects of Intelligence Led Policing. He/she reports to the Investigations and Intel Team Leader and will be responsible for:

Main tasks and responsibilities

- Advise the ANP Head of ILP on the implementation at a strategic level of Intelligence Led Policing model, 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 relevant Experts or Advises deployed within the Field Unit, and synchronise action in all ILP related issues;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Attend regular coordination meetings with Afghan/ International partners;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

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 multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Police Unit/ Investigations and Intel Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-74, 75	Intel Expert	

Job Description

The Intel Expert will assist the Investigations and Intel Team Leader through effective and efficient advising at a strategic level in all aspects connected to ILP. He/she will report to the Investigations and Intel Team Leader and will be responsible for:

Main Tasks and Responsibilities

- Monitor and advise the ANP counterpart at a strategic level on the implementation of the Intelligence Led Policing model to enhance standards in this area, 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 other ILP Departments at a strategic level deployed within the same area of responsibility;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

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 multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical 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>
ANP Professionalisation and Training Component/Police Unit/Community and Command Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-76	Community and Command Team Leader	

Job Description

The Community and Command Team Leader will lead and manage the Community Police Experts, Command, Control and Communications Experts as well as the Legal Experts to advise Afghan counterparts at the strategic level in relation to the specialized areas. He/She will report to the Chief of Police Unit, and will be responsible for:

Main tasks and responsibilities

- Manage performance related activities of the Community and Command Team and provide leadership and guidance to the staff;
- Lead, support, coordinate, monitor and actively participate in the actions of the Community Police Experts, Command, Control and communication Experts and Legal Experts in all aspects of advising, advising and monitoring the implementation of policies and strategies on a strategic level to enhance standards in this areas 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 relevant experts deployed within the Field Office, and coordinate their action in all community and command, control and communication related issues;
- Implement directives from the Head of Mission and Head of ANP Professionalisation and Training Component and Chief of Police Unit, as well as regularly attend command structure meetings;
- Regularly attend coordination meetings with Afghan/ International partners;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Liaise closely with other key advisers and team leaders from other departments in order to implement a joint coherent advising strategy;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree Law, Psychology or Social 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 at management level in working in partnership with communities, liaising with community groups and individuals.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Ability to deal with potentially sensitive situation.
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/Police Unit/Community and Command Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-77	Community Expert	

Job description

The Community Policing Expert will assist the Community Police Expert Team Leader through effective and efficient advising at a strategic level in all aspects connected to Community Policing. He/she will report to the Community Police Expert Team Leader and will be responsible for:

Main Tasks and Responsibilities

- Monitor and advise the ANP counterpart at a strategic level on the implementation of the national strategy for community policing to enhance standards in this area, 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 other Criminal Investigation Departments at a strategic level deployed within the same area of responsibility;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree Law, Psychology or Social 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 at management level in working in partnership with communities, liaising with community groups and individuals.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organizations is highly desirable;
- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-013	Head of Rule of Law Component (RoL)	

Job Description

The Head of Rule of Law Component leads and manages the RoL Component in relation to cooperation among law enforcement and criminal justice institutions, development of training capabilities on police-prosecutor cooperation as well as strengthening of criminal legal framework relevant to police-prosecutor cooperation. He/she reports to the EUPOL Afghanistan Deputy Head of Mission (DHoM) and will be responsible for:

Main tasks and responsibilities

- Deputize for the DHoM in his/her absence and on his/her behalf, when so appointed by the DHoM;
- Assist the DHoM to command, coordinate, manage and control all the Rule of Law related EUPOL Afghanistan activities related to transition of Training activities, Programme Coordination, Strategic Advising, and to contribute to the developments of strategies, plans, programs for these, taking into account overall political developments in Afghanistan;
- Lead the advisory team to the Attorney General and the Minister of Justice and define the overall direction of the Component's advising activities;
- Develop and implement all necessary activities and competences in the field of Rule of Law 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;
- Foster and establish professional working relationships with EU personnel within the mission area (EUSR, EU-Delegation, Embassies of EU-Member States) 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, Resolute Support Mission (RSM), US Military and Agencies and other key actors to facilitate the internal and external transition of EUPOL activities in the field of RoL;
- Work in close cooperation with the MoI Reform Component and the ANP Professionalization & Training Component and give these Components substantial guidance in the field of RoL activities, such as Anti-Corruption activities and Human Rights & Gender activities, through regular meetings with the Heads and Senior RoL Adviser of the aforementioned Components;
- Delegate authority, when deemed necessary, by utilizing the approved chain of command structure of the Mission;
- Undertake any other related tasks as required by HoM and DHoM.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a Law degree 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.

Specification of Experience

- At least 10 years of experience serving at main Headquarters of Police or Public Administration, dealing with strategic level management;
- Experience in managing police and/or judicial reform programs.

Advantageous

- Post-graduate or master studies in criminal or procedural law, international law, international relations or other related matters;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;
- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multinational 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;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Office Head Rule of Law Component (RoL)/ Rule of Law	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-014	Deputy Head Rule of Law Component	

Job Description

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

Main tasks and responsibilities

- Assist the Head of RoL Component in leading and managing the RoL Component in relation to cooperation among law enforcement and criminal justice institutions, development of training capabilities on police-prosecutor cooperation as well as strengthening of criminal legal framework relevant to police-prosecutor cooperation;
- Exercise daily administrative management of the RoL Component and delegate it to the transition and coordination officer;
- Assist the Head of RoL Component in defining the overall direction of the Component's advising and training activities and in particular in coordinating the Advisers and Trainers deployed centrally and in integrating existing and planned training and advising activities, in particular support the Head of RoL Component in leading the advisory team to the Attorney General and the Minister of Justice and define the overall direction of the Component's advising activities;
- Oversees execution of strategic decisions by Head of RoL Component at tactical and operational level, specifically the progress on the Mission implementation Plan;
- Supervise the work of the staff members of the Office of the Head of RoL Component;
- Lead and consolidate EUPOL's efforts in contributing to the Afghan criminal justice sector through EUPOL training and advising projects and through the provision of strategic input on this process;
- Support Head of RoL Component in facilitating the internal and external transition of EUPOL activities in the field of RoL;
- Work in close cooperation with the MoI Reform Component and the ANP Professionalization & Training Component and assist the Head of RoL Component in giving these Components substantial guidance in the field of RoL activities, such as Anti-Corruption activities and Human Rights & Gender activities, through regular meetings with the Heads and Senior RoL Advisers of the aforementioned Components;
- Closely coordinate RoL activities with EUPOL's other substantive components, EUPOL's Project Management and EUPOL's reporting section SPAR;
- Support the Head RoL Component in the decision making process by drafting and submitting for approval relevant plans, directives and orders;
- Support the Head RoL Component by compiling and drafting regular reports for the Reporting Office;
- Assist the Head of RoL Component in leading project networking and partnership development with the aim of enhancing coordination and cooperation among key parties and donors, such as the European Union Delegation, UNAMA and bilateral actors (e.g. USA, EU member states), and others;
- Identify projects in the different areas of the criminal justice sector in cooperation with Afghan counterparts and supporting their implementation through the RoL Chiefs of Departments;

- Undertake any other tasks required by the Head of RoL Component in support of the objectives of the mission.

Qualifications and Experience

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more, preferably with post-graduate or master studies in criminal or procedural law, international law, international relations, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience, out of which at least 4 years at senior management level;
- Experience in managing police and/or judicial reform programs;
- International experience, particularly in crisis areas with multinational and international organizations;
- Strong proficiency in English.

Additional Requirements

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

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-15	Coordinator and Transition Expert	

Job Description

The Coordinator and Transition Expert will support the Head of RoL Component and its Deputy in all aspects connected to the administration and supervision of the RoL Component, the internal transition and the external transition (including training) in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption undertaken by the Mission. Reporting to the Head of RoL he/she will be responsible for:

Main tasks and responsibilities

- Assist the Head of RoL Component and his/her Deputy in all activities required for the administration, coordination and supervision of the RoL Component, the internal and external transition in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption;
- Assist the Head of RoL Component and his/her Deputy in coordinating RoL activities within EUPOL's substantive components (in particular by transition of training activities and future advising strategies), EUPOL's program Unit, EUPOL's reporting section, and other sections as necessary;
- Liaise with the team Leaders of RoL Units and cooperate closely with Afghan counterparts to identify advising and institutional reform projects falling under Rule of Law Component; Advise and monitor AGO and MOI training departments on sustainable training strategies, programmes as part of a national strategy;
- In order to ensure a smooth transition of RoL activities in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption, assist the Head of RoL and his/her Deputy in networking and building relationships with other international and national organisations that are engaged in RoL activities in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption, including the implementation of justice sector training and advising;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Define, maintain, and ensure adherence to uniform training standards and a coherent training strategy, ensure the monitoring of Afghan training delivery, maintain up-to-date RoL training statistics, maintain the RoL training library;
- Assist the Head of RoL and his/her Deputy in defining, and ensuring adherence to, uniform advising and monitoring standards and a coherent advising and monitoring strategy; overseeing quality advising and monitoring delivery; maintain an overview of, and providing an institutional memory of advising activities in the Rule of Law Component, Contribute to the implementation of advising activities through the RoL adviser deployed in the RoL Component in close liaison with the relevant Team Leader of Units, in particular by defining, and ensuring adherence to, uniform advising standards and a coherent advising strategy, overseeing quality advising delivery in particular the strategic level of advising, maintaining an overview of, and providing an institutional memory of advising activities in the RoL Component including details of advised Afghan Counterparts, advising topics, and follow-up.
- Undertake any other tasks required by the Head of RoL Component or his/her Deputy.

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

Specification of experience

- Relevant experience of minimum 8 years, out of which two 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;
- Experience in development/ delivery of training for a range of audiences;
- Experience in mentoring/ advising at operational/ strategic level.

Advantageous

- International experience, particularly in crisis areas with multinational 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 multinational 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.
- Be able to demonstrate political and diplomatic acumen; Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component Legal Reform Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-27	Legal Reform Expert	

Job Description

The Legal Reform Expert shall assist the Legal Reform Unit Team Leader in the area of improving cooperation and coordination between the police and the judiciary. Reporting to the Legal Reform Unit Team Leader, his/her Main Tasks and Responsibilities will include:

Main Tasks and Responsibilities

- Work in a team of experts to provide strategic and 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 Afghan National Assembly, 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 Departments 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;
- Advise the MoJ Legal Aid Office in strategy and structural reforms and in awareness raising campaigns on defence rights and rights of the accused targeting police and justice institutions;
- Support the Criminal Law Reform Working Group and Criminal Procedure Code Working Group;
- Provide strategic and 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 and Afghan National Assembly;
- 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 Legal Reform Unit Team Leader.

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

- Above mentioned experience should be as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer, having worked on developing legislative framework and judicial institutions in a Member State and/or 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 multinational 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;
- Experience and good knowledge of criminal justice reform processes in particular on legal drafting and management level;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.