

Annex 1

Contributions for the European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 1-2017 CRT Call for Contributions				
Organisation:	Contributions for the European Union Police Mission for the Palestinian Territories (EUPOL COPPS)			
Job Location:	Ramallah			
Employment Regime:	Seconded CRT			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded CRT (1)</u>			
	CRT01	Engineer	Ramallah	ASAP
Deadline for Applications:	Wednesday 13 December 2017 at 17:00 hours (Brussels time)			
E-mail Address to send the Job Application Form to:	cpcc.eupolcopps@eeas.europa.eu or https://goalkeeper.eeas.europa.eu/registrar/			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Simona SORA cpcc.eupolcopps@eeas.europa.eu +32 (0)2 584 3747			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU member 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).

Tour of Duty/Contract Period – The duration of the deployment should be of 3 months with a possibility of Extension.

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

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

The Civilian Operations Commander requests that EU Member States propose candidates for the following international short term position for EUBAM RAFAH, 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.

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.

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.

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).

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

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

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 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 – Member State 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).

SECONDED POSITION

Position Name: Engineer	Employment Regime: Seconded	
Ref. number: CRT01	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Mission Support/Logistics	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

Under the supervision of the Head of Mission Support and in close cooperation with the Project Manager of the “HQ Move Project” the Engineer ensures that all Engineering activities related to move of the Mission HQ to the new premises, are consistently planned and executed according to the move plan.

2. Main Tasks and Responsibilities:

- To assist, analyse and advise on the planning, design, construction and maintenance of major systems physical security measures and facilities such as buildings, waste disposal systems, flood control systems, water treatment facilities, and related structures and other engineering activities in the field needed for the logistics support of the mission adhering to European best practices and standards;
- To liaise with Mission Security Office on technical specifications of security related projects;
- To ensures that the activities related to the Mission Headquarters' physical security upgrade are consistently planned and executed according to the security directions;
- To supervise and oversee any major construction/maintenance works being carried out within the mission from the point of view of standards of workmanship/materials used and safety procedures employed;
- To recommend solutions to unusual engineering problems that may arise during the project implementation phase;
- To ensure that the activities for which he/she is responsible are consistently planned and executed and regularly reported on;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To evaluate, review and revise project documents, and analyse design specifications included in project proposals for accuracy, soundness, feasibility and cost;
- To ensure the coordination of the planning activities during the design phase;
- To provide approval of technical and structural specifications related to any new constructions;
- To recommend proper design and implementation of physical security measures;
- To supervise the project work as a client and to conduct oversight of the contractor's operations regarding the construction / installation of new office facilities including physical security measures to ensure compliance with relevant EU standards aimed at providing the appropriate protection of Mission personnel, assets, resources and information.;
- To recommend proper design and implementation of physical security measures; to include CCTV, intrusion, access control, physical barriers, HVAC systems, fire and emergency. (Additionally, the contractor shall provide information and advice in relation to Health and Safety standards in line with the Occupational Health and Safety (OHS) standards);

- To prepare the technical specifications and the BoQs for the purchase of the equipment which is not included in the initial upgrade (if needed for procurement during the project implementation phase);
- To recommend proper design and implementation of all IT and Comms installations in order to ensure compliance with relevant EU standards, Information assurance (IA), Disaster Risk Reduction, Business continuity and certification of the data network up to level EU Confidential or at least EU Restricted;
- To recommend proper design and implementation of logistics measures (e.g. type of partitions to be used, design of store rooms and doors, etc.);
- To recommend proper office design (e.g. type and measurements of furniture to be used);
- To recommend proper design and implementation of Mechanical/Electromechanical and Sanitary infrastructure;
- To recommend solutions to unusual engineering problems that may arise during the project implementation phase;
- To contribute to project implementation reporting, especially with respect to design, technical, contractual and financial aspects;
- To ensure compliance with project timetable and project reporting;
- To advise the Head of Mission Support on the acceptance of works upon completion;
- To develop guidelines for the overall planning and maintenance of facilities and physical security measures after implementation, in accordance with CFSP Facility Management Guidelines.

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's Degree. The qualification should be in any of the fields of Engineering; AND
- A minimum of 5 years of relevant professional experience, particularly in premises design/maintenance, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Effectiveness in developing logistic plans, policies, procedures and new programs;
- Ability to provide technical and procedural advice in a broad range of engineering areas;
- Ability to develop, maintain and supervise accountability systems for materials and services;
- Ability to deploy to remote locations on short notice for limited duration;
- Ability to manage and mentor a multicultural and multifunctional technical team demonstrating leadership;

6. Desirable Qualifications and Experience:

- Experience in managing physical security projects;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of AutoCAD software;
- Ability to design and operate common database software, spreadsheet and project management applications;
- Ability to define and extract management information for engineering support.