

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 European Union Police Mission in the Palestinian territories (EUPOL COPPS)

Advertisement for seconded/contracted staff members

Organisation:	EUPOL COPPS		
Job Location:	Palestinian Territories		
Availability:	As indicated below		
Staff Regime:	As indicated below		
	Ref.	Name of the post	Available on
		Seconded/contracted:	
	AdmS05	Chief of Finance	As soon as possible
		Seconded:	
	HoMS09	Mission Security Officer	As soon as possible
	AdvS21	Deputy Head Police Advisory Section	As soon as possible
	AdmS04	Logistics Officer	As soon as possible
Deadline for applications:	Friday 18 January 2012		
E-mail address to send the Job Application Form/CV:	cpcc.eupolcopps@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Mr. Jørn Laursen E-mai: cpcc.cfc@eeas.europa.eu Phone: +32 (0) 2 584 3289 Mobile: +32 (0) 476 575740</p>		

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances, other than those paid according to Council document 7291/09 (10 March 2009). Personnel seconded from Third Contributing States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract¹. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

The Civilian Planning and Conduct Capability, CPCC, requests that Member/Contributing States propose candidates for the following international expert positions for the EUPOL COPPS, according to the requirements and profiles described below:

A. Essential requirements

Member/Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a Contributing Third State and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing/Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Driver's licence – Be in possession of a valid - including Mission area - civilian driver license for motor vehicles (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable). Able to drive any 4 wheel drive vehicles. Category C driving license (desirable).

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of the Middle East – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of Arabic or Hebrew will be an asset.

C. Essential documents for candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

Visas – Member/Contributing States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EUCI.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member/Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC, encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed 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 location for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member/Contributing States or candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

Chief of Finance (AdmS05)

Post Category: Mission support management level

Main tasks:

Under the supervision of the Head of Administration and Finance:

- To ensure the sound and effective financial management of the Mission;
- To establish and implement financial procedures and accounting systems for EUPOL COPPS according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and Mission contractual obligations;
- To develop policies (prepare SOPs) for the control of the EU finances, in close cooperation with the Finance Officer;
- To develop policies (prepare SOPs) for accounting;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- To verify the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- To monitor expenditures on budget execution, to eventually make recommendations for corrective actions to the budget.
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Administration and Finance, assisting in the formulation of financial strategies for the Mission;
- To evaluate and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperates on financial issues with the EU institutions, with National Governments involved and with other relevant organization;
- To support the Head of Administration and Finance in the setting up and running of a management information system
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To manage the team of the finance section;
- To maintain any financial control as appropriate and tasked by the Head of Administration and Finance;
- To undertake any other related tasks as required by the Head of Administration and Finance.

Qualifications and experience:

- A University degree (four years minimum) in Economics, Finance, Accounting and Administrative studies; other academic or professional training may be considered as equivalent to the University degree but might result in a lower grading;
- To have a minimum of 8 years of relevant professional experience including a minimum of 3 years in a managerial position;
- Proved knowledge of accounting software (e.g. SAGE);
- Proved excellent analytical, research and problem-solving skills;
- Ability to operate usual computer tools, intranet, internet, and computerized financial systems (e.g. excel financial formulas and add-ins);
- To have an excellent level of written and spoken English and proven experience in reporting and drafting of memoranda and procedures.
- International experience in crisis areas with multinational and international organizations desirable
- Proved knowledge of EU budget procedures and financial management rules.

Mission Security Officer (HoMS09)

Summary

The incumbent is a part of the Mission Security Office, which works directly under the HoM. He/she is to assist and support the Senior Mission Security Officer (SMSO) in the provision of day to day security services within the Missions, reporting to the Senior Mission Security Officer of EUPOL COPPS.

The Mission Security Officer will act as the principal security reporting officer and stand-in for the Senior Mission Security Officer (SMSO) EUPOL COPPS during periods of leave or other absences and that in line with the EEAS Policy on the Security of staff deployed outside the EU.

Main tasks:

- To manage the security and safety of CSDP staff deployed in the mission area, through the design and implementation of appropriate security policies and procedures.
- To liaise with other international and national authorities with the aim to assess the security situation, make security recommendations, and adopt the security measures as appropriate.
- To carry out the daily work according to the job description for a CSDP Mission's Security Office.
- To be responsible, in line with the EEAS Field Security Policy and its supporting documents, for the continued development, implementation and updating of the mission's security plans.
- To ensure that the security policies and procedures are followed according to EUPOL COPPS SOPs and EUBAM's when required..
- To ensure timely and accurate security reporting including real time reporting from potential trouble spots.
- To respond to security incidents and events as directed by the SMSO, if necessary by deploying to the field, including acting as a first responder, particularly for first aid incidents.
- To contribute under the supervision of the SMSO to security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary.
- To contribute under the supervision of the SMSO to the production of daily SITREPs', WOS, monthly and six monthly reports.
- To ensure personal security advice is given to members of mission staff as required. In this regard, to provide a security-briefing package for staff members with regard to security situations to be expected or encountered in West Bank, Gaza strip, East Jerusalem and Israel
- To ensure an effective system of security reviews in relation to CSDP mission(s) property and buildings and recommend changes if necessary.
- To ensure (under the SMSO authority) protection of EU classified information (EUCI) within the mission and thereby ensure information is handled in accordance with EEAS rules.
- To identify staff training needs in security related areas in line with standards set by the EEAS Field Security Policy and supporting documents.
- Ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUPOL COPPS and EUBAM when required.
- To alternate with the SMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents
- Undertake any other tasks required by the SMSO or Head of Mission in support of the objectives of the Mission.

Qualifications and experience:

- University degree in security or management related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/ police academy or a civilian security organization with specialized training on field operations, force protection and/or security

- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police
- Successful completion of the EU Mission Security Officer Certification Course (desirable)
- Extensive knowledge of information security management
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Excellent organizational, planning, and time-management skills
- Experience in planning and implementing projects
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding)
- Solid knowledge of the Middle East area and potential security threats
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel)
- Arabic and/or Hebrew as well as other European Languages an asset

EU Security Clearance at Level Secret only. No equivalent is acceptable.

C or C1 driving licence is compulsory

Deputy Head of the Police Adviser Section (AdvS21)

Main tasks:

Under the supervision of the Head of the Police Adviser Section, the Deputy Head of the Police Adviser Section will:

- Advise and assist the Head of the Police Adviser Section in all matters in support of EUPOL COPPS mission priorities and goals;
- Provide guidance, direction and support to the staff of the Police Adviser Section for project-related activities;
- Attend and represent the section at all internal and external meetings as directed by the Head of the Police Adviser Section, including but not limited to Senior Management Team (SMT), Morning Briefings (MB), Programme Steering Committee meetings, Sections coordination meetings, donor meetings, Mission Implementation Meetings (MIP), etc;
- Conduct performance evaluations and write Personal Evaluation Reports of the Police Adviser Section Advisers as directed by the Head of Police Adviser Section;
- Closely coordinate with the Programme Section in relation to programme/project design, donor coordination and implementation of projects;
- Monitor progress of the Police Advise Section staff in the activities set in the relevant work plans and ensure coherence of activities with the overall mission goals;
- Produce high quality reports relating to the achievements of the Police Adviser Section;
- Assist the Head of Police Adviser Section in all of her/his duties and act on her/his behalf when she/he is away;
- Undertake any other tasks assigned by the Head of the Police Adviser Section.

Qualifications and Experience:

- A university degree in Police Sciences, Law, Public Administration or other relevant field or equivalent police training;
- Minimum of 8 years professional experience in a managerial position within the Police, Ministry of Interior or other relevant government body responsible for internal security and policing;
- Experience of financial planning, performance evaluations, strategic planning, human resource allocation and business development;
- Wide range of experience on a variety of aspects of policing;
- Good understanding of the concept of civilian policing and the primacy of the rule of law, Human Rights and the entire chain of criminal justice (from police to prison) in an institution building and development context;
- Project management knowledge and experience;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment added to a genuine consistent working capacity;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

Logistics Officer (AdmS04)

Main tasks:

Under the direction and supervision of the Chief General Services, the Logistics Officer will:

- Supervise the logistic and maintenance staff. The total number of staff is 5;
- Be responsible for coordination and management of the logistical support for the mission and the implementation of logistics policies and guidelines;
- Provide advice and support to managers and staff on logistics related matters, ensuring the necessary distribution of logistical resources (including storage of the equipment). This includes the aspects related to the customs clearance procedures;
- Support the Chief of General Services in all aspects related to the management of the Mission estate;
- Be responsible for the efficient monitoring and review of legal contracts relating to acquisition and maintenance/services contracts, including rental contracts and insurance issues;
- Be able to analyze and identify the technical specifications for logistics tenders related to goods and services. To support the realization of technical designs and evaluation or control reports for tender's process (acquisition and services);
- Assist both EUPOL COPPS and EUBAM Missions in all aspects related to logistics;
- Be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects of the mission;
- Establish a management system that includes transparent and objective analysis, coordination and supervision acquisitions, storage, allocation and distribution, consumption and future needs;
- Ensure the establishment and effective management of logistical databases, inventories and lists of equipment;
- Identify the Mission's need for office space, maintenance and repair;
- Coordinate the provision of material and office space for the mission members;
- Undertake any other duty assigned by the Chief of General Services.

Qualifications and Experience:

- A University degree in Logistics, Engineering, Administration or an equivalent proved combination of education, training and professional experience in the area of administration/logistics of 4 years.
- Minimum of 5 years of professional experience in logistics related matters;
- Previous experience with project based work/planning and with different product and service markets as well as industrial business networks is essential;
- Experience in the implementation of EU procurement processes and regulations (distinct advantage);
- International experience, particularly from international missions or organizations in crisis areas (distinct advantage);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Ability to operate Microsoft Office Package (Word, Excel Power Point, Outlook);
- Excellent level of written and spoken English.