

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CPCC Core Responsiveness Capacity 1-2018 Call for Contributions

Organisation:	CPCC - Core Responsiveness Capacity			
Job Location:	Depending on the position – see below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u> (8 positions)			
	EUCAP Somalia SOM-122	Senior Press and Public Information Officer/CRC Member	Mogadishu/ Somalia	ASAP
	EUCAP Somalia SOM-013	Strategic Adviser (LO1)/CRC Member	Garowe/ Somalia	ASAP
	EUPOM COPPS PA03	Ministerial Strategic and Policy Adviser/CRC Member	Ramallah/ Palestine	ASAP
	EUPOL COPPS PA09	Senior Police Adviser – Community Policing/CRC Member	Ramallah/ Palestine	ASAP
	EUPOL COPPS PA30	Cyber Crime Expert/CRC Member	Ramallah/ Palestine	ASAP
	EUBAM Libya LIBOP12	Police Adviser (Tripoli + Greater Tripoli)/CRC Member	Libya/Tunisia	ASAP
	EUMM Georgia GEO AD 04	Deputy Head of Mission Support/CRC Member	Tblisi/Georgia	1 May 2018
	EUCAP Sahel Mali MA39	Mission Analytical Capability (MAC) Analyst/CRC Member	Bamako/Mali	ASAP

	<u>Seconded/Contracted</u> (1 position)			
	EUCAP Sahel Niger NI 49	Border Management Adviser/CRC Member	Niamey/Niger	ASAP

Deadline for applications: Interviews:	Friday 16 March 2018 at 17:00 hrs CET (Brussels time) Interviews are expected to take place from 9 April 2018
E-mail address to send the Job Application Form:	CPCC-CRC@eeas.europa.eu
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Human Resources Expert Andre KONZE CPCC-CRC@eeas.europa.eu +32 (0) 460 843 848

EUCAP Somalia, EUBAM Libya, EUCAP Sahel Mali, and EUCAP Sahel Niger have a High Risk Non-Family Mission status due to the present risk rating of the Missions area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission. In addition, CRC Members stationed in other than the above listed CSDP Missions must be prepared to be deployed in high risk environments.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States. Based on a political decision contributing or invited third States (Contributing States) may 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 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 or French 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 another Council Decision extending the respective 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, according to the requirements and profiles described below:

A. General Conditions

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.

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, 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 tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission. CRC members are expected to be available any time to be redeployed to another Mission area, as required by the CivOpsCdr.

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.

HEAT training – The candidate should have undergone a certified Hostile Environment Awareness Training (or a refresher course) not more than 3 years ago.

Pre-Deployment Training (PDT) – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

B. Essential Requirements

1. Education and Training

A recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

2. Knowledge

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).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal 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.

Organisational skills – the candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

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

Driving Skills – 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. (if applicable for the respective Mission)

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

C. Desirable Requirements

Knowledge of the Mission area – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

D. Essential Documents and Equipment for Selected Candidates

Passport – The selected candidates must have a passport from their respective national authorities. *If possible, a Service Passport or Diplomatic Passport should be issued.*

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country (if applicable for the respective Mission). It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission. *For International Contracted Staff a Laissez-Passer must be issued from EEAS or EU Delegation before or when entering the Mission Area of Responsibility if they are not in possession of a service- or diplomatic passport.*

² [Common European Framework of References for Languages](#)

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 and Dental Certificate – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the contributing States. In a similar manner a dental examination must be certified where it is stated that no eminent dental issues are foreseen. A copy of these certifications must accompany deployed seconded/contracted personnel.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates, i.e. Police Officers with a bullet proof vest and helmet (level IV). Upon launch of the mission selected staff will be informed on the possibility to carry side arm and ammunition.

E. 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 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 – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

F. 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.

G. Job Descriptions

The current reporting lines of the following job descriptions may be subject to modification based on operational requirements and in line with the principles set out in the Operational Plans (OPLAN).

Position: Senior Press and Public Information Officer/CRC Member	Employment Regime: Seconded	Mission: EUCAP Somalia
Ref. number: SOM-122	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: MHQ Mogadishu	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Press and Public Information Officer reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS). This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public;
- To lead, direct and manage the work and staff of the Press and Public Information Office (PPIO);
- To supervise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items;
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media;
- To supervise the development and maintenance of an effective Mission website and, if relevant, social media platforms;
- To supervise the drafting of press releases, public statements, articles and features, and to seek clearance from the HOM's office if appropriate. To co-ordinate same with other EU actors in theatre if appropriate;
- To ensure coordination with the press offices of other EU actors in the host state;
- To undertake any other related tasks as requested by the Line Managers.

3.1. Mission Specific Tasks and Responsibilities:

- To liaise with the EU HR/VP Spokesperson Office and the EEAS Strategic Communication Division;
- To coordinate communication activities and provide tailor-made support to Mission HQ, Field Offices and Back Office;
- To make sure that specific political sensitivities (Somaliland, Puntland) are properly integrated in the communication activities.

3.2. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment
- To support larger up/down scaling of missions, or refocusing of mandates
- To participate in liquidation and closures of missions
- To act as a floater under the Exchange of staff policy
- To participate in the specific Core Responsiveness Capacity trainings and exercises
- To undertake any other tasks related to the Core Responsiveness Capacity as required

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.
- The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration; AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which 3 years of experience at management level.
- Experience as a spokesperson and institutional communication.

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 the field of institutional communication;
- Experience running media and outreach campaigns;
- Experience in planning and implementing projects.

7. Desirable Knowledge, Skills and Abilities:

Knowledge about the local press and media environment.

Position Name: Strategic Adviser (LO1)/CRC Member	Employment Regime: Seconded	Mission: EUCAP Somalia
Ref. Number: SOM-013	Location: Garowe	Availability: ASAP
Component/Department/Unit: Field Office Garowe	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser reports to the Head of Field Office. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To work in close cooperation with the Legal, Justice, Maritime and Police Advisers;
- To take a strategic view across and beyond the Mission, ensuring alignment with priorities, identifying gaps, opportunities and challenges, and making links between policy areas;
- 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 counterparts in a structured manner;
- To build capacity in the Mission to think strategically and to make and deliver effective objectives;
- To assist in guiding the work of the Mission by the creation of goals and how to get there;
- To undertake short sharp projects to develop new policy ideas in response to changing priorities and/or tackle cross-cutting policy problems;
- To support activity across all lines of operations;
- To be embedded with a local institution/Ministry, security permitting;
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

3.1. Mission Specific Tasks and Responsibilities:

- To complete research and assess the performance of Puntland's maritime governance mechanisms and Institutions;
- To mentor and advise the Puntland authorities on developing maritime civilian law enforcement governance to assist counterparts to improve the future outcomes of their organisation;
- To support the development and the implementation of comprehensive strategies and mechanisms for the governance of civilian maritime law enforcement authorities;
- To support Puntland civilian maritime law enforcement institutions and Ministries to set and maintain the strategic direction and priorities for their departments;
- To advise on implementation of Somalia Maritime Resources and Security Strategy;
- To advise authorities of Internal Security, Justice, Attorney General or equivalent on the development and implementation of the maritime security strategy as defined in the National Security Policy;
- To contribute to the definition of clear competencies between civilian maritime law enforcement agencies, line ministries and other relevant actors at the federal and member states levels;
- To build strong working relationships with relevant actors in Puntland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities).

3.2. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment

- To support larger up/down scaling of missions, or refocusing of mandates
- To participate in liquidation and closures of missions
- To act as a floater under the Exchange of staff policy
- To participate in the specific Core Responsiveness Capacity trainings and exercises
- To undertake any other tasks related to the Core Responsiveness Capacity as required

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 police or military and/or coast guard equivalent education or training and rank; AND
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of Security Sector/Rule of Law (RoL) Reform in a national or host state context.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL;
- 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: N/A

Position Name: Ministerial Strategic and Policy Adviser / CRC Member	Employment Regime: Seconded	Mission: EUPOL COPPS
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: No

1. Reporting Line:

The Ministerial Strategic and Policy Adviser reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

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).

3.1 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.

3.2. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment
- To support larger up/down scaling of missions, or refocusing of mandates
- To participate in liquidation and closures of missions
- To act as a floater under the Exchange of staff policy
- To participate in the specific Core Responsiveness Capacity trainings and exercises
- To undertake any other tasks related to the Core Responsiveness Capacity as required

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, at senior level, including experience of policing and/or working in a Ministry (Interior/Justice or other relevant field), 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;
- Technical knowledge in strategic planning methodology;
- Knowledge of security sector reform.

6. Desirable Qualifications and Experience:

- A minimum of 3 years of professional experience at management/coordination 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/CRC Member	Employment Regime: Seconded	Mission: EUPOL COPPS
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: No

1. Reporting Line:

The Senior Police Adviser Community Policing reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

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).

3.1 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.

3.2. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment
- To support larger up/down scaling of missions, or refocusing of mandates
- To participate in liquidation and closures of missions
- To act as a floater under the Exchange of staff policy

- To participate in the specific Core Responsiveness Capacity trainings and exercises
- To undertake any other tasks related to the Core Responsiveness Capacity as required

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 6 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/coordination level;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and understanding of human rights and gender concepts.

Position Name: Cyber Crime Adviser / CRC Member	Employment Regime: Seconded	Mission: EUPOL COPPS
Ref. Number: PA30	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 Cyber Crime Adviser reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

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).

3.1 Mission Specific Tasks and Responsibilities:

- To provide advice 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.

3.2. Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;

- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

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 the operational fight against cybercrime at national/international level, after having fulfilled the education requirements;
- Experience in computer networks, computer science, programmes, etc. from a police or security organization;
- Experience working in an advisory or mentor capacity.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of civilian policing and the rule of law;
- Negotiation skills working in a multi-national context;
- Ability to examine forensic digital evidence related to crime scenes;
- Ability to process and analyse information and data, including reporting progress and challenges.
- Ability to conducting trainings;

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;
- 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;
- Knowledge and understanding of human rights and gender concepts.

Position: Police Adviser (Tripoli + Greater Tripoli)	Employment Regime: Seconded	Mission: EUBAM Libya
Ref. number: LIBOP12	Location: Libya/Tunisia	Availability: ASAP
Component/Department/Unit: Law Enforcement Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Adviser reports to the Head of Unit/Senior Adviser. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

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 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).

3.1 Mission Specific Tasks and Responsibilities:

- To support planning efforts addressing immediate Policing requirements in Tripoli;
- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya especially on policing issues by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
 - Assessing the overall status of the Libyan National Police and that of the relevant governing authorities, including through the analysis of the relevant legislation;
 - Establishing professional relationships along the criminal justice chain;
 - Establishing the necessary internal coordination among law enforcement related institutions and bodies;
- To contribute to the mapping of the relevant Libyan and International Community actors who are relevant to the Libyan stabilization process;
- To liaise and cooperate closely with other EU, Libyan, UN and International Community actors, as appropriate and directed by the Line Manager;
- To undertake any tasks related to CPCC operational planning;
- To engage in consultations with and assistance to Libyan Security Directorates and Central Police Forces at central and decentralised levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as requested by the Line Manager.

3.2 Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- support larger up/down scaling of missions, or refocusing of mandates;
- participate in liquidation and closures of missions;
- act as a floater under the Exchange of staff policy;
- participate in the specific Core Responsiveness Capacity trainings and exercises;
- undertake any other tasks related to the Core Responsiveness Capacity as required.

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/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:

- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge about EU Justice and Home Affairs (JHA) and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL)
- Language skills: excellent knowledge of English language.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

7. Desirable Knowledge, Skills and Abilities:

- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.
- Knowledge of Arabic and/or French is an advantage;

Position Name: Deputy Head of Mission Support Department/CRC Member	Employment Regime: Seconded	Mission: EUMM Georgia
Ref. number: GEO AD 04	Location: Tbilisi	Availability: 01 May 2018
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Mission Support Department (DHoMSD) reports to the Head of Mission Support Department (HoMSD). This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To deputise for the Head of Mission Support Department in his/her absence;
- To support the HoMSD in implementing Mission activities in accordance with the Mission's OPLAN, EU regulations and rules, and the HoM's guidance, through the Heads of Section responsible for the respective administrative areas;
- To provide inputs to the development and regular updating of the Mission Implementation Plan by supporting the identification of the Mission's administration requirements;
- To ensure timely and accurate reporting from the Mission Support to the relevant stakeholders in accordance with the reporting requirements of the Mission;
- To ensure the consistency and sustainability of Mission Support activities over time;
- To ensure that Mission staff members working under the responsibility of the HoMSD, receive proper induction training to the Mission and their jobs;
- To ensure that the MSD Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff, working under the responsibility of the HoMSD, identify and report lessons identified and develop these to become lessons learned and best practices within their respective fields of responsibility;
- To ensure that Mission staff working under the responsibility of the HoMSD are frequently updated on the Mission's mandate implementation progress and any significant changes;
- 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).

3.1 Mission Specific Tasks and Responsibilities:

- To assist the HoMSD to maintain continuous lines of communication within the MSD;
- To identify and oversee the administrative and operational needs of Mission Support activities in the Field Offices;
- To coordinate and oversee the medical structure in the Mission;
- To supervise the work of the Mission Medical Coordinator;
- To propose to the HoMSD, administrative areas in the Mission for improvement.

3.2 Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;

- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closure of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

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
- A minimum of 10 years of relevant experience, after having fulfilled the education requirements, out of which minimum 5 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan, monitor and evaluate;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or post conflict situation;
- Master in Business or Public Administration, management, business administration or other related subjects;
- Medical degree;
- At least ten years of work experience in the fields of Finance, Procurement, Human Resources, IT and Logistics;
- Experience in planning complex projects and reporting;
- Experience in medical planning / medical risk assessments;
- Experience with medical support i.e. ambulance services, rescue service, paramedic training, advanced first aid.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal skills;
- Ability to adapt quickly, use own initiative and make sound and timely decisions;
- Ability to manage and coordinate a diverse team.

Position: Mission Analytical Capability (MAC) Analyst/ Core Responsiveness Capacity (CRC) Member	Employment Regime: Seconded	Mission: EUCAP Sahel Mali
Ref. number: MA 39	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: Head of Mission/ Deputy Head of Mission/ Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Mission Analytical Capability (MAC) Analyst reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS). This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities:

- To analyse changes on the ground, including general trends, crime trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation as well as aspects related to external and internal security for the EU in particular related to crime trends of a strategic nature;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure, within the Mission mandate and in coordination with the Department of Operations, liaison arrangements with similar capabilities of other organisations including Freedom, Security and Justice (FSJ) agencies (inter alia EUROPOL and Frontex) and entities operating in theatre, as deemed appropriate by the Head of Mission (HoM);
- To be the Mission's Point of Contact to FSJ Agencies and the CPCC in relation to exchanges of Strategic Intelligence between the Mission and FSJ agencies, directly or via Civilian Planning and Conduct Capability, as directed by the DHoM /CoS and the CPCC, in line with EU rules for the sharing of EU Classified Information;
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the DHoM/CoS and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To contribute to an integrated gender perspective into Mission's analyses, where applicable;
- To support the efficiency of information within the Mission;
- To act upon the HoM's and DHoM's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other job related tasks as requested by the Line Managers.

3.1 Mission Specific Tasks and Responsibilities:

- To carry out and prepare studies and analytical assessments of these developments, pertaining to the current level of performance of the Malian Internal Security Forces (National Police, Gendarmerie and National Guard – ISF) and identifying priorities and opportunities for engagement, including levers for supporting structural change.

3.2 Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- support larger up/down scaling of missions, or refocusing of mandates;
- participate in liquidation and closures of missions;
- act as a floater under the Exchange of staff policy;
- participate in the specific Core Responsiveness Capacity trainings and exercises;
- undertake any other tasks related to the Core Responsiveness Capacity as required.

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**
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.

5. Essential Knowledge, Skills and Abilities:

- Handling, processing, analysis and presentation of information from various sources;
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;
- Critical thinking and evaluation skills;
- Problem-solving skills.

6. Desirable Qualifications and Experience:

- Experience in the use of analytical IT packages and processes;
- Working experience with strategic crime intelligence within EUROPOL or Frontex or similar organisations would be an asset;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

Language skills

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

Position Name: Border Management Adviser/ CRC Member	Employment Regime: Seconded/Contracted	Post Category: Mission Support–Assistant Level (MSAL)
Ref. Number: NI 49	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Operations Department/ Migration Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: No

1. Reporting Line:

The Border Management Adviser reports to the Head of Migration Unit. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

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 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 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 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).

3.1 Mission Specific Tasks and Responsibilities:

- To support, in coordination with the Strategic Border Management Expert, the Anti Human Trafficking Expert in establishing and developing working relationships with Nigerien partners in charge of the fight against Human Trafficking aspects;
- To conduct comprehensive consultations with the Government/Local Governorate and other supporting stakeholders on border management/control needs assessments to ascertain the current level of the state ability to identify/track those seeking to enter, transit or leave its territory;
- To support the implementation of a national Plan of Action in the country to ensure that recognised Border Crossing Points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To oversee and to coordinate training and capacity building on migration and border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;
- To support the Government of Niger in establishing national and international networks to support border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military, etc.;

- In coordination with the Strategic Border Management Expert and the Anti Human Trafficking Expert and in partnership with the Nigerien authorities, to contribute to the elaboration for a local/regional plan in the field of the fight against Human Trafficking;
- Based on the identified needs, to develop curricula in order to implement cooperation programs in his/her domain of competency;
- To design and to implement specialised training on border management;
- To coordinate and to oversee training activities on border management;
- To implement evaluation of the training on border management;
- To deliver expertise in terms of border management;
- To provide advice on border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- To pay a specific attention to law enforcement and border management of other institutions and other donors working in the realm of security sector reform;
- To identify and to promote strategic and technical partnerships with the relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien Police training on migration and border management portfolio;
- To develop reports, presentations, talking points and briefings on border monitoring activities;
- To report to the Head of Migration Unit on the consistency, complementary and sustainability of the programs;
- To identify and conduct projects.

3.2 Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by the Civilian Operations Commander, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises.
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 8 years of relevant professional experience in the military, police or security field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management;
- Experience in train the trainers;
- Experience in project/program management with EU and/or international organisations or non-governmental organizations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;

- Experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

7. Desirable Knowledge, Skills and Abilities:

- Interpersonal skills, ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.