

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 1-2018 Call for Contributions			
Organisation:	EUPOL COPPS		
Job Location:	Ramallah, Palestine		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	<u>Seconded (19)</u>		
	HM02	Deputy Head of Mission/Chief of Staff	18 July 2018
	PA01	Head of Police Advisory Section	01 May 2018
	PA03	Ministerial Strategic and Policy Adviser/CRC Member*	ASAP
	PA09	Senior Police Adviser Community Policing / CRC Member*	ASAP
	PA18	Senior Police Adviser Forensic	30 July 2018
	PA19	Police Adviser Family Protection Unit	23 August 2018
	PA20	Police Adviser Anti-Narcotics and Organized Crime	01 May 2018
	PA22	Senior Police Adviser Training	01 June 2018
	PA23	Police Adviser Training	21 Mar 2018
	PA25	Senior Police Adviser Accountability	ASAP
	PA27	Police Adviser Accountability	05 June 2018
	PA29	Senior Police Adviser District Coordinator	ASAP
	PA30	Cyber Crime Adviser / CRC Member*	ASAP
	PA31	Senior Police Adviser Analyst	ASAP
	RL04	Prosecution Expert	25 June 2018
	RL07	Justice Expert	01 July 2018
	RL12	Ministerial Legal and Administration Expert	03 April 2018
	PR05	Programme Evaluation Manager	03 September 2018
	PA07	Senior Police Adviser Institutional Development and Human Resources	ASAP
	<u>Seconded/Contracted (1)</u>		
	MS05	Chief of Finance	ASAP

Deadline for Applications:	
E-mail Address to send the Job Application Form to:	<p><i>a) for seconded candidates by EU Member States:</i> cpcc.eupolcopps@eeas.europa.eu OR https://goalkeeper.eeas.europa.eu/registrar/</p> <p><i>b) for contracted candidates:</i> https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p>
Information:	<p>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</p>

* This position will also be advertised in the forthcoming CfC for the Core Responsiveness Capacity

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. General conditions

Citizenship – The candidates must have 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.

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 Third States.

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

B. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

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

2. Knowledge

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

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

3. Skills and abilities

Language Skills² – 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.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

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.

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

C. 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 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, as applicable.

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

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

D. 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).

² Common European Framework of References for Languages

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.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

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.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

E. Additional Information on the Selection Process

Gender Balance - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

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.

N.B. 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.

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>. Privacy Statement.

G. 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: Deputy Head of Mission / Chief of Staff	Employment Regime: Seconded	
Ref. Number: HM02	Location: Ramallah	Availability: 18 July 2018
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

- **Reporting Line:**

The Deputy Head of Mission/Chief of Staff reports to the Head of Mission (HoM).

- **Main Tasks and Responsibilities:**

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP);
- To exercise day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC;
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- 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 HoM.

- **Mission Specific Tasks and Responsibilities:**

- To ensure the coordination of the Mission Headquarters staff;
- To ensure the proper internal coordination of the operational sections of the Mission;
- To oversee the drafting and follow up of the internal operational work plans to ensure that the Mission's strategic objectives and operational goals are met;

- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
 - To ensure that documents, reports and letters are prepared for the HoM as appropriate;
 - To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
 - To be the central point of entry for communication between the Mission and the Operational Headquarters;
 - To assist the HoM in the selection of personnel;
 - To act as Mission representative in the relevant Working Groups meetings at strategic level, as instructed by the HoM.
- **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 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
 - Experience in leading and coordinating multi-thematic and multi-layered efforts 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.
- **Essential Knowledge, Skills and Abilities:**
 - Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
 - Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
 - Familiarity with diplomatic protocol;
 - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
 - Ability to mentor and motivate staff;
 - Abilities to share the strategic vision of the HoM and communicate it both internally and externally including in a culturally and politically challenging environment;
 - Management skills at national or international level with experience of both strategic and operational management;
 - Understanding of the concept of Civilian Policing and Primacy, Rule of Law, Human Rights and the entire chain of Criminal Justice (from Police to Prison), in an institution building and development context;
 - Excellent level of spoken and written English (level C1).
- **Desirable Qualifications and Experience:**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
 - 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;
 - Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.
- **Desirable Knowledge, Skills and Abilities:**
 - Knowledge of Project management;
 - International experience particularly in crisis management areas and/or with international organizations

Position Name: Head of Police Advisory Section	Employment Regime: Seconded	
Ref. number: PA01	Location: Ramallah	Availability: 01 May 2018
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Police Advisory Section reports to Head of Mission/Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Section 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;
- 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 contribute on the operational level and in his/her field of expertise, aligned to the Mission Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular regard to strengthening the capabilities of the Ministry of Interior (MOI) and Palestinian Civilian Police (PCP);
- To provide strategic advice and assistance to the Ministry of Interior (MOI) in strengthening security governance and overall functions of the ministry;
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development and transformation, specifically to senior officials at District and Headquarters, in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide overall management and direction to the Police Advisory Section so that it fulfils its tasks efficiently and effectively and implements its agreed objectives;

- To identify, under the overall guidance of the HoM/DHoM, the overall objectives of the Section, and contribute to the development of the Mission Implementation Plan in accordance with the Mission's mandate;
- To ensure appropriate management of the human and financial resources of the section;
- To review, assess and ensure quality analysis and reporting on the work and activities of the Section;
- To maintain close liaison with the Rule of Law Section, Human Rights and Gender Advisers on cross cutting elements of the MIP;
- To review, assess and report on the work and activities of the Section;
- To seek continuous development of the section and ensure the highest working standards, be maintained through appropriate communication, coordination and co-operation within the Section, the Mission and external actors;
- To maintain close, result-oriented working relationships with relevant local counterparts and other international stakeholders active in the civilian Security Sector Reform;
- To maintain working relationships with local civil society actors in the civilian Security Sector Reform, in particular those promoting human rights in policing;
- To facilitate and provide overall guidance in the implementation of projects within the Section;
- To closely collaborate with the Programme and Evaluation Department on donor-coordination, evaluation and the implementation of projects.

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 10 years of relevant professional experience, including experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes, after having fulfilled the education requirements out of which a minimum of 5 years at management level.

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;
- Understanding of the concept of civilian policing and primacy, rule of law, human rights, gender the entire chain of criminal justice (from police to prison), in an institution building and development context;
- Ability to provide advice with a full understanding for the concept of local ownership;
- Ability to translate strategy into action and to work efficiently in a deadline driven 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;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership/business administration;

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

Position Name: Ministerial Strategic and Policy Adviser / CRC Member*	Employment Regime: Seconded	
Ref. Number: PA03	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: 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. 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;

* This position will also be advertised in the forthcoming CfC for the Core Responsiveness Capacity

- 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	
Ref. Number: PA09	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: 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. 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: Senior Police Adviser Forensic	Employment Regime: Seconded	
Ref. Number: PA18	Location: Ramallah	Availability: 30 July 2018
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Forensic 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 provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the Forensic Science Laboratory overall process of development and in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To advise on performing laboratory examinations of evidence, including firearms and tool mark examination, drug analysis, document examination;
- To maintain accountability for the activities in the forensic laboratory, identifying developmental needs of lab staff;
- To provide recommendations for the lab budget (expenditures, budget projections);
- To support local counterparts in administering/conducting tests or examinations, evaluating test results, making recommendations, communicating test findings and compiling reports;
- To discuss laboratory test results and evidence with other officers and attorneys who provides court testimony as necessary;

- To review and/or inspect work for quality, accuracy and completeness;
- To work in close cooperation with other forensic experts and mentors, especially from the medical forensic laboratory;

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 in an ISO 17025 accredited forensic laboratory, after having fulfilled the education requirements experience;
- Experience in performing and supervising laboratory examinations of evidence in firearm and tool mark examination, drug analysis and/or document examination;
- Experience in supervising a team of forensic scientists on different disciplines such as ballistic, forged documents and money, drug analysis, etc. to ISO 17025 standards;

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of prosecution-police cooperation, and procedures

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 Family Protection Unit	Employment Regime: Seconded	
Ref. Number: PA19	Location: Ramallah	Availability: 23 August 2018
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser Family Protection Unit 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 expertise to strengthen the capabilities of frontline operational police units, in particular the Family Protection and Juvenile Units;
- To advice and support the development of the Family Protection and Juvenile Unit;
- To support and advice PCP in developing procedures/techniques to work against Juvenile delinquency crimes;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To advice in chain of investigation from crime scene up to trial in all cases related to family/juvenile protection;
- To support the enhancement of police-prosecution cooperation and liaise with prosecution related to family/juvenile protection cases;
- To develop and implement of preventive policies regarding family/juvenile protection;
- To deliver of trainings (e.g. child interview techniques);

- To assist in the implementation of local training;
- To advise on risk identification and assessment connected with family/juvenile protection;

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 with domestic violence, juvenile delinquency and child interview technique, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of juvenile delinquency and child interview techniques;
- Mediation skills.

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 Police Adviser Anti-Narcotics and Organized Crime	Employment Regime: Seconded	
Ref. Number: PA20	Location: Ramallah	Availability: 01 May 2018
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

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 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;
- 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:

- Ability to mentor and motivate local counterparts;
- Comprehensive knowledge about public drug awareness programs;
- Mediation skills;

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: Senior Police Adviser Training	Employment Regime: Seconded	
Ref. Number: PA22	Location: Ramallah	Availability: 01 June 2018
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Police Adviser Training 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 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 provide expertise to strengthen the capabilities of the training administrations and the Palestinian College for Police Science (PCPS).
- To support the adoption of service-minded policing through the development and implementation of SOP's and manuals.
- To identify training gaps and support PCP in developing long-term training plans.
- To support PCP in developing of curricula for various fields of training and/or education.
- To support PCP in developing and implementing in-service trainings.
- To support the PCP training administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training.

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 in policing, in developing and/or implementing training initiatives, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to translate strategy into action and to work efficiently in a deadline driven environment.
- 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 modern training tools (for instance e-learning, virtual training systems, language labs).

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 - Training	Employment Regime: Seconded	
Ref. Number: PA23	Location: Ramallah	Availability: 21 March 2018
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Police Adviser Training 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.
- 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 provide expertise to strengthen the capabilities of the training administrations and the Palestinian College for Police Science (PCPS);
- To support the adoption of service-minded policing through the development and implementation of SOP's and manuals;
- To advise PCP in identifying training gaps and support PCP in developing long-term training plans;
- To advise PCP in developing of curricula for various fields of training and/or education.
- To support PCP in developing and implementing in-service trainings;
- To support PCP training administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training;

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, in developing and/or implementing training 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;
- Knowledge of modern training tools, for instance e-learning, virtual training systems, language labs.

6. Desirable Qualifications and Experience:

- 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: Senior Police Adviser - Accountability	Employment Regime: Seconded	
Ref. Number: PA25	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Accountability 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 support and provide strategic and operational advice to the senior management of the PCP departments in implementing the PCP accountability strategy and implementation plan and in the overall development of the accountability units;
- To advise the PCP on the development and implementation of a public complaint mechanism, and support the institutionalisation of necessary organisational structures;
- To advise the PCP on implementing, and training its members on the PCP Code of Conduct and Disciplinary Code;
- To support the PCP development of structures, mandates and job descriptions to carry out oversight and accountability functions;
- To identify and advise the PCP on the capacity and training gaps of the accountability units;
- To support the PCP accountability units to acquire skills and develop procedures and standards consistent with international best practices;

- To advise the PCP in the development of a human rights training manual;
- To advise the PCP in the development of an efficient inspection regime;
- To support relationship-building and dialogue between the PCP and Civil Society Organisations;

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 accountability initiatives, after having fulfilled the education requirements.
- Experience in conducting internal investigations or working on initiatives to strengthen police oversight/accountability.

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:

- Professional experience in policing, including at the 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: Police Adviser Accountability	Employment Regime: Seconded	
Ref. Number: PA27	Location: Ramallah	Availability: 05 June 2018
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser Accountability 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 expertise to the accountability administrations/units within in Palestinian Civil Police (PCP).
- To support and provide operational advice to senior management of the PCP departments in implementing the PCP accountability strategy and implementation plan and in the overall development of the relevant accountability units.
- To support the PCP on the development and implementation of a public complaint mechanism, and support the institutionalisation of necessary organisational structures.
- To support the PCP on implementing and disseminating the PCP Code of Conduct and Disciplinary Code.
- To support the PCP develop the appropriate structures, mandates and job descriptions to carry out oversight and accountability functions.
- To support relationship-building and dialogue between the PCP and Civil Society Organisations.
- To identify and advise on the capacity and training gaps of the accountability units.

- To support the PCP accountability units to acquire skills and develop procedures and standards in line with international best practices.
- To advise the PCP in the development of a human rights training manual.
- To advise the PCP develop an efficient inspection regime.

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 dealing with domestic violence, juvenile delinquency and child interview technique; after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of Internal inspections and/or public complaint mechanism and police disciplinary procedures;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming
- Experience of designing and delivering training;
- Experience in project management.

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

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	Security Clearance Level: 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 6 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.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Cyber Crime Adviser / CRC Member*	Employment Regime: Seconded	
Ref. Number: PA30	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: 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.

* This position will also be advertised in the forthcoming CfC for the Core Responsiveness Capacity

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 Name: Senior Police Adviser Analyst	Employment Regime: Seconded	
Ref. Number: PA31	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

Senior Police Adviser Analyst 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 provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing their strategic plan in according with identified priorities and in line with governmental policies and guidelines;
- To 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;
- To advise the PCP on the identification and application of business processes across the whole organization;
- To mentor the PCP to improve overall operations and business systems;
- To strongly support the PCP in the analysis and development of police information management systems;
- 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 6 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in strategic planning, programme and project management (including their design, implementation and evaluation) and experience working in an advisory or mentor capacity, including reporting progress and challenges.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and experience on a variety of aspects related to civilian policing and the rule of law;
- Negotiation skills working in a multi-national context;
- Understanding of the entire chain of criminal justice (from police to prison);
- Knowledge of processing and handling police information, identifying information flows, and data protection rules;
- Ability to conduct trainings.

6. Desirable Qualifications and Experience:

- Experience designing and implementing business processes, including but not limited to SOPs, manuals, etc.
- 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;
- Educational background in Public Administration, Management/Leadership or related subjects;
- Experience in working in the Middle East.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- Knowledge and understanding of human rights and gender concepts.

Position Name: Prosecution Expert	Employment Regime: Seconded	
Ref. number: RL04	Location: Ramallah	Availability: 25 June 2018
Component/Department/Unit: Rule of Law Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Prosecution Expert reports to the Head of Rule of Law Section

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters;
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to supporting the criminal justice institutions which focus on anti-corruption (the Palestinian Anti-corruption Commission and the Corruption Crimes Court);
- To contribute providing support to the Office of the Attorney General in other areas;
- To liaise closely with the Palestinian Anti-Corruption Commission and the Corruption Crimes Court on any matters which arise and provide advice and direction as required;
- To assist in the development and delivery of training packages on economic crime, corruption and other specialised areas;
- To support investigation and cooperation on economic crimes between the police and the prosecution service;
- To support the Palestinian authorities with respect to international legal cooperation as appropriate;
- To liaise closely with the Police Advisory Section of the Mission in order to coordinate efforts, particularly with respect to the accountability mechanisms at the Palestinian Civil Police;
- To develop cooperation mechanisms between the Palestinian Anti-corruption Commission

and the institutions within the PA administration related to finance and economy;

- To coordinate the Mission's activities with donors who are active with respect to supporting the Palestinian Anti-corruption Commission and the Corruption Crimes Court;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To perform other tasks as required by the Head and/or the Deputy Head of the Rule of Law 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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, including experience in RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Experience of working as a prosecutor, especially with serious economic crimes, money laundering and/or corruption cases.
- Experience in working on police/prosecutor coordination.

5. Essential Knowledge, Skills and Abilities:

- Understanding of legal reform process including the development of legal policy and legislation;
- Mediation skills;
- Ability to translate strategy into action and to work effectively in a deadline driven environment.

6. Desirable Qualifications and Experience:

- A minimum of 8 years of RoL/justice aspects experience, in particular in a post-conflict environment/ SSR process;
- Experience in working with rule of law and criminal justice system issues either domestically or internationally;
- Experience of working with international legal cooperation and assistance;
- Experience of training prosecutors on a range of relevant matters;
- Project management experience.

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;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge skills of Arabic.

Position Name: Justice Expert	Employment Regime: Seconded	
Ref. number: RL07	Location: Ramallah	Availability: 01 July 2018
Component/Department/Unit: Rule of Law	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Justice Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters.
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP), in particular with respect to:

- To advise on the roles and mandates of the principal justice institutions within the sector (High Judicial Council [HJC], Ministry of Justice [MoJ] and Office of the Attorney General [AGO]);
- To support the improvement of the internal organization and administrative structures of criminal justice institutions;
- To support the justice institutions with respect to international legal cooperation as appropriate;
- To develop and implement programmatic projects in support of the tasks of the MIP.
- To liaise closely with the HJC on any matters which arise (particularly with respect to internal organization and structure, accountability and recruitment procedures for judges) and provide advice and direction as required;
- To assist the Legislative Drafting Experts with the review of any proposed amendments or new draft laws and its organisational implications;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide

advice to the Head of the Rule of Law Section on these objectives;

- To perform other task required on behalf of the Head/Deputy Head of Rule of Law 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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, including experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Experience of working on internal organizational and structural issues, including decision-making processes, in a judicial council, an office of public prosecution or equivalent authority.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills.

6. Desirable Qualifications and Experience:

- 8 years or more of professional experience as a judge, prosecutor or lawyer;
- Experience of handling relationships between justice institutions;
- Experience of developing recruitment and promotion policies for judges;
- Experience of work related to the accountability of judges or prosecutors.
- Experience of international legal cooperation.
- Experience of legal drafting or review.
- Project management experience
- International experience of working with rule of law and criminal justice system issues.

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;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge skills of Arabic.

Position Name: Ministerial Legal and Administration Expert	Employment Regime: Seconded	
Ref. Number: RL12	Location: Ramallah	Availability: 03 April 2018
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for Rule of Law/Justice matters;
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters;
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/Justice;
- 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 key MoJ units through continuous technical advice at operational level;
- To identify, plan, develop, and implement projects aiming at enhancing both collective and individual capacities of staff members of the MoJ;
- To identify funding sources for the implementation of capacity building projects for 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 identify, plan, develop, and implement projects and training with respect to the enhancement of team work, performance, communication and information sharing within the MoJ;
- To assist the Legislative Drafting Experts with the review of any proposed amendments or

new draft laws and its organisational implications;

- To serve as the focal point for advice to the Head of the Rule of Law Section on all internal matters relating to the MoJ;

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 as a lawyer or legal advisor, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience within a Ministry of Justice or other similar institution advising on administrative reform;
- 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;
- Knowledge and understanding of human rights and gender concepts;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering trainings;
- Experience in project management.
- Experience of drafting and reviewing primary and/or secondary legislation

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;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge skills of Arabic.

Position Name: Programme Evaluation Manager	Employment Regime: Seconded	
Ref. number: PR05	Location: Ramallah	Availability: 03 September 2018
Component/Department/Unit: Programme and Evaluation Department	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Programme Evaluation Manager reports to the Head of Planning and Evaluation.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To contribute to the identification, development and management of projects according to the objectives of the Mission's mandate;
- Within the mandate of the Mission, to develop and implement appropriate benchmarks, performance frameworks and monitoring & evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To provide analysis of Mission operational activities and state of play reporting on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To produce impact assessments of Mission activities as outlined in the MIP;
- In conjunction with the Operational Sections, to compile relevant statistics and carry out quantitative and qualitative analysis/evaluation relevant for the Mission;

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; AND
- A minimum of 4 years of relevant professional experience in operational planning and evaluation/project management, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Analytical and research skills;
- Time management and ability to prioritise multiple tasks;
- Self-motivated person able to work without close supervision;
- Excellent English language drafting skills.

6. Desirable Qualifications and Experience:

- Master's Degree in Project management;
- Experience in large-scale transformation and/or change programmes within international organisations;
- Formal project management qualification, such as PRINCE2 Practitioner or equivalent.

Position Name: Senior Police Adviser - Institutional Development and Human Resources	Employment Regime: Seconded	
Ref. Number: PA07	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Institutional Development and Human Resources 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 Palestinian Civil Police (PCP) senior leadership on the development of a modern Human Resources Management model;
- To advise and support the PCP in clarifying respective structures, functions and responsibilities at the HQ and district level;
- To provide strategic advice to the PCP in implementing organisational reform in accordance with their policies and national plans;
- To advise and mentor PCP senior leadership in change management, including the implementation of strategic and reform plans;
- To advise and support the PCP at the district level to analyse their staffing needs;
- To mentor the staff of the Human Resource Department to acquire skills related to Human Resources policies and procedures (e.g. recruitment, performance appraisal, promotion, career planning, etc.).

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 in human resources administration and in executing strategies and change management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of Institutional Development and Human Resources;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Knowledge of the civilian policing concept and/or security sector reform.

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: Chief of Finance	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level
Ref. Number: MS05	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: 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 Manager(s).

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 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 7 years of relevant professional experience (finance, budget or related working experience), after having fulfilled the education requirements, out of which a minimum of 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;
- 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;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Analytical, research and problem-solving skills.

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;
- Knowledge and/or experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of the political, cultural and security situation of the region.