

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 3 Extraordinary-2017 Call for Contributions			
Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	<u>Seconded (16)</u>		
	HM04	Mission Security Officer Analyst	02-11-2017
	PA02	Deputy Head of Police Advisory Section	06-09-2017
	PA03	Ministerial Strategic and Policy Adviser	ASAP
	PA05	Police Adviser Planning and Policy	03-10-2017
	PA08	Ministerial Strategic and Policy Adviser*	01-01-2018
	PA09	Senior Police Adviser Community Policing	ASAP
	PA13	Police Adviser Community Policing	ASAP
	PA17	Police Adviser Criminal Investigation Department	ASAP
	PA20	Police Adviser Anti Narcotics and Organized Crime*	21-09-2017
	PA29	Senior Police Adviser District Coordinator	ASAP
	PA30	Cyber Crime Adviser	14-09-2017
	PA31	Senior Police Adviser Analyst	04-09-2017
	RL01	Head of Rule of Law Section*	01-01-2018
	RL11	Ministerial Strategic and Policy Adviser	ASAP
	RL12	Ministerial Legal and Administrative Adviser*	03-10-2017
PR01	Head of Planning and Evaluation Department	01-10-2017	

<u>Seconded/Contracted (4)</u>			
	MS05	Chief of Finance	20-09-2017
	MS07	Chief General Services*	04-12-2017
	MS11	Records Management Assistant	ASAP
	HM06	Press and Public Information Officer	ASAP
Deadline for Applications:	Friday 26 September 2017 at 17:00h MEST (Brussels time)		
E-mail Address to send the Job Application Form to:	cpcc.eupolcopps@eeas.europa.eu or https://goalkeeper.eeas.europa.eu/registrar/ (for seconded candidates by EU Member States only)		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr. Andre KONZE cpcc.eupolcopps@eeas.europa.eu		

*** positions pending of extension approvals from the Member States**

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing 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 the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUPOL COPPS, according to the requirements and profiles described below:

A. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions.

Citizenship – Citizenship of an EU Member State or of a contributing third State (Canada, Norway and Turkey).

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Candidates 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 candidates shall carry out their duties and act in the interest of the Mission.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Language Skills¹ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able 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 Mission.

Physical and Mental Health – The candidates must be 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 candidates should, in principle, be under the normal age of retirement in contributing States.

¹ [Common European Framework of References for Languages](#)

Computer Skills – Skills in word processing, spreadsheet and e-mail are essential.

Training – HEAT or equivalent.

Education – A recognised academic qualification under the European Qualifications Framework (EQF)², or equivalent, at a level specified in the individual job descriptions.

Driving Licence – The candidates must be in possession of a valid - including Mission area - civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable).

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

B. Desirable Requirements

Knowledge of the EU Institutions – The candidates should have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of the Middle East – The candidates should have knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

C. Essential Documents for Selected Candidates

Passport – The support of the contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

Visas – The Mission shall facilitate the obtaining of visas for selected personnel with EU citizenship once the Mission Members have been deployed in the country. Therefore a visa prior to the deployment is not required.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the

² <https://ec.europa.eu/ploteus/content/descriptors-page>

respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional Information on the Selection Process

Gender Balance - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form

(Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

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

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – The contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website>. Privacy Statement.

F. 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).

Position Name: Mission Security Analyst	Employment Regime: Seconded	
Ref. number: HM04	Location: Ramallah	Availability: 02-11-2017
Component/Department/Unit: Head of Mission Office/Mission Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Analyst Officer (MSAO) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments and, when relevant, integrate a gender perspective in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances and to act on his/her behalf in his/her absence;
- To conduct security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission members and ensure that all necessary actions are taken, particularly in emergency cases;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To conduct the roles and responsibilities of a Mission Security Officer as appropriate

- To generate and elaborate precise and accurate reports on information received that impact upon the mission, and provides appropriate analyses and assessment of all pertinent information;
- To provide briefings to new staff members on the Mission's wide security situation and ensures that all members are properly prepared for emergencies;

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to contribute to the development of security policies and procedures;
- Writing and reporting skills;
- Presentations skills (preparing and delivery presentation)
- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- 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;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);

6. Desirable Qualifications and Experience:

- Firearms trained;
- Civilian driving license class C.
- Successful completion of EU Mission Security Officer Certification Course or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Previous work experience in the region;
- Previous international experience in CSDP Missions or multi-national/international organisations;

Position Name: Deputy Head of Police Advisory Section	Employment Regime: Seconded	
Ref. number: PA02	Location: Ramallah	Availability: 06-09-2017
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Police Advisory Section reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Police Advisory Section when so appointed by the Head of Police Advisory Section;
- To lead, direct and manage the work and staff of the Section so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Section's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Section;
- To ensure the consistency and sustainability of Mission's operational activities over time
- To oversee the Section's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Sections/Departements if directed;
- To ensure that Mission staff members working in the Section identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Section's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advice, assist and deputise the Head of the Police Advisory Section in all matters related to the every-day operations of the section and in support of EUPOL COPPS priorities and goals;
- To manage, provide direction and support to the staff of the Police Advisory Section, particularly in planning-related activities;
- To represent the section in all internal and external meetings as directed by the Head of the Police Advisory Section;
- To actively advice the Head of Mission and contribute to the Senior Management Team;
- To monitor progress of the Police Advisory Section, by ensuring coherence with relevant work-plans and overall Mission objectives;
- To establish and maintain key relationships with key stakeholders, including senior members of the Palestinian Civil Police, Ministry of Interior, etc.;

- To actively coordinate, cooperate and communicate with international community, including key donors;
- To produce high quality reports relating to the work of the Police Advisory Section;
- To closely coordinate with other Sections/Departments in the Mission in relation to planning, donor coordination, projects, reporting, finance, human resources and procurement;

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 5 years at management level;
- Experience in Security Sector/Rule of Law Reform in a national or host state context and in implementation of reform programmes.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff;
- Knowledge and experience on a variety of aspects related to civilian policing and security sector reform at senior level;
- Ability to manage and mentor multi-national teams;
- Ability to engage and negotiate with senior officials/governmental level decision makers;
- Experience in prioritisation, planning and project-development/management;
- Proven ability to translate strategy into actions in a deadline and limited-resources environment;
- Excellent inter-personal skills, including strong self-awareness, in order to be able to effectively navigate in a culturally and politically challenging environment.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in financial planning, human resources allocation and business development;
- Experience in monitoring and evaluation;
- Educational background in Public Administration, Management/Leadership or related subjects;
- Experience working in the Middle East;

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- Planning/project management qualifications;
- Good knowledge and understanding of human rights and gender concepts.

Position Name: Ministerial Strategic and Policy Adviser	Employment Regime: Seconded	
Ref. Number: PA03	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Ministerial Strategic and Policy Adviser reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To be part of the EUPOL COPPS Ministry of Interior (MoI) team and provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development of their respective strategic plans;
- To advise and mentor counterparts on the effective implementation of strategic plans;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and PCP;
- To support the development of efficient organisational procedures and structures related to strategic planning;
- To work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and PCP in clarifying the responsibilities and authority of the police;
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes;

- To advise the Mission on MoI related matters.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, including experience of policing and/or working in a Ministry (Interior/Justice or other relevant field) and technical knowledge in strategic planning methodology, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of policing and strategic planning;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Knowledge of security sector reform.

6. Desirable Qualifications and Experience:

- A minimum of 3 years of professional experience at management level;
- Experience in designing and delivering training;
- Experience in project management;
- Experience in monitoring and evaluation/performance management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of institutional development process and developing governance structures.

Position Name: Police Adviser Planning and Policy	Employment Regime: Seconded	
Ref. Number: PA05	Location: Ramallah	Availability: 03-10-2017
Component/Department/Unit: Police Advisory Section	Level of Security Clearance EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Police Adviser Planning and Policy reports to the Head of Police Advisory Section

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in developing and implementing their strategic plan in according with identified priorities and in line with governmental policies and guidelines;
- To regularly liaise with the PCP to support the development and implementation of Operational Plans, particularly with the Research, Planning and Development Administration, as well as relevant Districts in the West Bank;
- To advise and support the PCP in the development of strategies, programmes and projects, in close coordination with relevant donors;
- To advise the PCP on the identification of key needs and policies in line with relevant guidelines and regulations;
- To mentor the PCP to improve operations that meet service demands;
- To support the PCP better coordinate with relevant stakeholders, including the Ministry of Interior;

- To advise and actively support the PCP to coordinate and adopt tools which strengthen civilian police primacy.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge and experience on a variety of aspects related to civilian policing and the rule of law;
- Excellent inter-personal and negotiation skills working in a multi-national context;
- Experience working in an advisory or mentor capacity;
- Understanding of the entire chain of criminal justice (from police to prison);
- Proven experience in strategic planning, programme and project management (including their design, implementation and evaluation);
- Good knowledge of policy development within a police or security organisation;
- Experience designing and implementing business processes, including but not limited to SOPs, manuals, etc.
- Ability to conduct trainings;
- Experience in reporting progress and challenges.

6. Desirable Qualifications and Experience:

- Experience working in an international organization operating in a conflict or post-conflict situation;
- Background/experience in institutional building/design;
- Planning/project management qualifications;
- Human resources management experience;
- Experience managing staff and resources;
- Educational background in Public Administration, Management/Leadership or related subjects;
- Experience working in the Middle East.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- Good knowledge and understanding of human rights and gender concepts;
- Understanding and/or spoken Arabic.

Position Name: Ministerial Strategic and Policy Adviser*	Employment Regime: Seconded	
Ref. Number: PA08	Location: Ramallah	Availability: 01-01-2018
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Ministerial Strategic and Policy Expert reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To be part of the EUPOL COPPS Ministry of Interior (MoI) team and provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development of their respective strategic plans;
- To advise and mentor on the effective implementation of strategic plans;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and PCP;
- To support the development of efficient organisational procedures and structures related to strategic planning;
- To work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and PCP in clarifying the responsibilities and authority of the police;
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes;

- To advise the Mission on MoI related matters.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;
 - Experience of policing and/or working in a Ministry (Interior/Justice or other relevant field).

5. Essential knowledge, skills and abilities:

- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Knowledge of security sector reform;
- Knowledge of policing and strategic planning.

6. Desirable Qualifications and Experience:

- A minimum of 3 years of professional experience at management level;
- Experience in designing and delivering training;
- Experience in project management;
- Experience in monitoring and evaluation/performance management.

7. Desirable knowledge, skills and abilities:

- Knowledge of institutional development process and developing governance structures.

Position Name: Senior Police Adviser - Community Policing	Employment Regime: Seconded	
Ref. Number: PA09	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Community Policing reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise at the strategic level and assist the Palestinian Civil Police (PCP) in implementing a shared concept of Community Policing across the organization;
- To advise and develop Community Policing plans with the PCP leaderships in line with their strategic priorities;
- To identify and deliver Community Policing training needs;
- To advise the PCP on the development and management of public partnerships;
- To ensure that Community Policing activities align with the Mission's strategic objectives, including Information-Led Policing, Accountability, etc.;
- To advise other international actors supporting Community Policing initiatives and assist in the coordination of relevant activities;
- To support PCP frontline administrations effectively deliver policing services.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor Degree OR equivalent and attested police or/and military education or training or equivalent rank; AND
- A minimum of 8 years of relevant professional experience, including professional experience in policing and in developing and/or implementing community policing initiatives, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:

- A minimum of 3 years of professional experience at management level;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Police Adviser - Community Policing	Employment Regime: Seconded	
Ref. Number: PA13	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Police Adviser Community Policing reports to the Head Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. Mission Specific Tasks and Responsibilities:

- To advice and mentor in the adoption of community policing through the development of policies, manuals and procedures;
- To advise and develop Community Policing plans with operational sections, including district and/or specialized branch police units using limited resources;
- To identify and deliver Community Policing training needs and develop Train the trainer approach;
- To advice the PCP on the development and management of public partnerships;
- To ensure that community policing activities align to the Mission's strategic objectives, including Information-Led Policing, Accountability, etc.

- To advise other international actors supporting community policing initiatives and assist in the coordination of relevant activities;
- To support PCP frontline administrations effectively deliver policing services;
- To undertake any other tasks on behalf of the Head/Deputy Head of Police Advisory Section.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law Business Administration, or any other related field **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience;
- Professional experience in policing;
- Experience in developing and/or implementing community policing initiatives.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of Community Policing;
- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Police Adviser Criminal Investigation Department	Employment Regime: Seconded	
Ref. Number: PA17	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Police Adviser Criminal Investigation Department reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide strategic and operational advice at the HQ and Districts level on criminal investigations;
- To advise and mentor in the adoption of modern criminal investigation methodology through the development of policies, manuals and procedures;
- To support the Palestinian Civil Police (PCP) carry out crime mapping and conduct analysis of the findings;
- To advise the PCP on the optimal use of resources for the purpose of crime prevention and detection;
- To support police-prosecution cooperation through identifying lessons learned and adoption of common procedures;
- To identify and support the delivery of training needs of the various criminal investigation department/units, including prosecution staff.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including experience in policing, analysis of criminal data, felony cases, crime scene management and handling of evidence, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of criminal investigation protocols, policies;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Police Adviser Anti Narcotics and Organized Crime*	Employment Regime: Seconded	
Ref. Number: PA20	Location: Ramallah	Availability: 21-09-2017
Component/Department/Unit: Police Advisory Section	Level of Security Clearance EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Police Adviser Anti Narcotics and Organized Crime reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To develop and enhance the capabilities of PCP anti-narcotic units related to drugs, trafficking and criminal network;
- To support PCP anti-narcotic units in complex drug related crime investigations;
- To identify and advise on the capacity and training gaps of the PCP anti-narcotic units;
- To support the PCP investigative units identify the appropriate equipment and infrastructure;

- To develop and establish working relationships with relevant authorities (Attorney General's Office, Ministry of Justice etc.);

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Broad experience in working with prosecutors and judges in drug combatting operations;
- Experience in working with social workers, probation officers and civil society organisations in the field of drug abuse prevention programs.

5. Essential Knowledge, Skills and Abilities:

- Comprehensive knowledge about public drug awareness programs;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:NA

Position Name: Senior Police Adviser District Coordinator	Employment Regime: Seconded	
Ref. Number: PA29	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser District Coordinator reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise and support the development of the Palestinian Civil Police (PCP) within the 11 districts of the West Bank, in order to meet service demands and implement the PCP strategic plan;
- To coordinate mentoring and advising efforts of the Police Advisory Section with relevant District Commanders and their senior staff;
- To support the PCP, particularly in close coordination with the Head of Districts and the Research, Planning and Development Administration, in the area of operational planning;
- To support the implementation of key strategic concepts at the district level, including but not limited to the community policing concept, information-led policing, and police accountability;
- To advise and provide analytical support to relevant counterparts in the PCP in the area of Command and Control (including Operation Rooms and Patrolling);
- To establish and maintain key relationships with key stakeholders, including senior members of the PCP and other local partners, including civil society representatives;

- To closely coordinate and communicate with relevant international actors and donors supporting the PCP particularly at the district level;
- To advise and actively support the PCP to coordinate and adopt tools which strengthen civilian police primacy.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 8 years of relevant professional experience, including mentoring/advisory experience and working with the operational and administrative sides of managing police districts, also strategic and operational planning, business development, administration, human resources, training and reporting, etc., after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and wide experience on a variety of aspects related to civilian policing, particularly related to command and control, frontline/uniform policing;
- Negotiation skills in a multi-national context;
- Knowledge of the entire chain of criminal justice (from police to prison).

6. Desirable Qualifications and Experience:

- Experience working in an international organisation operating in a conflict or post-conflict situation;
- Experience in negotiation;
- Experience in managing staff and resources;
- Educational background in Public Administration, Management/Leadership or other related subjects;
- Experience in programme and project management;
- Experience working in the Middle East;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of international development concepts and principles;
- Knowledge and understanding of human rights and gender concepts;
- Language skills of Arabic;
- Ability to conduct trainings;
- Ability to incorporate gender and human rights consideration into police work.

Position Name: Cyber Crime Adviser*	Employment Regime: Seconded	
Ref. Number: PA30	Location: Ramallah	Availability: 14-09-2017
Component/Department/Unit: Police Advisory Section	Level of Security Clearance EU SECRET	Open to Contributing Third States:

1. Reporting Line:

The Cyber Crime Adviser reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide advise and support the Palestinian Civil Police (PCP) to detect, prevent and investigate crimes, particularly related to cybercrimes/computer related crimes;
- To support service-minded policing through the overall development of the Cybercrime Unit;
- To advise in the adoption of relevant laws, policies, manuals and SOPs related to cybercrime;
- To mentor the staff of the Cybercrime Unit in order to enhance their capacities, skills and knowledge;
- To ensure effective coordination and coherence between the Cybercrime Unit and other criminal investigation departments, as well as other frontline policing units;
- To enhance coordination and cooperation between police and prosecution in the area of cybercrime through agreed mechanisms and procedures;
- To closely coordinate and cooperate with other international stakeholders and key donors to support the overall development of the Cybercrime Unit;

- To deliver relevant training to the PCP and Public Prosecutors in the field of cybercrime.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge of civilian policing and the rule of law;
- Excellent inter-personal and negotiation skills working in a multi-national context;
- Ability to examine forensic digital evidence related to crime scenes;
- Experience in computer networks, computer science, programmes, etc. from a police or security organization;
- Proven experience in the operational fight against cybercrime at national/international level;
- Strong ability to process and analyze information and data;
- Experience working in an advisory or mentor capacity;
- Ability to conducting trainings;
- Experience in reporting progress and challenges;
- Excellent oral and written communication skills;

6. Desirable Qualifications and Experience:

- Experience working in an international organization operating in a conflict or post-conflict situation;
- Experience in programme and project management;
- Broad CID experience highly desirable;
- Experience working in the Middle East.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- Knowledge of developing manuals or SOPs;
- Planning/project management qualifications;
- Good knowledge and understanding of human rights and gender concepts;
- Understanding and/or spoken Arabic.

Position Name: Head of Rule of Law Section*	Employment Regime: Seconded	
Ref. number: RL01	Location: Ramallah	Availability: 01-01-2018
Component/Department/Unit: Rule of Law	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States:

1. Reporting Line:

The Head of Rule of Law Section reports to the Head of Mission through the Deputy Head of Mission /Chief of Staff

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Section so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Section 's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Section;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Section's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Sections and Departments if directed;
- To ensure that Mission staff members working in the Section identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Section's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To manage the Rule of Law Section to fulfill its tasks efficiently and effectively in accordance with the strategic goals of the mission and the Mission Implementation Plan (MIP) in the area of criminal justice;
- To manage resource allocation within the section, planning activities and priorities, overseeing implementation of activities and assessing the work of the section;
- To prepare briefing notes and memoranda for the HoM's office on the range of areas within the field of criminal justice;
- To manage the section so as to ensure the communication, coordination and co-operation both inside the section and between the section and other units of the mission;
- To liaise with relevant actors in the justice sector so as to ensure coordination between the activities of these actors and those of the mission. This will include participating in the Justice Sector Working Group and ensuring that the appropriate technical assistance is provided to that group;

- To maintain close, result-oriented contact with relevant local counterparts and with international organizations, donors and implementers operating in the field of criminal justice;
- To liaise and coordinate activities with relevant officials at the Ministry of Justice, the High Judicial Council, the Office of the Attorney General and the Bar Association;
- To oversee the implementation of Quick Impact Projects within the section.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Law OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 5 years at management level;
- Experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes;

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to plan, oversee and implement MIP;
- Project management experience.

Position Name: Ministerial Strategic and Policy Adviser	Employment Regime: Seconded	
Ref. Number: RL11	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Ministerial Strategic and Policy Adviser reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide expertise and advice on monitoring and evaluating the Justice Sector Strategy and its implementation within the Ministry of Justice (MoJ);
- To support and advise on external policy issues including the relationship of the Ministry of Justice (MoJ) with the other main criminal justice institutions;
- To cooperate with the Legislative Drafting Expert(s) for the improvement and clarification of the legislative drafting process and the initiation or reviewing of legislation in the field of criminal justice;
- To support the process of amendment of the legislative framework pertaining to the criminal justice institutions;
- To support the implementation of reforms of key units within the MoJ, in particular the units on planning, human rights, gender, international legal cooperation and forensic;
- To support the building and enhancing of units with an accountability or oversight task also on international obligations;
- To provide continuous technical advice at strategic level to strengthen key justice functions within the Ministry of Justice;

- To support the implementation of the restructuring of the MoJ through training, workshops, study visit, etc.;
- To support the planning, monitoring and evaluation of all project and tasks serving the public;
- To support and advice the Palestinian members of the Israeli-Palestinian Joint Legal Committee as appropriate;
- To contribute to identify and report lessons and best practices within the respective field of responsibility.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Law OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, including working experience in advising justice institutions on policy and reform in developing or emerging states, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Knowledge of the importance of rule of law and human rights in an institution building and developmental context;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Working experience of minimum 8 years within a Ministry of Justice or other criminal justice institution advising on policy and external relations;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Knowledge skills of Arabic.

Position Name: Ministerial Legal and Administration Adviser*	Employment Regime: Seconded	
Ref. Number: RL12	Location: Ramallah	Availability: 03-10-2017
Component/Department/Unit* : Rule of Law Section	Security Clearance Level: EU SECRET	Open to Contributing Third States:

1. Reporting Line:

The Ministerial Legal and Administration Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To support the implementation of the Justice Sector Strategy, its legal framework and the restructuring of the internal organisation in the Ministry of Justice (MoJ);
- To support and assist the MoJ units that are in charge of project management, monitoring and evaluation, the organisation of implementing legislation reform, the Justice Sector Strategy, and the ministry's service to the public;
- To identify, plan, develop, and implement projects aiming at enhancing both, the collective and individual capacities of staff members of the MoJ;
- To facilitate joint projects with other institutions or organisations aiming at enhancing the capacities of the MoJ;
- To assist the MoJ, and relevant officials within the MoJ in their efforts to improve transparency in their decision making processes;
- To provide continuous technical advice at operational level to strengthen key functions within the MoJ;

- To identify, plan, develop, and implement projects and training with respect to the enhancement of team work, performance, communication and information sharing within the Ministry;
- To assist with the review of any proposed amendments or new draft laws and its organisational implications.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Law OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential knowledge, skills and abilities:

- Experience within a Ministry of Justice or other similar institution advising on public administration reform;
- Good knowledge of judicial reform processes, criminal procedures and public administration from a comparative perspective;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable knowledge, skills and abilities:

- Knowledge of Arabic.

Position Name: Head of Planning and Evaluation Department	Employment Regime*: Seconded	
Ref. number: PR01	Location: Ramallah	Availability: 3-10-2017
Component/Department/Unit: Programme and Evaluation Department Reporting Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Planning and Evaluation Department reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities:

- To lead and manage the Planning and Evaluation Department;
- To contribute, at the senior management/policy level, and in his/her field of expertise, to the Mission's efforts on mandate planning and implementation and the CONOPS, OPLAN and Mission reporting mechanisms;
- To lead on the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms, ensuring an operational focus and tone is maintained;
- To ensure the efficient and effective coordination and delivery of all Programmes and Projects within the Mission's Portfolio, in a manner consistent with the Mission's Mandate, and in full support of the operational sections;
- To ensure alignment of Programmes and Projects with the strategic aims and objectives of the Mission, its delivery partners and counterpart organizations including Resources, Planning, Development Administration within the Palestinian Civilian Police (RPDA within the PCP) and any other relevant planning department of any Criminal Justice Sector counterparts;
- To design and implement effective systems of programme/project management and reporting;
- To supervise the effective management and delivery of Missions commitments on Programmes and Projects, in respect of their implementation, in accordance with set time scales, budgets and quality levels;
- To develop and maintain effective systems of communication for internal and external stakeholders on programme/project related issues;
- To mentor and assist Programme/Project officers and operational section focal points with the planning, execution, and delivery of allocated projects;
- To provide timely, accurate project tracking and reporting to Senior Management as well as relevant external stakeholders;
- To provide such support to external working groups, EU Member States and international donors as may be required in identifying funding streams to support programmes and projects;
- To provide support on behalf of the Mission to the planning, monitoring and evaluation efforts of Palestinian counterpart institutions and take part in the relevant external working groups;

- To undertake any other related tasks as required by the HoM/DHoM.

3. Mission Specific Tasks and Responsibilities:

- To ensure alignment of Programmes and Projects with the strategic aims and objectives of the Mission, its delivery partners and counterpart organizations including Resources, Planning, Development Administration within the Palestinian Civilian Police (RPDA within the PCP) and any other relevant planning department of any Criminal Justice Sector counterparts;

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank* AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 3 years at management level;
- Operational planning/project management experience, in a national or international context;

5. Essential Knowledge, Skills and Abilities:

- Report compilation, drafting and editing skills;

6. Desirable Qualifications and Experience:

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities:

- Analytical capability and profound knowledge of information collection and analytical methods;

Position Name: Chief of Finance	Employment Regime: Seconded/Contracted	Post Category : Mission Support Management Level (MSML)
Ref. Number: MS05	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Mission Support Department/ Finance Unit	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Chief of Finance reports to the Head of Mission Support.

2. Main Tasks and Responsibilities

- To lead, direct and manage the Finance Unit.
- To ensure the sound and effective financial management of the CSDP Mission and the development of the essential internal policies and procedures for finance.
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions.
- To approve financial obligations, payments and disbursements.
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting.
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors.
- To ensure the presence of external audits and implement audit recommendations;
- To liaise with CPCC and FPI for coming mandates budget preparation and facilitate the internal budget process in the mission;
- To identify needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as required by the line managers.

3. Mission Specific Tasks and Responsibilities

- To prepare regular treasury forecasts for potential budget readjustments and ensures that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation.
- To support the implementation of external audits.
- To supervise the staff responsible for the sound financial management of designated funds allocated to the Mission.

4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma; **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework; **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g., Bachelor's degree. The qualification should be in any of the fields of Human Resources, Public Administration, Business Administration, Finance, Economics, Law, Accounting, Logistics, Engineering, Audit or other relevant subject; **OR** police or military equivalent education or training and rank; **AND**
- A minimum of 6 years of relevant professional experience with at least 5 years of finance, budget business administration or related work experience and 3 years of experience at management level.
- Ability to operate computerised European accounting systems.
- Good understanding of the political, cultural and security situation of the region.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Excellent analytical, research and problem-solving skills.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics.
- Excellent level of written and spoken English and proven experience in reporting and drafting of memoranda and procedures.

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge of accounting software;
- Knowledge of the EU Financial Rules;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;

6. Desirable Qualifications and Experience:

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other related field;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledges and/or experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:NA

Position Name: Chief General Services*	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff Management level
Ref. number: MS07	Location: Ramallah	Availability: 02 December 2017
Component/Department/Unit Mission Support Department/ Technical Services	Security Clearance Level: EU Confidential or Equivalent	Open to Contributing Third States:

1. Reporting Line:

The Chief General Services reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work of the Mission General Services including Logistics, Transportation, Building Management, Warehouse & Inventory Management;
- To propose operational decisions with the purpose of increasing the efficiency of the Mission General Services;
- To plan, develop and implement strategies so as to meet expected organisational performance regarding support services within approved budget and timeframe;
- To assess and anticipate needs in which General Services are involved and plan accordingly in consultation with Unit coordinators;
- To liaise with other Heads of Mission Support Services and the Office of the Head of Mission Support Department on the implementation of policies and projects as appropriate;
- To monitor the establishment and maintenance of appropriate systems for measuring various aspects of assets management;
- To manage and supervise the budget allocated to General Services;
- To set goals and priorities for each Unit in consultation with their Chiefs;
- To assist and advise the Head of Mission Support Department in regards to General Services;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To plan, analyse, design, program and implement all aspects of logistical needs of the CSDP Mission in cooperation with relevant members of the Team;
- To take on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipment);
- To ensure that comprehensive and accurate policies and guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- To be responsible/coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc;
- On a yearly basis, to prepare a Capital Expenditure Plan (CAPEX) for replacement of assets and arrange for the disposal of written-off assets in accordance with Mission policy/EU regulations;

- To manage the acquisition, distribution and re-allocation of all logistical resources, including ensuring systems for replacement and repair. This includes the coordination of aspects related to custom's clearance procedures;
- To supervise the establishment, review and follow up a transport management system which controls all necessary data such as mileage, fuel consumption, and damages to the vehicles, road accidents and insurance cover;
- To supervise the technical and administrative management of vehicle maintenance and repairs;
- To ensure the necessary storage, distribution and allocation of Mission vehicles and associated equipment to Mission members;
- To produce reports/supervise the production of reports regarding logistical issues, propose changes and improvements;
- To supervise the logistics team in the advice, support and train managers and staff on transport related matters;
- To assist both EUPOL COPPS and EUBAM Missions in all aspects related to logistics;

4. Essential Qualification and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to lead a multifunctional team;
- Ability to assess and anticipate needs, plan and delineate strategies for maximising resources.
- Good technical understanding of transport related issues;
- Good understanding of communication systems and equipment;

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration, fleet management or other related subjects, or international/national certificate/diploma in management/leadership;
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks;
- Experience in EU procurement processes and regulations

7. Desirable Knowledge, Skills and Abilities:

- Civilian driving license C1

Position Name: Records Management Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level
Ref. Number: MS11	Location: Ramallah	Availability: A soon as possible
Component/Department/Unit Mission Support	Level of Security Clearance: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line

The Records Management Assistant reports to the Head of Mission Support (HoMS).

2. Main Tasks and Responsibilities:

- To manage the Mission's records and archives appropriate and effectively;
- To assist the Mission with preparation and management of various metrics/reports - perform document collection, archiving and filing of various records;
- To maintain office services by organising office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions;
- To register and distribute all official incoming and outgoing communications in the correspondence registration database;
- To assist in the identification, development and implementation of appropriate policies, procedures and guidelines and keep these up to date;
- To ensure secure destruction for "restricted" records authorised for destruction;
- To facilitate in the development of single centralised filing system and maintaining it to meet organisational requirements;
- To identify, develop and maintain effective relationships and networks with information, knowledge, records and archives management;
- To store arrange and index classified records;
- To research new technologies, automation and new soft- and hardware for archives and records unit;
- To ensure the security, integrity and optimal performance of the document management system;
- To administer relevant reports and required information to internal and external functions.

3. Mission Specific Tasks and Responsibilities:

- To assist Head of Mission Section in developing and sustaining relevant SOP's, directives, policies and Administrative Notes in the Mission Support Unit, ensuring coherence of various administrative documents;
- To do due diligence and verify reports, data and information in the Mission Support reporting structure;

- To liaise with CPCC in Brussels to ensure consistency with the CSDP Document Management guidelines and directives;
- To undertake any other tasks on behalf of the Head of Mission Support

4. Essential Qualifications and Experience:

- Level of secondary education attested by a diploma; **AND** either relevant specialised training **OR** relevant professional experience of 1 year counted from the date of award of a secondary education diploma;
- After having fulfilled the education requirements, a minimum of 3 years of relevant professional experience;

5. Essential Knowledge, Skills and Abilities:

- Experience in administration in an archiving management role;
- Procurement registry and archive experience;
- Good understanding of application of records management practices including an understanding of computerised records management systems;
- Tact in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Knowledge of contemporary archival and records management principles and practices.

6. Desirable Qualifications and Experience:

- International administrative experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:NA

Position Name: Press and Public Information Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted : Mission Support Management Level
Ref. Number: HM06	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Press and Public Information Office	Security Clearance Level: EU Restricted	Open to Contributing Third States: No

1. Reporting Line

The Press and Public Information Officer reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Mission/Deputy Head of Mission;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson in the absence of the Head of Mission/Deputy Head of Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To deliver accurate, timely and sufficient information on EU CSDP Missions EUPOL COPPS and EUBAM Rafah. Information activities will mainly be conducted from the field covering both West Bank and Gaza strip, but part of these activities will also be carried out from Brussels;
- To remain in close contact with the High Representative Spokespersons at EEAS and receive guidance from them when requested;
- To liaise with the EU Delegation to Israel in Tel Aviv and the EU Representative's Office to the West Bank and Gaza Strip in East Jerusalem;
- To develop and implement a media and public information strategy through various communication and promotion programs, projects, events and initiatives using different kinds of communication channels aiming at different target audiences with the overall objective to raise the visibility of the EU and its Missions;
- To support Palestinian counterpart security and justice institutions efforts to enhance and strengthen their strategic communications capability, including advising on a communication strategy and organising media coaching for spokespersons and visibility;
- To administer the Mission's visibility budget;
- To prepare material for delegations that visit EUPOL COPPS and EUBAM Rafah;

- To assist both EUPOL COPPS and EUBAM Rafah HoM's and Mission members in all aspects related to the Public Information, including preparation for interviews;
- To contribute to raising the media awareness of all staff and keeping EUPOL COPPS and EUBAM Rafah personnel informed about the state of play of their respective Missions and the media rules to follow.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree. The qualification should be in any of the fields of Communication Science, Political Science, International Relations, Business Administration or other related fields; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience,

5. Essential Knowledge, Skills and Abilities:

- Excellent drafting and presentation skills;
- Proficiency with social media platforms, website management and design software.

6. Desirable Qualifications and Experience:

- Experience in and knowledge of the EU Institutions and international standards, particularly related to the CFSP, including the CSDP and the European Communication Strategy and the Visibility Guidelines;
- Knowledge international Human Rights Conventions and Principles;
- Knowledge about the local press and media environment.

7. Desirable Knowledge, Skills and Abilities: NA