

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

1-2013 CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)

Advertisement for International Seconded/Contracted Staff Members

Guidelines for Application and Basic Requirements

Organisation:	European Union Police Mission in Afghanistan			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
	Ref.	Name of the post	Location	Available on
	<u>Seconded/Contracted</u>			
Job Titles/ Vacancy notice	KA-C-028*	Mission Security Officer	KABUL/ Countrywide	31-May-13
	KA-C-040 KA-C-041	Verification Officer	KABUL	ASAP
	KA-C-048	Supply Chain Coordination Officer	KABUL	30-Apr-13
	KA-C-050	Information Security Officer	KABUL	31-May-13
	KA-C-063*	Procurement Officer	KABUL	ASAP
	KA-C-070*	Human Resources Officer	KABUL	12-May-13
	KA-C-071	Human Resources General Affairs Officer	KABUL	31-May-13
	KA-C-087	Logistics Assistant (Supply)	KABUL	ASAP
	KA-C-090 KA-C-091	Communication and Information Systems Officer, (Communications)	KABUL	11-Aug-13 12-May-13
	KA-R-023	Training Adviser Anti Corruption	KABUL	ASAP
	KA-R-024*	Rule of Law Mentor to the Ministry of Interior (Anti Corruption)	KABUL	31-May-13
	KA-R-032* KA-R-033 KA-R-037*	Rule of Law Mentor to the Attorney General's Office (Anti Corruption)	KABUL	31-May-13 ASAP 31-May-13

	KA-R-039*	Rule of Law Curriculum Developer (Anti Corruption)	KABUL	31-May-13
	KA-R-042*	Rule of Law Mentor to the Ministry of Interior, (Gender & Human Rights)	KABUL	31-May-13
	KA-R-047	Rule of Law Curriculum Developer (Gender & Human Rights)	KABUL	28-Feb-13
	PRT-R-005	Field Office Rule of Law Mentor/Adviser (Gender & Human Rights)**	MAZAR-E-SHARIF	31-May-13
	PRT-R-021	Field Office Rule of Law Mentor/Adviser (Justice)**	HERAT	31-May-13
	<u>Seconded</u>			
Job Titles/ Vacancy notice	P-F-01	Personal Assistant to the Head of Mission	KABUL	ASAP
	KA-C-004*	Political Adviser	KABUL	ASAP
	P-F-05	Deputy Chief of the Internal Investigation Unit	KABUL	ASAP
	KA-C-011	Strategic Planning, Analysis and Reporting (Analysis) Officer/ Mission Analytical Capability	KABUL	ASAP
	KA-C-019	Benchmarking Officer	KABUL	ASAP
	KA-C-022 P-F-06	Project Management Officer	KABUL	ASAP ASAP
	KA-C-030 KA-C-031	Mission Security Officer	KABUL /Countrywide	ASAP ASAP
	KA-C-038	Fire Marshal	KABUL	9-May-13
	KA-C-099*	Senior Reporting Officer to International Police Coordinating Board Secretariat	KABUL	31-May-13
	KA-P-007	Head of Police Component	KABUL	ASAP
	P-F-08	Staff Officer to Police Component	KABUL	ASAP
	KA-P-012	Afghan Uniform Civilian Police: Chief Police Project Adviser	KABUL	9-Jul-13
	KA-P-013	Afghan Uniform Civilian Police: Deputy Chief Police Project Adviser	KABUL	31-Mar-13
	KA-P-015	Afghan Uniform Civilian Police: Senior Police Mentor/Adviser (Police Command, Control, Communications)	KABUL	29-May-13
	KA-P-016	Afghan Uniform Civilian Police: Chief Police Mentor/Adviser (Intelligence Led Policing)	KABUL	22-Jul-13
	KA-P-019	Senior Police Mentor/Advisor (Crime Investigations Department)	KABUL	25-May-13
	KA-P-022 KA-P-023 KA-P-024 P-F-09	Expert to the Ministry of Interior	KABUL	3-Jun-13 10-Jul-13 ASAP ASAP
	KA-P-028	Staff Officer	KABUL	4-May-13
	KA-P-029	Afghan Uniform Civilian Police: Police Project Coordinator	KABUL	6-Jul-13

Job Titles/ Vacancy notice	KA-P-030	Afghan Uniform Civilian Police: Police Project Adviser	KABUL	6-Jul-13
	KA-P-033 KA-P-034 KA-P-038	Expert Police Control, Command and Communication (Police Command, Control, Communications)	KABUL	ASAP 22-Jul-13 23-Feb-13
	KA-P-035*	Expert Community Policing	KABUL	21-Jul-13
	KA-P-041 KA-P-046 KA-P-050	Expert Intelligence Led Policing	KABUL	28-Jul-13 30-May-13 ASAP
	KA-P-053	Expert in Forensics	KABUL	30-May-13
	KA-P-054 KA-P-056 KA-P-059 KA-P-061 KA-P-064 KA-P-066 KA-P-069	Expert in Crime Investigations	KABUL	20-Apr-13 30-Aug-13 2-Jun-13 ASAP 7-Jul-13 31-May-13 ASAP
	KA-P-074 KA-P-075 KA-P-079 KA-P-081 KA-P-082 KA-P-084	Police Expert Community Policing, Field Office Kabul **	KABUL	ASAP 24-Apr-13 9-Jul-13 23-Feb-13 15-Jun-13 4-Apr-13
	KA-R-005	Field Office Rule of Law Expert **	KABUL	24-Jun-13
	KA-P-088	NATO Training Mission in Afghanistan Liaison Officer	KABUL	23-Jul-13
	KA-P-091	Chief of Police Trainers	KABUL	ASAP
	KA-R-007	Chief of Rule of Law/Technical Training	KABUL	31-Aug-13
	KA-P-093	Senior Police Training Adviser	KABUL	ASAP
	KA-P-096 KA-P-124	Program Officer, Plans Support	KABUL	ASAP
	KA-P-101	Police Training Adviser (Leadership)	KABUL	31-Jul-13
	KA-P-102 KA-P-107 KA-P-112 KA-P-113 KA-P-114 KA-P-115 KA-P-123	Police Training Adviser (General)	KABUL	ASAP 2-Jun-13 4-Apr-13 15-Jun-13 4-Jul-13 23-Jul-13 ASAP
	KA-P-111 KA-P-117 KA-P-118 KA-P-122	Police Training Adviser (Crime)	KABUL	ASAP 4-Jul-13 ASAP ASAP
	KA-R-014	Senior Rule of Law Training Coordinator	KABUL	ASAP
	KA-R-017	Deputy Chief of Rule of Law Mentors/Advisors (Anti Corruption)	KABUL	30-May-13

Job Titles/ Vacancy notice	KA-R-019 KA-R-021 KA-R-025 KA-R-026 KA-R-029	Rule of Law Mentor to the Ministry of Interior (Anti Corruption)	KABUL	27-Jul-13 ASAP ASAP ASAP 27-May-13
	KA-R-030 KA-R-035	Rule of Law Mentor to the Attorney General's Office (Anti Corruption)	KABUL	ASAP
	KA-R-040*	Rule of Law Mentor to the Ministry of Interior (Gender & Human Rights)	KABUL	26-Jul-13
	KA-R-051	Rule of Law Mentor to the Ministry of Justice	KABUL	ASAP
	KA-R-054	Justice Expert	KABUL	11-Jun-13
	KA-R-058	Rule of Law Training Adviser (Justice)	KABUL	ASAP
	KA-P-130 KA-P-131 KA-P-133 KA-P-134	Staff Officer in Field Office Component	KABUL	30-May-13 10-Jul-13 10-Apr-13 14-Apr-13
	KA-C-106 KA-C-107	Administrative Officer (Field Office Component)	KABUL	ASAP
	<u>Field Offices (FOs) outside Kabul (Seconded)**</u>			
Job Titles/ Vacancy notice	PRT-P-001*	Head of Field Office Mazar-e-Sharif	MAZAR-E-SHARIF	24-Aug-13
	PRT-P-002*	Deputy Head of Field Office Mazar-e-Sharif	MAZAR-E-SHARIF	21-Jul-13
	PRT-C-003	Mission Security Officer**	MAZAR-E-SHARIF /Countrywide	ASAP
	PRT-C-007*	Mission Security Officer***	KUNDUZ /Countrywide	ASAP
	PRT-C-012	Mission Security Officer**	HERAT /Countrywide	ASAP
	PRT-P-004 PRT-P-005 PRT-P-006 PRT-P-008 PRT-P-009 PRT-P-011 PRT-P-013	Field Office Police Mentor/Adviser**	MAZAR-E-SHARIF	23-Jul-13 11-Jun-13 29-May-13 11-Jun-13 11-Jun-13 8-Jun-13 21-Jul-13
	PRT-R-002	Field Office Reporting Officer**	MAZAR-E-SHARIF	ASAP
	PRT-R-006	Field Office Rule of Law Mentor/Adviser (Gender & Human Rights)**	MAZAR-E-SHARIF	ASAP
	PRT-R-007	Field Office Senior Rule of Law Mentor/Adviser**	MAZAR-E-SHARIF	ASAP
	PRT-R-008	Field Office Rule of Law Mentor/Adviser (Anti Corruption)**	MAZAR-E-SHARIF	ASAP
	PRT-P-016	Head of the Field Office Kunduz***	KUNDUZ	20-Jun-13
	PRT-P-038	Field Office Senior Police Mentor/Adviser	HERAT	4-Apr-13

Job Titles/ Vacancy notice	PRT-P-032 PRT-P-033 PRT-P-034 PRT-P-035 PRT-P-036 PRT-P-037 PRT-P-039 PRT-P-040 PRT-P-041	Field Office Police Mentor/Adviser**	HERAT	30-May-13 30-May-13 ASAP 30-May-13 30-May-13 ASAP 3-Apr-13 4-Apr-13 ASAP ASAP
	PRT-R-017	Field Office Senior Rule of Law Mentor/Adviser**	HERAT	ASAP
	PRT-R-018	Field Office Reporting Officer**	HERAT	ASAP
	PRT-R-019 PRT-R-020	Field Office Rule of Law Mentor/Adviser (Anti Corruption)**	HERAT	ASAP
	PRT-P-047	Field Office Police Mentor/Adviser**	LASHKAR-GAH	5-Jun-13
Deadline for applications:	15 March 2013			
E-mail address to send the Job Application Form/CV:	cpcc.eupolafghanistan@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC),</p> <p>Ms Anna MATIKKA cpcc.cfc@eeas.europa.eu</p>			

*The availability of this position is subject to the non-confirmation of a request for extension or non-acceptance to a job offer.

**The availability of the positions in Field Offices are subject to the absorption capacity and/or to the further existence of the respective Provincial Reconstruction Teams and Field Offices.

***This post is going to be filled (only) until the closure of this Field Office.

AU(C)P: Afghan Uniform Civilian Police
FO: Field Office
IPCB-S: International Police Coordination Board-Secretariat

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing 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 document

7291/09 (10 March 2009). Personnel seconded from Third Contributing States is 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 contract ⁽¹⁾. 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. Preference will be given to candidates seconded by EU Member States. A seconded EUPOL staff member is eligible for a contracted post only if his/her secondment will end within six (6) months from the deadline for application and if a request for extension of the secondment has not been supported by the Contributing State or EU institution. Applications from seconded staff members will be accepted at any time, however employment cannot start until the staff member has completed a minimum of 6 months in his/her current position.

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 Planning and Conduct Capability, CPCC, requests that Member/Contributing States propose candidates for the following international expert positions for the EUPOL Afghanistan, 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 Third Contributing 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-

Communication on Specific Rules of Special Advisers entrusted with the implementation of operational Common Foreign Security Policy (CSFP) actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member/Contributing States.

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

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

Training-eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

Driving licence – Be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). Category C driving license (desirable). 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.

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 Afghanistan – To have a good knowledge of the history, culture, social and political situation of the country. 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 an Common Security and Defence Policy (CSDP) Mission (desirable).

Language skills – knowledge of local languages will be an asset.

C. Essential documents for selected candidates

Passport – Seconding Member/Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

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 have 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 and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. 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). Based on the outcome of the experimental phase regarding training positions, reporting lines might be subject to revision.

SECONDED-CONTRACTED POSITIONS

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul, Countrywide	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-028	Mission Security Officer (MSO)	Mission Support Management level (MSML)

Job Description

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union (TEU) (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will be responsible for:

Main Tasks and Responsibilities

- Implement security requirements for EU-led civilian crisis management operations ;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures ;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilized at short notice ;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security ;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness ;
- Conduct regular security drills, communication tests and evacuation exercises ;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies ;
- Establish liaison as directed and co-operative closely with International Security Assistance Force (ISAF), other international organisations and national law enforcement agencies or other authorities in the EU member states and third states that the mission might operate alongside ;
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities ;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information ;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission ;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analyzing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation ;
- Report and assist the SMSO on the security level and state of alert for the mission staff ;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases ;
- Travel countrywide and conduct security duties in PRTs as well ;
- Undertake any other related tasks as required by the SMSO in support of the objectives of the Mission.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Equivalent education in Police/Military academy or in civilian security organization with specialised training on field operations, force protection and/or security and at least **6 years** of relevant and proven full-time experience.

Specification of experience

- Above mentioned professional experience must be progressively at management level in the civilian security sector in the military/police;
- 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.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as a Mission Security Officer, particularly in crisis areas with multi-national and international organizations involved in crisis management (e.g. Common Security and Defence Policy (CSDP) missions, European Union Special Representative (EUSR), etc);
- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class C.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-040 KA-C-041	Verification Officer	Mission Support Management level (MSML)

Job Description

The Verification Officer will assist the Head of Mission Support in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Head of Mission Support, and will be responsible for:

Main Tasks and Responsibilities

- Perform, in coordination with Finance Procurement Department and where relevant Mission Components Ex-ante checks put in place by the Authorising Officer responsible to verify operational and financial aspects of each operation;
- Monitor that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of personnel, local labour law, European Commission's note on representation expenses etc.);
- Review and confirm, under the supervision of the Authorising Officer and prior to the initial launch of any tender procedure and before the signature of contracts, that the Practical Guide to Contract Procedures for European Commission external actions is duly respected;
- Ensure compliance with financial and other applicable regulations ;
- Provide oversight of chart of accounts according to the budget and financial regulations;
- Identify and resolve possible account discrepancies in a timely manner;
- Provide assistance to external auditors as required;
- With the aim of informing Project Managers and Officers from Mission components, define and implement a regular training schedule on the authorising and validation process;
- Undertake any other related task as required by Head of Mission Support.

Qualifications and experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

A minimum of 5 years experience specifically related to Audit or Project Management or accountancy and/or book-keeping.

Advantageous

- Previous experience in Common Security and Defence Policy missions and/or EU-Institutions;
- Excellent analytical, research and problem-solving skills;
- Familiar with procedures and controls;
- Ability to operate Windows, including MS Office and in special extremely confident with spreadsheets, or PC based budget, accounting or Human Resource systems.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/Head of Mission Support Office	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-048	Supply Chain Coordination Officer	Mission Support Management level (MSML)

Job Description

The Supply Chain Coordination Officer will assist Head of Mission Support (HoMS) in fulfilling the duties set in support of the EUPOL mandate. Reporting to the HoMS, he/she will be responsible for:

Main tasks and responsibilities

- Identify and compile the Mission's needs, in coordination with requesting units, specifically with regard to large projects that are to be acquired through procurement;
- Issue and maintain a Procurement Plan in close coordination with the Procurement Department;
- Identify potential vendors, and keep and maintain the supplier database updated;
- Assist Project Managers in the implementation of contracts (including exceptional situations arising from breach of contracts) with the requesting units in accordance with the relevant Standard Operation Procedures;
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action;
- Formulate Standard Operating Procedures as required;
- Prepare and submit activity reports as required;
- Undertake any other related tasks as required by the HoMS.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Logistics, Procurement, Finance, Administration or related studies, where the normal duration of university education in the country awarded is **three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Logistics, Procurement, Finance, Administration or or related studies, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

Above mentioned experience should be in logistics and/or procurement field.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Practical knowledge of internationally recognized management standards with good understanding of field operations, contract execution and administration; in-depth understanding of internal EU procurement policies, practices and procedures, in particular Practical Guide to Contract Procedures for European Commission external actions (PRAG) and Financial Regulations;
- Working computer skills, including ability to operate common database software, spreadsheet and project management applications;

- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Requires professional approach, flexibility and orientation towards providing highly efficient services

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-050	Information Security Officer	Mission Support Management level (MSML)

Job Description

The Information Security Officer reports to the Senior Mission Security Officer (SMSO) and will be responsible for:

Main Tasks and Responsibilities

- To develop and to ensure application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations ;
- To liaise in conjunction with the SMSO, Chief of Communications and Information Systems and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incidents ;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective ;
- To assume responsibilities as the Crypto Custodian for EUPOL Afghanistan, including:
- Ensuring registration, protection and transfer of accountable security items (crypto devices, smartcard, keys, etc) ;
 - Informing immediately the EU Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- To be the Mission focal point for information security compromise or suspicion of compromise ;
- In coordination with the SMSO to develop and to ensure the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems.
- To report to the SMSO any IT security related incidents ;
- To be the Mission focal point for Data Protection issues ;
- To develop awareness with regard to IT security for the Mission staff ;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements) ;
- To advise and monitor the vulnerability detection and remediation efforts and oversee vulnerability testing ;
- To advise and monitor the institution's policies on anti-SPAM, anti-virus, anti-spyware, and other "malware" protection ;
- To undertake other related tasks as requested by the SMSO ;
- To perform duties as Mission Security Officer when required.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in IT related studies, where the normal duration of university education in the country awarded is **three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in IT related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Above mentioned experience should be in information security or in information technology field;
- Experience in developing and administrating an information security program desirable of Information security;
- Experience in developing and administrating an information security program desirable of Information security.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or mission regulations;
- Working knowledge of and experience in the policy and regulatory environment;
- Ability to work collaboratively with a broad range of constituencies essential;
- Good knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Technical knowledge of information technology and security issues ;
- Knowledge of EU information security standards and formal accreditation processes International experience, particularly in crisis areas with multi-national and international organizations .

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Procurement Department (PRO)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-063	Procurement Officer	Mission Support Management level (MSML)

Job Description

The Procurement Officer will assist Chief of Procurement in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Procurement, and will be responsible for:

Main tasks and responsibilities

- Carry out procurement and contracting processes;
- Use legally established professional and transparent procurement policies and procedures of European Commission (EC) legislation and regulations, as adopted to the Common Foreign and Security Policy (CFSP) mission;
- Assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- Provide assistance to the mission departments related with all contracting and procurement matters
- Assist in the development of internal mission procurement procedures;
- Develop professional relationships and work partnership with EC Commission FPI.3 in the field of procurement for the mission;
- Develop professional relationships and work partnership with the Security Department of the European External Action Services in all the security-related issues arising during the procurement procedures;
- Undertake any other related tasks as required by the Chief of Procurement.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Law, Public Administration, Business Administration or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Law, Public Administration, Business Administration or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

Specification of experience

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in financial management of tendering processes and audits, preferably including EU procedures

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Human Resources Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-070	Human Resources Officer	Mission Support Management level (MSML)

Job Description

The Human Resource Officer will assist Chief of Human Resources in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Human Resources and will be responsible for:

Main tasks and responsibilities

- Assist and advise the Chief Human Resources;
- Assist in managing the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national mission members in accordance with the CPCC Staff Selection Procedures;
- Assist in publishing the Calls for Contributions;
- Carry out the recruitment process for the international and national staff in a fair and transparent manner, processing applications and together with the line managers for short listing of candidates and managing interviews, be a member of selection panels;
- Assist in the development and coordination of Job Descriptions;
- Ensure the daily management of the documentation and correspondence concerning the arrival, deployment, extensions of tour of duty, performance assessments and repatriation of the staff members;
- Develop all personnel related files and databases as appropriate, maintain all the records related to personnel in the proper filling system payroll, keeping all relevant documentation well organized and in a secure place;
- Supervise, coordinate and follow up of leave requests, travel requests and sick leave certificates, updating and improvement of Leave File and Sick leave roster;
- Planning and developing the administration of training for new staff members;
- Assist in the handling of all special projects related to personnel issues;
- Undertake any other related tasks as required by the Chief of Human Resources.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** Human Resources, Law, Business or Public Administration or Social Sciences, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Human Resources, Law, Business or Public Administration or Social Sciences, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

Specification of experience

Above mentioned professional experience should be in recruitment, legal, administrative and operational aspects of human resources.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects.
- Experience in planning and supervising personnel logistics.
- Experience and/or training in mediation
- Experience in coordinating personnel training.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Human Resources Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Category</u>
KA-C-071	Human Resources General Affairs Officer	Mission Support Management level (MSML)

Job Description

The Human Resources General Affairs Officer will assist Chief of Human Resources in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Human Resources the incumbent will be responsible for:

Main Tasks and Responsibilities

- Manage the domestic travels for all EUPOL staff members as well as EUPOL related passengers;
- Manage the EUPOL Air –aircraft, plan and manage the flights, load lists passenger and cargo manifests, air operation and all other related tasks in cooperation with contractors as well as other EUPOL offices;
- Manage EUPOL Air movements information flow to the field offices, passengers and other relevant counterparts;
- Maintain good communication with staff about planned movements;
- Book commercial and military flights for EUPOL staff members and purchases the tickets for official travel;
- Counsel staff on travel issues, analyze quotations for most advantageous rates, advise on most effective travel arrangements and oversee the preparation of the Official Duty Travel Nomination Form;
- Ensure that the most effective travel connections are used to provide direct and most economical access to major destinations and identify alternative routings if cost exceed established limits;
- Liaise with International Security Assistance Force (ISAF) and other missions in providing assistance for air support;
- Liaise with airline representatives, travel agents , airport authorities and the contracted insurance company as required;
- Supervise the National Human Resources (HR) officer (Insurance) conducting the Insurance contract administration and issuing of insurance cards to mission members;
- Supervise the Visa administration for International mission members and liaise through the national HR assistant (Visa) with relevant government agencies in Afghanistan to ensure successful and timely Visa processing;
- Liaise with Finance Office on function's budget and outstanding obligations;
- Prepare scope of work for Procurement action for contracts to be managed by HR Office;
- Evaluates services provided by the travel agencies in Kabul ;
- Participate in HR training delivery to EUPOL staff ;
- Prepare reports and analysis as required;
- Undertake any other related tasks as required by Chief of HR.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Social Sciences, Human Resources, Business Administration or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Social Sciences, Human Resources, Business Administration or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

Working experience of general affairs (GA) management in HR context.

Advantageous

- Experience with an Airline or Travel Agency including some supervising staff experience;
- Experience in air operations and/or flight planning;
- Experience in shipping cargo by air;
- Proficient in using Microsoft Office package, travel related software and systems (e.g. airline ticketing system, etc) data entry and analysis processes;
- International experience, particularly in crisis areas with multi-national and international organizations is desirable;
- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Experience and/or training in mediation ;
- Experience in coordinating personnel training.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Technical Services Department	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-087	Logistics Assistant (Supply)	Mission Support Assistant Level (MSAL)

Job Description

The Logistics Assistant will assist the Senior Logistics Officer in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Senior Logistics Officer and will be responsible for:

Main Tasks and Responsibilities

- Assist and advise the Senior Logistics Officer in Supply, Movement Control (MOVCON) and if necessary Warehouse related matters;
- Maintain accurate allocation and control of all equipment and stores received, stored and distributed by the mission;
- Support the day to day activities from the EUPOL Supply;
- Follow up incoming deliveries together with the requester;
- Follow up and arrange field supply delivery operations;
- Manage the inspection, shipping, handling and packaging of supplies and equipment;
- Direct workload priorities within the Logistics team;
- Perform administrative tasks e.g. reports - related to inventory, stock control, warehouse and supply activities, including freight forwarding of goods and hazardous materials;
- Act as a working foreman for International and National staff assigned to the function;
- Update warehouse and supply databases and analyse information for ensuring effective e.g. stock levels, etc;
- Dealing with Petty Cash, Fund Requests or advised incoming Supplies;
- Manage the postal - courier Service if advised;
- If needed fill in as backup for the Senior Logistics Officer;
- Undertake any other related tasks as required by the Senior Logistics Officer.

Qualifications and Experiences

Essential

Education and experience

Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of **5 years** of relevant and proven full-time experience.

Specification of experience

Above mentioned experience should be in logistics matters.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Knowledge of the Common Security and Defence Policy rules, regulations and working practices pertaining to field missions;
- Warehouse and Supply management skills;
- Knowledge of air/land cargo transportation;
- License for transporting hazardous materials;
- Ability to operate forklifts (electric pallet lifter);
- Appropriate communication (both verbal and written) and problem solving skills;

- Ability to operate effectively while being multitasked and under tight deadlines;
- Proven interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Support Division/ Communication & Information Systems Department (CIS)	Kabul (with travel in the mission area)	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-090 KA-C-091	CIS Officer, Communications	Mission Support Management level (MSML)

Job Description

The Communications Officer will assist the Chief of CIS in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of CIS, he/she will be responsible for:

Main Tasks and Responsibilities

- Assist and advise the Chief of CIS on matters of telecommunications for the EUPOL Mission;
- Assist in the design and implementation, management and maintenance of CIS telecommunications projects;
- Write technical service or maintenance reports; and operating instructions, guidelines, and procedures for the proper use of EUPOL communications equipment;
- Identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to telecommunications equipment, works, and services;
- Ensure to maintain an adequate stock of telecommunications equipment and spares, and organize repair and replacement of equipment as necessary to maintain operational readiness;
- Installation and commissioning of all communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and vehicular satellite phone and positioning/navigation systems; and provide 1st and 2nd level support and fault finding on communications installations;
- Provide support for mission telephony systems including PABX, digital PSTN, IP telephony and videoconferencing, and GSM equipment;
- To perform any other duties related to his/her assignment.

Qualifications and Experiences

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Telecommunications, Electronics, or a closely related field, where the normal duration of university education in the country awarded is **three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Telecommunications, Electronics, or a closely related field, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

- A minimum of 10 years of progressive experience in radio and satellite communication technology solutions design, implementation, installation, and support;

- Expert knowledge of HF CODAN, UHF Motorola GM and GP (analogue and digital), UHF repeater systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Good knowledge of and experience with electronic counter measures (ECM) systems and force tracking systems (FTS);
- Knowledge of and experience with digital PABX maintenance, digital trunking systems (E1), and automated billing solutions, as well as Voice over Internet Protocol (VOIP) and Session Initiation Protocol (SIP) technologies for telephony and videoconferencing systems, and PABX integration of these systems;
- Familiarity with wired and wireless Local Area Networks (LANs), Metropolitan Area Networks (MANs) and Wide Area Networks (WANs), using digital microwave radio systems (e.g. WiMAX);
- Practical experience and knowledge in VSAT technologies, installation, and support.

Advantageous

- Relevant industry certifications and training in technologies in the abovementioned specification of experience;
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential;
- Ability to perform under stress and in difficult circumstances;
- Effective project management skills;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Expert levels of problem solving and analytical ability to analyse complex, communication systems configurations, and manage the same on a day to day basis.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component / Anti Corruption Department (AC)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-023	RoL Training Adviser, Anti Corruption (AC)	Expert

Job Description

The Rule of Law Training Adviser (Anti-Corruption Unit) will support the Chief of Anti-Corruption Unit in all training relating to the Anti-Corruption efforts undertaken by the Mission. Reporting to the Chief of Anti-Corruption Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Provide training advisory, mentoring and monitoring support to Attorney General Office (AGO) and Ministry of Interior (MOI) training departments;
- Advise/mentor and monitor AGO and MOI training departments on development and implementation of training strategies, programs as part of a national strategy;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Network and build relationships with other international and national organizations that develop and implement justice sector training;
- Prepare and deliver training packages as directed by the Chief Anti-Corruption Unit;
- Liaise closely with the EUPOL Training Component (ETC) ensuring a corporate approach to training;
- Undertake other tasks as required by the Head of RoL Component and the Chief Anti-Corruption Unit, in support of the Strategic Objectives of the EUPOL Mission.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Police Science, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of training for a range of audiences.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Experience with project management and proposal writing;

- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component / Anti Corruption Department (AC)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-024	RoL Mentor to the Ministry of Interior, Anti Corruption (AC)	Expert

Job Description

The Mentor to the Ministry of Interior (Anti-Corruption – AC) shall assist the Chief of Anti-Corruption Unit in all relevant areas in the Anti-Corruption efforts undertaken by the Mission. Reporting to Chief of Anti-Corruption Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Conduct mentoring for the Anti-Corruption Mobile Teams, in Kabul and in the regions, in all investigations, inspections and activities, and liaison with the AC Prosecutors;
- Work as part of a team to provide technical advice on transparency and accountability measures to the Ministry of Interior (MOI) and advise on the development of national and sector policies, in close cooperation with the Mobile AC Team Leader;
- Advise in relevant areas, such as criminal investigation techniques, corruption case studies and white-collar crime, bribery & financial investigations, case planning & management, police-prosecutor cooperation, strategies of covert surveillance & the handling of case materials & evidence;
- Collaborate closely with the Anti-Corruption Unit within the Attorney General's Office (AGO), NATO Training Mission-Afghanistan (NTM-A) and Internal Security Assistance Force (ISAF) and other external partners on all intelligence related AC matters;
- Report to the Chief of Anti-Corruption Unit on a daily and weekly basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Head of RoL Component and Chief of Anti-Corruption Unit in support of the objectives of the Mission.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Police Science, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Relevant experience of minimum five years in police operational environment;
- Experience in development and delivery of training for a range of audiences.

Advantageous

- Experience with project management and proposal writing;
- Experience in the field of anti-corruption;
- Knowledge in the field of procurement;

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component / Anti Corruption Department (AC)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-032, 033, 037	RoL Mentor to the Attorney General's Office, Anti Corruption (AC)	Expert

Job Description

The Mentor to the Attorney General's Office shall assist the Chief of Anti-Corruption Unit in all relevant areas in the Anti-Corruption efforts undertaken by the mission. Reporting to the Chief of Anti-Corruption Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Identify and advise Attorney General's Office on activities where the EU Police Mission can make strategic differences in enhancing criminal investigations led by prosecutors ;
- Consolidate EU activities pertaining to the criminal justice sector, especially on efforts to support the reform of criminal investigations, prosecutions and police - prosecutor cooperation;
- Provide strategic input into the reform of criminal procedures and restructuring relevant judicial or investigative institutions and bodies;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Cooperate closely with the European Commission programs and other national and international stakeholders in the law enforcement and justice sector;
- Facilitate the process of Police-Prosecutor Cooperation;
- Address the basic substantial and criminal legislation, including the immediate operational needs of the prosecution service and the police to resume their functions respecting international standards;
- Plan measures to support effective ratification of the international conventions and other instruments dealing with human rights, judicial cooperation, corruption and money laundering;
- Undertake any other tasks required by the Head of RoL Component and the Chief of Anti-Corruption Unit in support of the objectives of the mission.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Police Science, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Relevant experience in the field of anti-corruption of minimum five years.

Advantageous

- Good knowledge of judicial reform process and the functions and practices of criminal procedures including criminal investigation and prosecution;
- Experience with project management and proposal writing ;
- Knowledge in the field of procurement;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component / Anti Corruption Department (AC)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-039	RoL Curriculum Developer, Anti Corruption (AC)	Expert

Job Description

The Rule of Law Curriculum Developer (Anti-Corruption Unit) will support the Chief of RoL Anti-Corruption Unit with all training relating to anti-corruption efforts undertaken by the mission. Reporting to the Chief RoL Anti-Corruption Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Conducting planning, development and delivery of training to support justice institutions including the Attorney General's Office (AGO), the Ministry of Justice (MoJ), as well as the Ministry of Interior (MOI);
- Supporting need assessment of national institutions capacities and advising on means of integrating anti-corruption requirements into training strategies;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Advising/mentoring and monitoring the national institutions on the design, development and delivery of Anti-Corruption training;
- Preparing and implementing training monitoring plans and systems to ensure fitness to purpose;
- Networking and building relationships with other international and national organizations that develop and implement Anti-Corruption training for justice and police institutions;
- Liaise closely with the EUPOL Training Component (ETC) ensuring a corporate approach to training;
- Undertaking other tasks as required by the Head of RoL Component or the Chief of RoL Anti-Corruption Unit, in support of the Strategic Objectives of the EUPOL Mission.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Social Sciences, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of education for a range of audiences;
- Professional experience working with human rights standards and international instruments.

Advantageous

- Experience with project management and proposal writing;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component / Gender & Human Rights Department (GHR)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-042	RoL Mentor to the Ministry of Interior , Gender & Human Rights (GHR)	Expert

Job Description

The Mentor to the Ministry of Interior (Gender and Human Rights) shall assist the Chief of Mentors/Advisers (Gender and Human Rights) in all aspects connected to the implementation of all human rights and gender mainstreaming efforts undertaken by the Mission. Reporting to the Chief of Mentors/Advisers (Gender and Human Rights), he/ she will be responsible for:

Main Tasks and Responsibilities

- Work in a team of experts to provide technical advice on capacity and institution building and administrative reform in the field of human rights and gender within the Ministry of Interior and the Afghan National Police, and support its countrywide implementation;
- Collaborate closely with the Department of Gender and Human Rights (Ministry of Interior), Inspector General's Office, Criminal Investigation Department and other external partners;
- Networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as United Nations Development Programme (UNDP)/Law and Order Trust Fund for Afghanistan (LOFTA), the Afghan Independent Human Rights Commission, Afghan Civil Society and others;
- Undertake any other tasks required by the Head of RoL Component and the Chief of Mentors/Advisers (Gender and Human Rights) in support of the objectives of the mission.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Social Sciences, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Experience in institution building, administrative procedures and administrative reform in an EU Member State/Contributing Third State or/and in a developmental, transitional or post-conflict situation;
- Experience in human rights and gender concepts;
Experience in project management in the field of Rule of Law.

Advantageous

- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Rule of Law (RoL) Component / Gender & Human Rights Department (GHR)	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post category</u>
KA-R-047	RoL Curriculum Developer, -Gender and Human Rights (GHR)	Expert

Job Description

The Rule of Law Curriculum Developer (Gender and Human Rights Unit) will support the Chief RoL Gender and Human Rights Unit with all training relating to Gender and Human Rights efforts undertaken by the mission. Reporting to the Chief of Gender and Human Rights Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Conducting planning, development and delivery of training to support the Attorney General's Office (AGO) and the Ministry of Interior;
- Supporting need assessment of national institutions capacities and advising on means of integrating gender and human rights requirements into training strategies;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Advising/mentoring and monitoring the national institutions on design, development and delivery of Gender and Human Rights training;
- Preparing and implementing training, monitoring plans and systems to ensure fitness to purpose;
- Networking and building relationships with other international and national organizations that develop and implement Gender and Human Rights training for justice and police institutions;
- Liaise closely with the EUPOL Training Component ensuring a corporate approach to training;
- Undertaking other tasks as required by the Head of RoL Component and the Chief of RoL Gender & Human Rights Unit, in support of the Strategic Objectives of the EUPOL Mission.

Qualifications and Experience

Essential

Education and Experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Social Sciences, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of education for a range of audiences;
Professional experience working with human rights standards and international instruments.

Advantageous

- Experience with project management and proposal writing desirable;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Staff Regime</u>
Field Office Component/Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post category</u>
PRT-R-005	Field Office Rule of Law (RoL) Mentor/Adviser, Gender & Human Rights (G&HR)	Expert

Job Description

The Field Office (RoL) Mentor/Adviser (HR&G) will assist the Head of Field Office in all aspects connected to Human Rights & Gender area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Senior Mentor/Adviser (RoL), and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of HR&G;
- Closely cooperating with the EUPOL Headquarters Human Rights and Gender Unit;
- Engaging directly with the police and justice actors, including, but not limited to key Ministry of Interior counterparts, criminal prosecutors, judges and investigative police corresponding to the territorial jurisdiction of the post through provision of mentoring and advising in strategic human rights and gender equality issues;
- Conducting training, mentoring and advising of police and justice actors, including but not limited to criminal prosecutors, judges and investigative police;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Delivering of other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Liaising with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, relevant government officials, regional, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations;
- Undertaking other relevant tasks required by the Senior Mentor/Adviser (RoL) in support of the Mission's strategic objectives.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, international law and/or criminal justice and/or police science where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in: the functions and practices of criminal procedures including criminal investigation and prosecution; monitoring, assessing, developing and implementing HR&G reform strategies.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Herat	Herat	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
PRT-R-021	Field Office Rule of Law (RoL) Mentor/Adviser, (Justice)	Expert

Job Description

The Field Office (RoL) Mentor/Adviser (Justice) will assist the Head of Field Office in all aspects connected to Police-Justice Cooperation Unit area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Senior Mentor/Adviser (RoL), and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Justice;
- Closely cooperate with the Police-Justice Cooperation Unit (through the Chief of Mentors - Anti-Corruption-Attorney General's Office and/or Chief of Mentors - Justice), the Advisor will report to the Head of Field Office on implementation, development and results of the activities undertaken in delivery against the EUPOL Mission's programmatic strategic objectives;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Engage directly with the chief prosecutor's office and chief of police's office through mentoring and advising them in police-prosecution coordination issues;
- Conduct regular training sessions towards investigatory and trial advocacy skills with criminal prosecutors, judges and investigative police relevant to the territorial jurisdiction of the field office;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Deliver other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Assist the Police-Justice Cooperation Unit in programme monitoring and reporting to ensure analysis of the role of informal/customary justice in the designated province and identifying areas for potential coordination and cooperation with the formal justice system;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Liaise with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, local government; officials, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations, and customary and traditional law actors;
- Undertake any other tasks required by the Senior Mentor/Adviser (RoL) in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in law and/or criminal justice and/or police science where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree, at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in: judicial reform processes; the functions and practices of criminal procedures, including criminal investigation and prosecution; and as Judge, lawyer or Public Prosecutor, or Criminal/Police Investigator or, Ombudsman officer.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.

SECONDED POSITIONS

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission (HoM)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
P-F-01	Personal Assistant to the Head of Mission (HoM)	

Job Description

The Personal Assistant to the HoM reports to the Head of Mission and will assist him with the daily tasks. Personal Assistant to the HoM is reporting to Chief of Staff.

Main Tasks and Responsibilities

- Manage the calendar of meetings and appointments of the Head of Mission and Deputy Head of Mission in close cooperation with Staff Officer;
- Coordinate all arrangements regarding external meetings of Head Of Mission in accordance with accepted calendar bookings (POC:s, schedule, CP:s, transportations, participants) ;
- Maintain regular, official contacts with local authorities, governmental organizations, non-governmental organizations or other external counterparts in order to collect and disseminate information;
- Maintain regular contact with all Components/Department and Offices, with a particular view to ensure the seamless flow of relevant information within the Office of the Head of Mission and other Mission offices;
- Perform administrative and secretarial duties, draft memos, letters, faxes and other requested documents and maintain filing systems;
- Receive and distribute all correspondence as routed by the head of Mission to the appropriate official, staff members as destined;
- Ensure the proper handling of confidential documentation and related information passing through the Office of Head of Mission;
- Coordinate and support the implementation plans and objectives of the Office of the Head of Mission;
- Accompany the Head of Mission as required to meetings and events, take minutes when requested and make necessary preparations;
- Follow up on all travel schedules for the Head of Mission, including liaising with Administration for authorization, entitlements and flight reservations, etc;
- Check and ensure sufficient stock of stationary materials are kept in the office for usage by all staff.
- Invitations by phone and written, booking of facilities, etc;
- Perform other work related duties as requested.

Qualifications and Experience

Essential

Education and experience

Level of secondary education attested by a diploma giving access to post-secondary education, with a minimum of **5 years** of relevant and proven full-time experience.

Specification of experience

At least 5 years experience working as Personal Assistant or Private secretary or executive assistant to a high profile executive.

Advantageous

- University Degree in an administrative or secretarial discipline;
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions – especially training aspects;
- Ability to work to tight deadlines with minimal supervision.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-004	Political Adviser	

Job Description

The Political Adviser is placed in the Head of Mission Office (HMO) and provides political advice to Head of Mission (HoM). Reporting to the Senior Political Adviser and is responsible for:

Main Tasks and Responsibilities

- Closely follow developments on the political scene in Afghanistan and keep in regular contact with EU Special Representative's Office in Kabul to get local political guidance ;
- Provide analysis of political developments in Afghanistan and the region;
- Maintain a close relationship with relevant Afghan authorities and Government bodies relevant to police reform;
- Provide guidance and advice to the Mission members regarding Afghanistan's political structures and current political issues;
- Assist in conducting and coordinating official visits according to the established protocol rules;
- Prepare precise summaries and reports concerning political issues arising in the mission and advising mission members accordingly;
- Ensure liaison with international organizations, EU Member States and representatives of Contributing Third States; other States, in particular the United States; international organizations, in particular the UN (United Nations Assistance Mission in Afghanistan - UNAMA); International Security Force (ISAF); non-governmental organizations (NGOs); and others working on security and justice sector reform; Work closely with appropriate counterparts in the European Commission and its programmes, in particular on justice reform, and with the EU Special Representative's Office in Kabul;
- Work closely with appropriate counterparts in the European External Action Services, and European Commission in Brussels;
- Contribute to the reporting of the HoM;
- Provide policy advice to support the effective function of the International Police Coordination Board and its Secretariat ;
- Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a Master's degree in Political Sciences, International Relations, Diplomacy, Social Sciences or other relevant studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

Experience in liaison with police, judiciary and prosecution authorities.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;

- Experience in matters relating to Afghanistan, knowledge of the language and administrative structures of Afghanistan;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- Ability to perform under stress and in difficult circumstances;
- Excellent report writing skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
P-F-05	Deputy Chief of the Internal Investigation Unit (IIU)	

Job Description

The Deputy Chief of IIU shall report to the D/Head of Mission or his delegated authority.

Main Tasks and Responsibilities

- Investigate, manage and supervise the cases assigned to the Internal Investigation Unit;
- Deputize the Chief of the Internal Investigation Unit (IIU);
- Take the preliminary protective measures in cases of serious criminal acts, such as murders and sexual abuses in accordance with the European Union National Laws and the Afghan Laws, if applicable;
- Responsible for the administration of discipline among all Mission members and for internal investigations associated with the Mission's Code of Conduct and national and international laws/treaties;
- Report disciplinary cases with recommendations to the Deputy Head of Mission;
- Responsible for the production of reports relating to disciplinary issues, including but not limited to statistical analysis and assessments;
- Liaise with the Legal Advisers and other components of the mission on issues;
- Pro-actively review disciplinary regulations, propose amendments accordingly and draft new directives and Standards Operating Procedures (SOPs);
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Law, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Equivalent education in Police academy and at least **11 years** of relevant and proven full-time experience.

Specification of experience

- Above mentioned professional experience must be in criminal law and/or police law as an investigator of serious crimes, such as murders and sexual offenses;
- Proven experience in crime scene examination and evidence handling as well as in drafting internal instructions, SOPs or directives, regulations and assessments.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- International experience and knowledge, particularly from Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Mission experience in the field of Police or the Rule of Law.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/ Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-011	SPAR Analysis Officer/ MAC	

Job Description

The SPAR (Analysis) Officer/ MAC, supports and assists the objectives of the SPAR Unit. Reporting to Head of Strategic Planning, Analysis and Reporting officer /MAC, and will be responsible for:

Main Tasks and Responsibilities

- Analyse and assess the development and progress of Mission's performance against Strategic Objectives, Priorities and Milestones set in the Mission Implementation Plan;
- Analyse and assess the Afghan National Police's (ANP) state of play and performance and the Mission's impact to ANP;
- Analyse and assess the development and progress of police reform in Afghanistan;
- Produce quantitative and qualitative analysis of Afghan National Police structures and activities, taking into account local cultural, social and political dimensions;
- Collect and collate information from across the Mission for analysis;
- Monitor and collect information about phenomena and events that may have an impact on the Mission, including external mission critical issues;
- Request information in order to fill identified gaps or focus information collection on prioritised areas of analysis;
- Provide analytical support to the Mission's operations;
- Produce analytical Special Reports for submission to the chain of command, Civilian Planning and Conduct Capability (CPCC) and EU Member States on Mission critical developments and issues;
- Assist in SPAR's information management, ensuring rapid retrieval of documents and information, including access to classified material;
- Liaise regularly with Mission operational staff, Political Advisers, Security Office, Press and information Office and other key analytical functions – including external sources – for information exchange, coordination, and cooperation on relevant analytical issues;
- Communicate with key Mission staff members and Regional and Provincial Teams on unit information management, analysis and reporting procedures in order to ensure submission of high-quality information to unit;
- Any other tasks as required by the line of management;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in political science, international relations, management or related studies, where the normal duration of university education in the country awarded is **three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in political science, international relations, management or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

Experience in international police reform, international relations or diplomacy.

Advantageous

- International experience, particularly in crisis areas with multi-national organizations;
- Previous experience from international policing, intelligence or diplomacy is considered an asset;
- Previous experience from strategic international planning and programme management is considered an asset;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Excellent skills in report compilation, drafting and editing;
- A thorough understanding of the functioning of European institutions and the Common Security and Defence Policy (CSDP) framework is considered an asset;
- Excellent interpersonal skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Ability to work under pressure in a hostile environment;
- Deep knowledge and understanding of staff management;
- High standards of integrity .

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Strategic Planning, Analysis and Reporting (SPAR)- Mission Analytical Capability (MAC) Office/Benchmarking and Evaluation Unit	Kabul	Seconded
<u>Position Codes</u>	<u>Position Name</u>	
KA-C-019	Benchmarking Officer	

Job Description

The Benchmarking Officer supports and assists the objectives of the Planning, Benchmarking and Evaluation Cell, part of the SPAR Unit. Reporting to the Head of the Planning, Benchmarking and Evaluation Cell, and will be responsible for:

Main Tasks and Responsibilities

- Develop, implement and improve the planning methods, benchmarking and evaluation methods for the Mission;
- Conduct – in close cooperation with the Mission - Regular Situational Analysis and Needs Assessment of the Afghan National Police (ANP) and Justice actors in relation to the Mission's Strategic Objectives;
- Identify Objectively Verifiable Indicators in close cooperation with the Mission, collect and analyse the data for the indicators in order to assess the status of impact;
- Report to the head of the Planning, Benchmarking and Evaluation Cell on a regular basis on benchmarking within the Mission;
- Draft reports on a regular basis in relation to planning, benchmarking and evaluation for both internal management and for the Civilian Planning and Conduct Capability and EU Member States on the impact of the Mission (Benchmarking) in Afghanistan;
- Instruct the Mission members on a regular basis on Benchmarking;
- Develop new projects according to the objectives of the Mission mandate, including carrying out SWOT analyses (assessment of Strengths, Weaknesses, Opportunities and Threats) and identifying new progress indicators and monitoring mechanism;
- Assist the Head of the Planning, Benchmarking and Evaluation Cell in the study and proposal of management and organizational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- Liaise with key Mission staff and Regional and Provincial Teams regarding the strategic direction of the Mission and to ensure all activities are in line with the strategic priorities and specific objectives of the Mission;
- Attend regular meetings and exchanges with Political Advisers, Security Office, Press and Information Office and other key functions for optimized coordination and synergy;
- Liaise frequently with external partners (Combined Security Transition Command-Afghanistan - CSTC-A, International Security Assistance Force (ISAF), United Nations Assistance Mission in Afghanistan (UNAMA), International Police Coordination Board (IPCB), etc.) in order to enhance coordination and synergy;
- Follow internal and external developments relating to the Mission programmes and brief the Head of the Planning, Benchmarking and Evaluation accordingly;
- Give presentations and also to produce presentations and speeches on behalf of others;
- Undertake any other tasks required by the Head of the Planning, Benchmarking and Evaluation.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in project management, business administration or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in project management, business administration or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

Experience in strategic planning and benchmarking processes.

Advantageous

- Thorough knowledge and understanding of project management;
- Good computing skills (e.g. Word, Power Point, Excel and Access) are essential;
- Excellent analytical abilities and drafting skills;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Previous experience from international policing, development policy, intelligence, international relations, or diplomacy is considered an asset;
- Broad international experience, particularly in crisis areas with multi-national and international organizations, and knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region are highly desirable;
- Excellent interpersonal and communication skills, ability to work in a dynamic team as well as, and in particular, on own initiative in a methodical manner, and capacity to build rapport with Mission senior-level personnel and international partners;
- The post holder will be responsible for dealing with sensitive information; therefore the highest standards of integrity are crucial.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Strategic Planning, Analysis and Reporting (SPAR)-Mission Analytical Capability (MAC) Office/Project Management Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-022, P-F-06	Project Management Officer	

Job Description

The Project Management Officer will assist the Chief of the Project Management Office in carrying out the duties assigned to the Project Management team. Reporting to Chief of the Project Management Office, and will be responsible for:

Main Tasks and Responsibilities

- Assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- Assess project proposals and make recommendations on the feasibility and sustainability of projects;
- Liaise with EUPOL's international partners, especially the EU delegation, as regards to for example the construction of police training centers in Afghanistan, etc;
- Advise project leaders in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc;
- Ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- Act as the interface between project leaders and various elements of Mission Support;
- Maintain a record of EUPOL project history and ongoing activities;
- Ensure upon project completion that post-project reporting and evaluation have been completed;
- Develop best practices on project management, make training recommendations and record lessons learnt;
- Undertake any other related tasks as required by the Chief of the Project Management Office.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in project management, business or public administration or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in project management, business or public administration or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

Above mentioned professional experience should be in planning and implementing projects and in project cycle management.

Advantageous

- International experience, particularly in crisis areas with multinational organizations;
- Experience in drafting legal documents and/or knowledge of European Commission Financial Regulations;
- Demonstrated good organizational, analytical and administrative skills;

- Excellent interpersonal and communication skills, including capacity to summarise complex issues and convey key messages efficiently;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity;
- Ability to work independently and on own initiative;
- Task orientation, flexibility, service attitude;
- Excellent drafting skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul, Countrywide	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-030, 031	Mission Security Officer (MSO)	

Job Description

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union (TEU) (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will be responsible for:

Main Tasks and Responsibilities

- Implement security requirements for EU-led civilian crisis management operations ;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures ;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilized at short notice ;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security ;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness ;
- Conduct regular security drills, communication tests and evacuation exercises ;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies ;
- Establish liaison as directed and co-operative closely with International Security Assistance Force (ISAF), other international organisations and national law enforcement agencies or other authorities in the EU member states and third states that the mission might operate alongside ;
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities ;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information ;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission ;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analyzing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation ;
- Report and assist the SMSO on the security level and state of alert for the mission staff ;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases ;
- Travel countrywide and conduct security duties in PRTs as well ;
- Undertake any other related tasks as required by the SMSO in support of the objectives of the Mission.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the

country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Equivalent education in Police/Military academy or in civilian security organization with specialised training on field operations, force protection and/or security and at least **6 years** of relevant and proven full-time experience.

Specification of experience

- Above mentioned professional experience must be progressively at management level in the civilian security sector in the military/police;
- 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.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as a Mission Security Officer, particularly in crisis areas with multi-national and international organizations involved in crisis management (e.g. Common Security and Defence Policy (CSDP) missions, European Union Special Representative (EUSR), etc);
- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class C.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-038	Fire Marshal	

Job Description

The Fire Marshal working in the Mission Security Department shall perform as leading fire and life safety specialist in EUPOL Afghanistan (EUPOL) mission. Fire Marshal will act as a link between Security Department, EUPOL Fire Mentors, Medical Office, engineers, camp management, constructors and local authorities. Reporting to Senior Mission Security Officer, and will be responsible for:

Main Tasks and Responsibilities

- To make risk analysis in EUPOL camps and working locations in Kabul as well as in EUPOL Field Offices;
- To make risk mitigation plans;
- To do contingency planning;
- To do planning of Standard Operational Procedures SOPs related to fire and life safety;
- To work closely together with engineers when planning and building new buildings;
- To work closely with engineers in building maintenance;
- To work closely with private building constructors;
- To work closely with local authorities and liaison with other fire rescue units (UN/International Security Assistance Force - ISAF);
- To proceed tender processes related to fire and life safety supplements;
- To give/organize fire and life safety education/training for newcomers, existing mission members and local staff;
- Act as on call fire official (rotating with mission fire mentors);
- To act as Incident Commander in case of fire/accident/natural disaster;
- To keep EUPOL Fire Team operational;
- Conduct fire inspections and investigations plus reporting to SMSO;
- To assist Medical Officer in medical emergencies;
- To perform Mission Security Officers general duties ;
- Undertake any other related tasks as required by the Senior Mission Security Officer.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience at management level;

OR

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience at management level;

OR

Equivalent education in Police/Military/Fire Academy or Rescue College or in civilian security organization with specialised training on field operations, force protection and/or security and at least **6 years** of relevant and proven full-time experience at management level.

Specification of experience

Senior rank in a fire brigade/rescue department with experience in a leading operational position.

Advantageous

- International experience as a Mission Security Officer, particularly in crisis areas with multi-national and international organisations involved in crisis management (e.g. Common Security and Defence Policy (CSDP) missions, European Union Special Representative (EUSR), etc);
- 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; A good understanding of risk analysis, safety assessment, risk mitigation, fire inspections;
- Good capabilities in fire fighting (including smoke diving);
- Good capabilities to act in medical emergency;
- Good capabilities in giving education and training;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Physically fit ;
- Experience in international co-operation;
- Experience in working in Urban Search and Rescue Team (USAR) /earthquake site.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/ International Police Coordination Board (IPCB) Secretariat	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-099	Senior Reporting Officer to IPCB Secretariat	

Job Description

Under the direction of Head of the IPCB Secretariat the Senior Reporting Officer fulfilling the duties set in support of the EUPOL mandate. Reporting to Head of the IPCB Secretariat, and will be responsible for the following tasks:

Main Tasks and Responsibilities

- Reporting, planning, organizing meetings supported by the IPCB-S;
- In absence of the Head of Secretariat, chairing/co-chairing meetings supported by the IPCB-S;
- Drafting and maintaining accurate and detailed records of all IPCB meetings;
- Preparing all IPCB meetings (agenda, documents);
- Supporting the Head of IPCB Secretariat in preparing high level meetings in the area of police reform;
- Supporting the Head of the Secretariat in preparing seminars and conferences;
- Researching and drafting of background and information papers on police reform;
- Give guidance to Reporting Officer;
- Replace the Head of Secretariat and/or the Deputy Head of Secretariat as office manager in their absence;
- Performing other related duties as assigned, monitoring civil-military coordination, security sector reform and institutional reforms;
- Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience at management level;

OR

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience at management level;

OR

Equivalent education in Police Academy or in civilian security organization with specialised training on field operations, force protection and/or security and at least **6 years** of relevant and proven full-time experience at management level.

Specification of experience

At least five years of professional experience preferably in an international environment.

Advantageous

- Proven reporting and administrative skills;
- Experience in organizing events, seminars and conferences .

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-007	Head of Police Component	

Job Description

The Head of Police Component reports to the EUPOL Afghanistan Deputy Head of Mission (DHoM). He/she will be responsible for:

Main Tasks and Responsibilities:

- To deputise for the DHoM in his absence and on his behalf, when so appointed by the DHoM ;
- Assist the DHoM to command, coordinate, manage and control all the police related EUPOL Afghanistan activities related to Training, Programme Coordination, Advising and Mentoring, and to contribute to the developments of strategies, plans, programmes for these, taking into account overall political developments in Afghanistan ;
- Develop and implement all necessary activities and competences in the field of policing to achieve the objectives of the Mission, planning and maintaining timelines, allocating resources and coordinating the development of activities to ensure progress and success of Mission mandate ;
- Establish professional working relationships with EU personnel within the mission area to facilitate the mutual exchange of necessary information, to allow effective co-ordination and co-operation between the mission and other EU and international stakeholders, and especially with the Government of Afghanistan (GoA), United Nations Assistance Mission in Afghanistan (UNAMA), International Security Assistance Force (ISAF), US Military and Agencies and other key actors ;
- To work in close cooperation with the RoL component and the Field Implementation Office of the EUPOL Afghanistan ;
- Be able, when deemed necessary, to delegate authority utilising the approved chain of command structure of the Mission ;
- Undertake any other tasks required by HoM /DHoM ;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Political Science, International Relation, Diplomacy, Law, Business or Public Administration or Social Sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **15 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **16 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least 10 years of experience serving at main Headquarters of Police or Public Administration, dealing with strategic level management;
- Broad professional experience, both in operational and organizational aspects of police operations and/or police - judicial reforms or criminal or judicial investigations or organized crime and border service management.

Advantageous

- Strong knowledge of the mechanisms for international and national police and judicial cooperation;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multi-national and international organizations;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region ;
- Experience in international co-operation in relation to Civil Crisis Management or strategic liaison with international partners;
- Prior Common Security and Defence Policy (CSDP) or equivalent mission experience in a mission management position;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
P-F-08	Staff Officer to Police Component	

Job Description

The Staff Officer to the Head of Police Component, placed in the Police Components Command Staff, shall assist the Head of Police Component in all administrative and operational matters, and will be responsible for:.

Main Tasks and Responsibilities

- Organise meetings on behalf of the Head of Police Component (HoPC) within the Police Pillar (PP) and other performance management on this level ;
- Liaise with Executive Officer and Mission Support Unit in all organisational and logistic related matters;
- Liaise with Project Cell to coordinate Project Proposals and Implementation Process ;
- Undertake any other tasks required by the Head of the Police Component ;
- Liaise with the Strategic planning, analysis and reporting unit (SPAR) to review and coordinate all required reporting like Weekly reports, Monthly reports, Mission Implementation Plans (MIPs), Mentoring hour Templates Training hour Templates ;
- Liaise with the Head of the Training Component and the chiefs of training departments to assist in the coordination process between Police units and TC and all other required coordination ;
- Liaise with the Head of the Field Implementation Office following the status of projects initiated by the Police Component and all other required coordination ;
- Liaise with the Head of Rule of Law Component and chiefs of RoL departments following the status of projects and all other required coordination ;
- Deal with general correspondence within the Police Component ;
- Supervision on Afghan Senior Administrative Officer.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Business Administration, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** Business Administration, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of Experience

- Above-mentioned experience should be in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics and CIS;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of European External Action Services (EEAS) working procedures in civilian Common Security and Defence Policy missions;
- Excellent verbal and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component/ Community Policing Department / Police Project Management Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-012	AU(C)P: Chief Police Project Adviser	

Job Description

The Chief Police Project Adviser shall lead the members of the project team in performing effective participation in favour of the development of the AU(C)P Project. Reporting to Chief Uniform Police Mentor/Adviser and will be responsible for:

Main Tasks and Responsibilities

- To report and provide feedback on a regular basis to the EUPOL Management ;
- Provide guidance and leadership to all participants of the AU(C)P Project, including temporarily assigned participants of other stakeholders and mission units ;
- Implementing and developing civilian policing in Afghanistan according to the national Police Plan, Ministerial Development Plan and the strategic objectives of EUPOL ;
- To assist, in close cooperation with the project members, in developing plans and projects ;
- To maintain and update the Mission Implementation (Activity) Plan, according to mission requirements.
- Secure overall Afghan involvement and ownership to the projects ;
- To maintain close contact and cooperation with international key partners e.g. Combined Security Transition Command-Afghanistan (CSTC-A), NATO Training Mission-Afghanistan (NTM-A), ISAF Joint Command (IJC) and non-governmental organizations ;
- To provide presentations on the progress of the project to all international stakeholders ;
- To consult on a regular basis with EUPOL Field Office Staff on AUCP Project matters ;
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission and the Head of Police Component in support of the objectives of the Mission ;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Project Management, Business or Public Administration or in Social Sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **15 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **15 years** of relevant and proven full-time Police experience.

Specification of Experience

- A Senior rank officer in a Police service with operational police experience, of which 8 years at strategic level in his/her police organization;
- Project Management education and experience and/or experience of projects related to police reform.

Advantageous

- Substantive knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy (CSDP) ;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners ;
- Knowledge and view regarding Intelligence Led Policing, PC3 (Command, Control and Communication) and Civilian/Community Policing ;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region ;
- Experience in International co-operation ;
- Strategic liaison with international partners ;
- Strategic management and/or public administration ;
- Peacekeeping missions or in CSDP missions at senior level ;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/ Community Policing Department / Police Project Management Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-013	AU(C)P: Deputy Chief Police Project Adviser	

Job Description

The Deputy Chief Police Project Adviser shall replace the Chief Police Project Adviser on all occasions where his presence or active involvement is required, and will supervise the Project Coordinator and Project Advisers. Reporting to the AU(C)P Chief Police Project Adviser and will be responsible for:

Main Tasks and Responsibilities

- Provide guidance to all staff on the AU(C)P project;
- Implement and develop civilian policing in Afghanistan according to the national Police Plan, Ministerial Development Plan and the strategic objectives of EUPOL;
- Assist, in close cooperation with the project members in developing plans and projects in the AU(C)P Project;
- Maintain and update the Mission Implementation (Activity) Plan, according to mission requirements;
- Report and provide feedback on a regular basis to the EUPOL Management when replacing the Chief AU(C)P Project Adviser;
- Secure overall Afghan involvement and ownership to the projects;
- Maintain close contact and cooperation with international key partners e.g. CST-A, NATO Training Mission-Afghanistan (NTM-A), ISAF Joint Command (IJC) and non-governmental organizations;
- Provide presentations on the progress of the project to international stakeholders;
- Consult on a regular basis with EUPOL FO Staff on AUCP Project matters;
- Advise the Chief Project Manager on matters which require her/his immediate attention;
- Undertake any other tasks required by the Head of Mission and the Deputy Head of Mission, Head of Police Component in support of the objectives of the Mission;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Project Management, Business or Public Administration or in Social Sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **12 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **12 years** of relevant and proven full-time Police experience.

Specification of Experience

- A Senior rank officer in a Police service with operational police experience, of which 8 years at strategic level in his/her police organization;
- Project Management education and experience and/or experience of projects related to police reform.

Advantageous

- Substantive knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy (CSDP) ;

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners ;
- Knowledge and view regarding Intelligence Led Policing, PC3 (Command, Control and Communication) and Civilian/Community Policing ;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region ;
- Experience in International co-operation ;
- Strategic liaison with international partners ;
- Strategic management and/or public administration ;
- Peacekeeping missions or in CSDP missions at senior level ;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component/ Community Policing Department / Police Command, Control and Communications Unit (PC3)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-015	AU(C)P: Senior Police Mentor/Adviser (PC3)	

Job Description

The AU(C)P: Senior Police Mentor/Adviser (PC3), shall lead a team of mentors and advisers in providing effective mentoring and advising in support of the implementation of Police Command, Control and Communications within the Community Policing. Reporting to AU(C)P: Chief of Police Mentor/Adviser (PC3)

Main Tasks and Responsibilities

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- To assist and advise the mentored in the implementation of community policing strategies and best practices;
- Responsible for the output and performance of the PC3 Unit;
- Provide leadership and guidance to the PC3 Unit staff;
- Develop Police Command, Control and Communications within Community Policing (CP) and the City Police and Justice Program in line with EUPOL's mandate and strategic priorities;
- Oversee a team of mentors and advisers who are assisting their mentees in improving their managerial and leadership skills, command and control capabilities and general comprehension of tasks and responsibilities related to Police Command, Control and Communications;
- Ensure that the PC3 mentors and advisers assist their mentees in developing their abilities to carry out reforms, to put in place administrative and management systems enabling Police Command, Control, and Communications, as well as in elaborating and implementing policing strategies, structures and best practices;
- Ensure that the PC3 mentors and advisers assist the Afghan National Police (ANP) in developing and implementing effective coordination of the different departments of the ANP in the command and control of resources;
- Support the Head of Mission and Head of Police Component in their decision making processes by drafting and submitting proposals, through the Head of Mentors, for coherent mentoring strategies in respect of Police Command, Control and Communications and the wider Mission strategic priorities;
- Liaise closely with other key mentors and Chief Mentor/Advisers from other EUPOL Units in order to implement joint coherent mentoring strategies;
- Provide support to Regional and Provincial mentors and advisers on Police Command, Control and Communications issues as required by the Mission;
- Undertake any other tasks required by the Head of Mission and the Head of Police Component in support of the strategic objectives of the Mission.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Law, Business or Public Administration, International relations or in Social Sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- Senior rank in a police service, with at least 8 years of effective police experience with command, control and communications models ;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- A good understanding of how all areas of policing interacts, in particular Uniform Police, Criminal Investigations Department (CID) and Command and Control functions;
- A good understanding of command and control functions including tasking and co-ordination of resources;
- Substantive knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component/ Community Policing Department/ Intelligence Led Policing Unit (ILP)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-016	AU(C)P: Chief Police Mentor/Adviser (ILP)	

Job Description

The AU(C)P: Chief Police Mentor/Adviser (ILP), shall lead a team of mentors and advisers to perform effective mentoring and advising to support the implementation of the Intelligence Led Policing Model within Afghan Uniform (Civilian) Police and the City Police and Justice Program. Reporting to the Head of Police Component and will be responsible for:

Main Tasks and Responsibilities

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- To assist and advise the mentored in the implementation of community policing strategies and best practices;
- Develop Intelligence Led Policing within Afghan Uniform (Civilian) Police and the City Police and Justice Program in line with EUPOL's mandate and strategic priorities;
- Oversee a team of mentors and advisers who are assisting their mentees in improving their Managerial and Leadership skills, Command and Control capabilities and general comprehension of tasks and responsibilities related to Intelligence Led Policing;
- Ensure that the ILP mentors and advisers are assisting their mentees in enhancing their ability to carry out reforms and to put in place modern administrative and management systems to enable democratic Intelligence Led Policing as well as in elaborating and implementing policing strategies, structures and best practices;
- Ensure that the ILP mentors and advisers assisting the Afghan National Police (ANP) in developing and implementing, an effective coordination of the different departments of the ANP in the use of intelligence as the basis for command and control of resources;
- Ensure that the ILP mentors and advisers are assisting their mentees in elaborating fair and impartial human resources policies for recruitment, training and specialisation of those working in specialist Intelligence Led Policing functions;
- Support the HoM and Head of Police Component in the decision making process by drafting and submitting proposals through the Head of Mentors, for a coherent mentoring strategy in respect of Intelligence Led Policing and the wider Mission strategic priorities;
- Liaise closely with other key mentors and chief mentor/advises from other departments in order to implement a joint coherent mentoring strategy;
- Provide support to Regional and Provincial mentors and advisers on Intelligence Led Policing issues according to the City Police and Justice Program;
- Undertake any other tasks required by the Head of Mission and Head of Police Component in support of the strategic objectives of the Mission. Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission;
- Also he/she has to conduct trainings in area of expertise;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Science, Law, Business or Public Administration, International relations or in Social Sciences where the normal duration of university

education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **15 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **15 years** of relevant and proven full-time Police experience.

Specification of Experience

- Senior rank in a police service, with at least 8 years of effective police experience with Intelligence Led Policing model and in particular, Uniform Police, Criminal Investigations (CID) and Command and Control functions;
- Experience in strategic management and/or public administration.

Advantageous

- Proven leadership and management skills;
- A good understanding of how all areas of policing interacts, in particular Uniform Police, CID and Command and Control functions;
- A good understanding of command and control functions including tasking and co-ordination of resources;
- Substantive knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy (CSDP);
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context ;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional ;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/ Criminal Investigations Department (CID)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-019	Senior Police Mentor/ Advisor (CID)	

Job Description

The Senior Police Mentor/ Advisor CID will lead the Crime Investigation Department Experts in developing the operational capability of the department within Afghan National Police (ANP) through effective mentoring, at both strategic and tactical level. He/she will assist the Head of Police Component in all aspects connected to the mentioned area of specialization and for the effective and efficient management of the unit's personnel and logistical assets. Reporting to the Chief Criminal Investigation Department (CID) and will be responsible to:

Main Tasks and Responsibilities

- Deputize for the Chief Criminal Investigation Department (CID) ;
- Support, coordinate and monitor the actions of Criminal Investigation Experts in all aspects related to the performance of advising, mentoring and monitoring activities in the area of criminal investigations and intelligence ;
- Advise, monitor and mentor the ANP counterpart on the implementation of the national strategy for criminal investigation and enhance their standards in the concerned area, including the operational capacity to effectively collect and analyse criminal intelligence and the ability to prevent and investigate crimes operating in close cooperation with the prosecution and judicial system ;
- Monitor, in the relevant area, the ANP compliance with Afghanistan's obligations under the international human rights law as well as the ANP working within the framework of the rule of law ;
- Maintain continuous liaison with the Criminal Investigation Experts deployed within the PRTs, and coordinate their action in all anti-crime related issues ;
- Implement directives from the Head of Criminal Investigation Department, as well as regularly attend command structure meetings during his/ her absence ;
- Attend regular coordination meetings with Afghan/ International partners ;
- Deliver presentations related to the Criminal Investigation Department development and progress ;
- Liaise with Mission Support in order to address human resources and logistical needs ;
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission and the Head of Component Police in support of the objectives of the Mission ;
- Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** Business or Public Administration or in social sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **10 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least 6 years of experience at strategic level in a national Police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations;

Advantageous

- Substantive knowledge of the functioning of the EU institutions;
- Strong managerial and decision-making skills, flexibility and ability to establish priorities;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good computer skills;
- Experience in the field of Rule of Law.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/ Police Reform and Professionalization Department (PR)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-022, 023, 024 P-F-09	Expert to the Ministry of Interior (MoI)	

Job Description

The EUPOL Afghanistan Expert to the MoI shall assist the Head of Police Reform & Professionalization in performing effective mentoring and advising in favour of the Minister / Deputy Ministers of Interior (MoI) or related Institutional Police Policy Development (IPPD) process. Reporting to Head of Police Reform & Professionalization, and will be responsible for:

Main Tasks and Responsibilities

- To assist the mentee in improving his/her managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the Afghan National Police (ANP);
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing as well as in elaborating and implementing policing strategies and best practice, including the fight against misuse of power, improvement of the quality of police personnel, facilities, systems and processes;
- Assist the Minister/ Deputy Ministers of the Interior of Afghanistan in elaborating and implementing, through their chain of command within MoI, an effective coordination between all the different pillars of the ANP, other Afghan National Security Forces and the judicial system;
- Assist the Minister / Deputy Ministers of the Interior of Afghanistan in developing Intelligence led civilian police by reviewing, restructuring, retraining and refurbishing, the Afghan Uniform Police (AUP) and the Afghan Anti-Crime Police (AACP);
- To assist the mentee in elaborating fair and impartial human resources policies for recruitment, training, specialisation, promotion and discipline;
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of Police Reform, relevant proposals for a coherent mentoring strategy in favour of the MoI;
- Liaise closely with the other members of the Mentors Team in order to implement a joint coherent mentoring strategy;
- Undertake any other tasks required by the line managers in support of the objectives of the Mission.
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least 6 years of experience at strategic level in a national Police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/Community Policing Department (CPD)		Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-028	Staff Officer	

Job Description:

The Staff Officer shall under the overall guidance of the Head of Community Policing manage administrative duties in support of the Mission mandate. Reporting to the Chief community policing , will be responsible for:

Main Tasks and Responsibilities:

- Acting as a link between EUPOL Headquarters (HQ) Kabul and the field office;
- Manage all administrative tasks in the Community Policing Department (CPD) , including Human Resources, Procurement, Finance, Projects, Transport, Communication and Information Systems (CIS) and Logistics according to the requirements of EUPOL HQ and the needs of the CPD;
- As required, to ensure accuracy, verify reports, data and information in the CPD reporting structure.
- Management of documentation and correspondence relating to the arrival, deployment, redeployments, extensions, leaves, performance evaluations and end of mission of the international staff members at the CPD;
- Maintain and update the organisation chart illustrating the CPD structure and personnel;
- Responsible for keeping all documentation and records in a secure, organised system, ensuring the security and integrity of document management systems, and archiving in coordination with EUPOL HQ;
- Responsible for national staff issues in the field office including assisting with recruitment, and national staff administrative tasks;
- Ensures that the use of Mission assets is done in compliance with the relevant policies and procedures;
- Identify needs for specific goods and/or services required and prepare technical specifications;
- To develop and coordinate local procurement requirements, in coordination with relevant actors at EUPOL HQ. Ensure the effective management of databases, assets, consumables, inventories and lists of equipment;
- Ensure adequate stocks of supplies and pre-plan deliveries future needs;
- Organize meetings and presentations;
- Write minutes of meetings and maintain updates of related tasks;
- Coordinate internal communication within the field office;
- Perform other related tasks as required by the CPD Chief .

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Business Administration, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** Business Administration, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of Experience:

- Above-mentioned experience should be in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics and CIS;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of European External Action Services (EEAS) working procedures in civilian Common Security and Defence Policy (CSDP) missions;
- Excellent verbal and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component/ Community Policing Department/ Police Project Management Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-029	AU(C)P: Police Project Coordinator	

Job Description

The Project Coordinator shall assist the Chief Police Project Adviser and Deputy Chief Police Project Adviser by coordinating all project related matters and activities. Reporting to AU(C)P Deputy Chief Police Project Adviser and will be responsible for:

Main Tasks and Responsibilities

- To assist in developing, coordinating plans and projects ;
- To coordinate all project activities and ensure timely delivery of products, in accordance with the project's timeline ;
- To contribute to the projects by drafting parts of the project plans under the direct guidance of the (Deputy) Chief Police Project Adviser ;
- To organize the daily agenda by making appointments with other participants ;
- To prepare power point presentations for the Project and EUPOL Management or other stakeholders ;
- To provide feedback on project process to other mission components ;
- To maintain close cooperation with Afghan police representatives and to keep them updated ;
- To administer a system of keeping all project documentation ready for immediate availability ;
- Support the EUPOL Management, HoM in the decision making process by drafting and submitting reports through the chain of command. Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission and the Head of Police Component in support of the objectives of the Mission ;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration , Project Management or in social sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least 6 years of experience at strategic level in a national Police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy (CSDP);

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component/ Community Policing Department/ Police Project Management Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-030	AU(C)P: Police Project Adviser	

Job Description

The Project Adviser shall assist the Chief Police Project Adviser and Deputy Chief Police Project Adviser by performing effective Advisery in favour of the AU(C)P Project on Civilian Police. Reporting to AUCP: Project Coordinator and will be responsible for:

Main Tasks and Responsibilities

- Assist in developing, drafting and maintaining projects - regarding project strategy, policy and implementation ;
- Assist in preparing the agenda and arrange project meetings ;
- Take notes/ minutes of project meetings and meetings with international stakeholders ;
- Prepare briefings (power point and other) for EUPOL morning briefing and meetings ;
- Assist in preparing weekly Police Coordinating report for Strategic Planning, Analysis and Reporting and Mission Implementation Plan meetings ;
- Disseminate project information to all stakeholders/participants ;
- Follow up on timely feedback from other mission components ;
- Maintain contact with other stakeholders, organizations, non-governmental organizations (NGOs) etc. on relevant project information ;
- Assist the Afghan police project participants in enhancing their comprehension of civilian/community policing as well as in elaborating and implementing policing strategies and best practices ;
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission, the Head of Police Component and the Chief (Deputy) Police Project Adviser in support of the objectives of the Mission ;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration , Project Management or in social sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least 6 years of experience at strategic level in a national Police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/ Community Policing Department / Police Command, Control and Communications Unit (PC3)	Kabul	Seconded
<u>Position Codes</u>	<u>Position Name</u>	
KA-P-033, 034, 038	Expert Police, Control, Command and Communication (PC3)	

Job Description

The Expert PC3 will perform effective mentoring in support of the implementation of effective Police Command, Control and Communication as required by the Mission. Reporting to the Chief Police PC3 and will be responsible for:

Main Tasks and Responsibilities

- Assist the mentee in improving his/her managerial skills, command and control capabilities and general comprehension of tasks and responsibilities related to the Command and Control of police resources;
- Assist the mentee in enhancing his/her ability to carry out reforms, to put in place modern administrative and management systems, and to elaborate and implement policing strategies and best practices;
- Assist the Afghan National Police (ANP) in developing and implementing effective coordination among the different departments of the ANP in the command and control of resources;
- Support the Head of Mission, Head of Police Component and the Head of AU(C)P in their decision making processes by drafting and submitting proposals for coherent mentoring strategies in respect of Command, Control and Communications as well as the wider Mission strategic priorities;
- Liaise closely with other key mentors, EUPOL Units and other international organizations in order to implement joint coherent mentoring strategies;
- Provide support to Regional and Provincial Mentors/Advisers on Police Command, Control and Communications issues as required by the Mission;
- Conduct trainings in area of Expertise;
- Undertake any other tasks required by the Head of Mission, the Head of Police Component and the Chief Mentor/Adviser PC3 in support of the strategic objectives of the Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least at least 5 of which at high, middle or tactical level of management in police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Police Component/ Community Policing Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-035	Expert Community Policing (CP)	

Job Description

The CP Experts shall assist the Chief CP and his deputy in performing effective advising, counseling and mentoring in favor of the CP Department high ranking Officers. Report to the Chief of CP and will be responsible for:

Main Tasks and Responsibilities

- Assist, counsel and advise the local mentees in improving their managerial capabilities and general comprehension of tasks and responsibilities related to the current function;
- Assist, counsel and advise the local mentees in enhancing their comprehension of democratic policing as well as in initiating, elaborating and implementing policing strategies and best practices;
- Assist, counsel and advise the local mentees in implementing an effective coordination with the other departments of the Afghan National Police (ANP) as well as an effective coordination with the judicial system;
- Assist, counsel and advise the local mentees in initiating, elaborating and implementing the concept of a community policing model serving the people, in fighting the misuse of power and in improving the quality of police service-personnel and means, also with the aim of leading to a higher positive public perception of the Police. Create operational plans for improvement in this area and, after agreement with the local mentees and together with them, ensure that the plans are put in practice;
- Support the Chief of CP and his deputy in the decision making process by drafting and submitting, through the line manager, the relevant proposals for a coherent mentoring strategy in favour of the Afghan Uniformed Police;
- Liaise closely with the Mentor of the Deputy Minister of the Interior in order to implement a joint coherent mentoring strategy;
- Undertake any other tasks required by the Mission strategic management through the chain of command in support of the objectives of the mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **10 years** of relevant and proven full-time Police experience.

Specification of Experience

- At least at least 5 of which at high, middle or tactical level of management in police organization in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy;

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/ Community Policing Department / Intelligence Led Policing (ILP) Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-041, 046, 050	Expert Intelligence Led Policing (ILP)	

Job Description

The Expert ILP, shall perform effective mentoring and advising to support the implementation of Intelligence Led Policing model within Afghan Uniform (Civilian) Police. Reporting to the Chief Mentor/Adviser ILP, and will be responsible for:

Main Tasks and Responsibilities

- Assist and advise the mentored in the implementation of community policing strategies and best practices;
- Assist the mentee in improving his/her managerial and command and control capabilities and general comprehension of tasks and responsibilities related to Intelligence Led Policing ;
- Assist the mentee in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable community based Intelligence Led Policing as well as in elaborating and implementing policing strategies and best practices ;
- Assist the Afghan National Police (ANP) in developing and implementing, an effective coordination amongst the different departments of the ANP in the use of information and intelligence as the basis for command and control of resources ;
- Support the mentee in elaborating fair and impartial human resources policies for recruitment, training and specialisation of those working in specialist information and intelligence functions ;
- Liaise closely with other key mentors, departments or other international counterparts in order to implement a joint coherent mentoring strategy ;
- Provide support to Regional and Provincial mentors and advisers on Intelligence Led Policing issues according to the Afghan Uniformed Civilian Police Program ;
- Undertake any other tasks required by the Head of Mission, Head of Police Component and Chief Mentor/Adviser in support of the strategic objectives of the Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- A senior rank police officer with experience in Intelligence Led Policing model ;
- A good understanding of command and control functions including tasking and coordination of resources ;
- A good understanding of how all areas of policing operate in intelligence led policing model and in particular, Uniform Police, CID and Command and Control functions ;

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals;
- Ability to deal with potentially sensitive situation;
- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/ Criminal Investigations Department (CID)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-053	Expert in Forensics	

Job Description

Forensic Expert will assist the Head of the Criminal Investigations Department, through effective and efficient mentoring and advising at both strategic and tactical level in all aspects connected to the mentioned area of specialization. Reporting to the Anti Crime Chief Mentor/Adviser, and will be responsible for:

Main Tasks and Responsibilities

- To support the Head of Criminal Investigation Department in all aspects related to the performance of advising, mentoring and monitoring activities in the area of criminal forensics ;
- Advise, monitor and mentor the Afghan National Police (ANP) counterpart on the establishment and implementation of necessary policies, directives, administrative and operational requirements in relation to the ANP Criminal Investigation Forensics ;
- To coordinate with the mentee and the international counterparts in delivering tactical expertise and equipment ;
- Strengthen the capabilities of the members of the ANP Criminal Investigations Forensics up to the minimum skills to initiate and conduct lawful and effective forensics investigations ;
- Monitor, in the relevant area, the ANP compliance with Afghanistan's obligations under the international human rights law as well as the ANP working within the framework of the rule of law ;
- To produce written reports concerning the status of the ANP Criminal Investigation Forensics, where to highlight achievements, identify threats and make recommendations ;
- Maintain continuous liaison with the other Crime Investigation Experts deployed within the same area of responsibility ;
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission and the Head of Component Police in support of the objectives of the Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

- A senior rank police officer with experience in a criminal forensics branch of which at least 5 years at strategic level in his/her police organization in Forensic investigations issues;
- Expertise in the area of criminal forensics (preservation and processing of a crime scene, collection and exploitation of evidence, chain of custody procedures, evidence identification and examination techniques, the formulation of the expert opinion, quality management.

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals ;
- Ability to deal with potentially sensitive situation;
- Adequate knowledge of the international law concerning human rights ;
- Ability to prepare reports and communicate verbally in an effective manner ;
- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and Common Security and Defence Policy;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/ Criminal Investigations Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-054, 056, 059, 061, 064, 066, 069	Expert in Crime Investigations	

Job Description

The Crime Investigation Expert will assist the Head of Crime Investigation Department through effective and efficient mentoring and advising at both strategic and tactical level in all aspects connected to criminal investigations. Reporting to the Head of Criminal Investigation Department and will be responsible for:

Main Tasks and Responsibilities

- Support the Head of Criminal Investigation Department in all aspects related to the performance of advising, mentoring and monitoring activities in the area of criminal investigations and intelligence ;
- Advise, monitor and mentor the Afghan National Police (ANP) counterpart on the implementation of the national strategy for criminal investigation and enhance their standards in the concerned area, including the operational capacity to effectively collect and analyze information and to prevent and investigate crimes operating in close cooperation with the prosecution and judicial system ;
- Coordinate with the mentee and eventually representatives from international counterparts in delivering tactical Expertise and equipment ;
- Strengthen the capabilities of the members of the ANP Criminal Investigation Departments up to the minimum skills to initiate and conduct a lawful and effective investigation process ;
- Monitor, in the relevant area, the ANP compliance with Afghanistan's obligations under the international human rights law as well as the ANP working within the framework of the rule of law ;
- Maintain continuous liaison with the other Criminal Investigation Departments deployed within the same area of responsibility ;
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission and the Head of Component Police in support of the objectives of the Mission ;
- Current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above mentioned police experience should be both in operational and strategic level in his/her police organization in Crime investigations.

Advantageous

- Have experience in working in partnership with communities, liaising with community groups and individuals ;

- Ability to deal with potentially sensitive situation;
- Adequate knowledge of the international law concerning human rights ;
- Ability to prepare reports and communicate verbally in an effective manner ;
- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy (CSFP) and cCommon Security and Defence Policy (CSDP);
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/Community Policing Department/Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-074, 075, 079, 081, 082, 084	Police Expert Community Policing, Field Office Kabul	

Job Description

The Police Expert will assist the Head of Field Office through effective and efficient mentoring and advising, in all aspects connected to the area of specialization. These actions will be conducted in compliance with the guidelines of the EUPOL Afghanistan Mandate. Reporting to Head of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Advisor (Police) in all aspects related to the performance of mentoring, advising, training and monitoring activities in various fields such as Criminal Investigation, Intelligence Led Policing, Command Control and Communication and general police duties;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Undertake any other tasks required by the Head of Field Office in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of experience

- Experience of managing organisational change;
- Experience in operational command at the departmental or tactical (Police Station) level;
- Experience of managing operational projects and initiatives.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Police Component/Community Policing Department/Kabul Field Office	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-005	Field Office Rule of Law (RoL) Expert, Justice	

Job Description

The expert will assist the Head of Field Office in all aspects connected to Police-Justice Cooperation Unit area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Head of Community Policing Field Office (CPFO) , and will be responsible for:

Main Tasks and Responsibilities

- Support the Head of CPFO in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Justice;
- Closely cooperate with the Police-Justice Cooperation Unit (through the Chief of Mentors - Anti-Corruption-Attorney General's Office and/or Chief of Mentors - Justice), the Advisor will report to the Head of Field Office on implementation, development and results of the activities undertaken in delivery against the EUPOL Mission's programmatic strategic objectives;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Engage directly with the chief prosecutor's office and chief of police's office through mentoring and advising them in police-prosecution coordination issues;
- Conduct regular training sessions towards investigatory and trial advocacy skills with criminal prosecutors, judges and investigative police relevant to the territorial jurisdiction of the field office;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Deliver other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Assist the Police-Justice Cooperation Unit in programme monitoring and reporting to ensure analysis of the role of informal/customary justice in the designated province and identifying areas for potential coordination and cooperation with the formal justice system;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Liaise with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, local government; officials, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations, and customary and traditional law actors;
- Undertake any other tasks required by the Senior Mentor/Advisor (RoL) in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, law, criminal justice, psychology or police science where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in: judicial reform processes; the functions and practices of criminal procedures, including criminal investigation and prosecution; and as Judge, lawyer or Public Prosecutor, or Criminal/Police Investigator or, Ombudsman officer.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-088	Nato Training Mission in Afghanistan (NTMA) Liaison Officer	

Job Description

The NTMA Liaison Officer, reporting to the Head of Training Component, will be responsible for:

Main Tasks and Responsibilities

- Establish and maintain effective, regular and cooperative relationship with NTMA;
- Supports the leadership of the mission with all required information from NTMA;
- Supports the leadership of the mission in the coordination process with NTMA;
- Participate in NTMA morning briefings and inform the participants of EUPOL initiatives and achievements;
- Whenever possible participate in EUPOL daily staff meetings – NTMA meetings have priority;
- Reports to the Deputy Head of Mission/Police on a regularly basis;
- Ensures the information flow between NTMA and the mission, especially with the SMSO and Chief of General Support Serviced in all relevant matters;
- Keeps the Senior Advisers informed on NTMA related issues in the respective area of responsibility;
- Undertakes any other tasks required by the Deputy Head of Mission/Police ;
- The post holder will be responsible for dealing with sensitive information and so the highest standards of integrity are crucial;
- Undertake any other tasks required Head of Training Component and the Executive Officers.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences or related studies, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Police Sciences or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

Experience in the intelligence field.

Advantageous

- Excellent interpersonal skills and ability to work dynamically, take own initiatives;
- Excellent analytical abilities and drafting skills;
- Understanding of the political situation in Afghanistan ;
- Work experience in international organizations preferably in a planning capacity ;
- Knowledge about NATO structures is desirable;
- Possession of a valid NATO security clearance up to NATO SECRET.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component/Police Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-091	Chief of Police Trainers	

Job Description

The Chief of Police Trainers reports to ETC Operations Coordinator. He/she is the senior line manager for a team of Training Experts with the following responsibilities:

- Deliver Field Office Education Training Course “Train the Trainer” courses;
- Support the delivery of curriculum at the Crime Management College and Police Staff College;
- Support the delivery of other EUPOL accredited courses, under the supervision of the Operations coordinator.

Main Tasks and Responsibilities

- To assist the Head of ETC in the overall direction of the training activities;
- To ensure effective resource management of a large team of expert police trainers;
- To provide appropriate line management responsibility and support for a large team of police trainers;
- To support the Operations Coordinator with specialist police training advice when necessary;
- To support the Operations coordinator with all tasks associated with the Police Development Board;
- Also he/she should be capable of delivering training as required;
- Undertake any other related tasks as required by the Operations Coordinator.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy ,with at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

At least 5 years of experience at managerial level in a police training establishment.

Advantageous

- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component/Rule of Law Technical Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-007	Chief of Rule of Law/Technical Training	

Job Description

The Head of Plans will be the nominated point of contact for all Rule of Law Issues.

The Head of Plans will be responsible for the organizational management, development and delivery of the administration, planning and financial services supporting the ETC, in all its areas of operations. He or she will report to the Operations Coordinator as line manager. He/she will be responsible for the overall development and direction of resource planning within the ETC, in consultation with Senior Management Team members. He/she will advance the overall delivery of EUPOL aims and objectives as required by the Head of ETC. He/she will maintain, manage and develop key ETC external stakeholder relationships within the Afghan National Police (ANP) General Training Command and ensure key timelines, priorities and budgets that underpin the delivery of all services are achieved.

Main Tasks and Responsibilities

- To assist the Head of ETC in the overall strategic direction of all the planning and administrative support within the component;
- To ensure effective resource management of a team of expert police/Rule of Law technical experts and programme officers, as well as line managing the Chief Mentor to the Head of ANP General Training Command;
- To provide appropriate line management responsibility and support subordinates;
- To support the Operations Coordinator with specialist advice when necessary;
- Undertake any other related tasks as required by the Operations Coordinator.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy, with at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Some experience at a managerial level of business support functions.

Advantageous

- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Managerial experience at a police training college
- Good drafting and reporting skills;
- Good working knowledge of MS Office and Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Staff Regime</u>
Training Component/Police Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-093	Senior Police Training Adviser	

Job Description

The Senior Training Adviser shall assist the Chief of Police Trainers in performing his/her duties by directing and coordinating the training component of the mission. Reporting to Chief of Police Trainers and will be responsible for:

Main Tasks and Responsibilities

- Replace the Chief of Police Trainers during his absence as Acting Chief of Police Trainers;
- Assist the Chief of Police Trainers in the overall direction of the training activities;
- Coordinate the trainer advisers deployed both centrally and in the AOR;
- Support Chief of Police Trainers by drafting and submitting for the approval the relevant strategical and operational plans, directives and orders;
- Assist the Afghan National Police (ANP) in implementing a national training strategy, in close coordination with the Mentors of the Components and Field Implementation Office;
- Lead the ANP towards an Afghan-owned and self-sustaining training capacity throughout the country by the planning and the implementation of "train the trainers" programmes;
- Undertake any other tasks required by the Head of Mission, the Deputy Head of Mission, the Head of Police Component and the Chief of Police Trainers in support of the objectives of the mission;
- Coordinate on behalf of the Chief of Police Trainers all activities of the Police Training Support Cell;
- Also he/she has to conduct trainings in area of expertise;
- Undertake any other tasks required by the Head of Mission and the section chiefs in support of the objectives of the Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy, with at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Senior rank in a Police force with extensive operational police experience, at least 8 of which at strategic level in his/her police organization with experience in Police academy or Police school as responsible for training.

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the Common Foreign Security Policy and Common Security and Defence Policy (CSDP);
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;

- Ability to manage and coordinate a diversified and multidisciplinary team;
- Broad professional experience in training;
- Professional experience of projects related to police reform;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Experience in international co-operation and in strategic liaison with international partners;
- Experience in strategic management and/or public administration.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component/Rule of Law Technical Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-096, 124	Programme Officer-Plans Support	

Job Description

As Program Officer you will be responsible for providing support to ensure effective planning, scheduling, resourcing, , quality-assurance and follow up of training related activities in the ETC. The program officer will also be responsible for establishing and maintaining proper filing and record systems for the different training centres and coach Afghan staff in the training centres on training centre program management and administration. You will report to Chief of Rule of Law/Technical Support.

Main Tasks and Responsibilities

- Report to the Head of Plans and Administration ETC;
- Establish and uphold training & resourcing scheduling for the ETC activities;
- Establish, uphold and coach on filing, records and equipment booking systems;
- Coordinate the development and management of relevant Diplomas, course/seminar certificates and training records for the ETC projects;
- Manage ETC related training administrative tasks including communication with trainers on scheduling; follow up of course evaluation feedback; ensuring that materials and required equipment are in place in class rooms as per booking etc;
- Coach Afghan staff in the training centres on training centre program management and administration
- Manage the material and equipment inventory of the training centres, ensuring that the class room equipment is functional (e.g. LCD projectors);
- Process and provide data and required statistics on training execution, training evaluations and reports as per agreed standard in the rule of law area;
- Establish and keep current a training resource database ;
- Establish and upkeep a library of standard training materials and presentation in the rule of law area.
- Manage potential reference book/data library in the rule of law area;
- Undertake any other relevant task as required by the Chief of Rule of Law/Technical Support.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The postholder will be expected to have expertise in the field of police training delivery, and to have recent relevant experience .

Advantageous

- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and Excel.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component/Police Staff College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-101	Police Training Advisor (Leadership)	

Job Description

The Training Adviser shall assist Head of Police Staff College in all aspects connected to the mentioned area of specialization. Reporting to the Head of the Police Staff College, and will be responsible for:

Main Tasks and Responsibilities

- Lead the Afghan National Police (ANP) towards an Afghan-owned and self-sustaining training capacity;
- Deliver training directly to Afghan Police Officers;
- Undertake any other tasks required by the Head of the Police Staff College in support of the objectives of the Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** Police Sciences , Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in a Police Academy, and, at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The post holder will be expected to have expertise in the field of Police leadership and to have relevant training experience in this area of expertise. The following are examples of areas of expertise:

- Delivery of training to Police leaders;
- Working at the strategic level within Police organisations;
- Command of significant, or major, Police incidents;
- Managing organisational change.

Advantageous

- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and Excel;
- A training qualification.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component/Police Training Support Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-102, 107, 112, 113, 114, 115, 123	Police Training Advisor (General)	

Job Description

The Training Adviser shall assist Chief of Police trainers in all aspects training (delivery/development/assessment). Reporting to the Chief of Police Trainers, and will be responsible for:

Main Tasks and Responsibilities

- Lead the Afghan National Police (ANP) towards an Afghan-owned and self-sustaining training capacity;
- To teach directly afghan Police Officers;
- Undertake any other tasks required by the Chief of Police Trainers in the objectives of the Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The postholder will be expected to have expertise in the field of police training delivery, and to have recent relevant experience.

Advantageous

- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and Excel;
- A training qualification.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Training Component/Crime Management College Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-111, 117, 118, 122	Police Training Advisor (Crime)	

Job Description

The Training Adviser shall assist Head of Crime Management College in all aspects connected to the mentioned area of specialization. Reporting to the Head of the Crime Management College, and will be responsible for:

Main Tasks and Responsibilities

- Lead the Afghan National Police (ANP) towards an Afghan-owned and self-sustaining training capacity;
- To teach directly afghan Police Officers;
- Undertake any other tasks required by the Head of the Crime Management College in support of the objectives of the Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree in** in Police Sciences, Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

The postholder will be expected to have expertise in the field of crime investigation and detective work, and to have relevant training experience in this area of expertise. The following are examples of areas of expertise:

- Forensic work;
- Interviewing skills;
- Case building and preparation;
- Organised criminal groups;
- Violence against women;
- Witness and victim handling;
- Police intelligence systems;
- E crime/cyber crime/Fraud.

Advantageous

- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Good drafting and reporting skills ;
- Good working knowledge of MS Office and Excel;
- A training qualification.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/Rule of Law Reform Department (RLR)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-014	Senior RoL Training Coordinator (RLR)	

Job Description

The Senior RoL Training Coordinator will assist the Head of RoL Component through the Head of RoL Reform in all aspects connected to training and strategic reform in the fields of police-justice cooperation, human rights & gender, and anti-corruption undertaken by the Mission. Reporting to the Head of RoL Reform, and closely coordinating with the Chiefs of the RoL Component Units, he/she will be responsible for:

Main Tasks and Responsibilities

- Assisting the Head of RoL Reform in performing his/her duties by coordinating the RoL trainers deployed in the various RoL Units, in particular through conducting regular debriefs and weekly team meetings;
- Consolidating EUPOL's efforts in contributing to the enhancement of RoL through EUPOL RoL training and assisting the Head of RoL Component through the Head of RoL Reform in the overall direction of RoL training activities;
- Liaising with the Chiefs of RoL Units and cooperating closely with Afghan counterparts to identify training and institutional reform projects falling under the three EUPOL RoL Strategic Objectives;
- Assisting the Ministry of the Interior (MoI)/ Afghan National Police (ANP), Ministry of Justice (MoJ) and Attorney General's Office (AGO) in improving their training and performance capabilities in the identified areas and developing training strategies;
- Contributing to the implementation of training activities through the RoL trainers deployed in the RoL Component in close liaison with the relevant Chiefs of Unit, in particular by defining, maintaining, and ensuring adherence to uniform training standards and a coherent training strategy, overseeing quality training delivery, maintaining up-to-date RoL training statistics, maintaining the RoL training library;
- Administering, in close cooperation with Finance and the Field Office Component, RoL funding requests for training activities from the EUPOL training budget, overseeing the accreditation process of EUPOL RoL training courses with the relevant institutions;
- Closely coordinating RoL training activities with EUPOL's substantive components (in particular by tying training activities to existing or future mentoring strategies), EUPOL's project cell, EUPOL's reporting section, and other sections as necessary;
- Through the Head of RoL Reform, closely working with the Field Office Component, the respective heads of regional Field Offices, and EUPOL's regional trainers, to assist with ensuring a coherent countrywide approach on EUPOL RoL training;
- Networking and building relationships with other international and national organizations that develop and implement justice sector training;
- Generating weekly/monthly reports to Head of RoL Reform as required;
- Undertaking any other tasks required by the Head of Component RoL or Head of RoL Reform in support of the objectives of the mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences , Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

- Relevant experience of minimum six years, out of which three at management level could include: experience as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing strategies in an EU Member State/Contributing Third State and/or in a developmental, transitional or post-conflict situation;
- Working experience in training, law or policing, appropriate responsibilities at upper and strategic decision level;
- Working experience at national or international level as training expert on management level.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL) / Anti Corruption Department (AC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-017	Deputy Chief of RoL Mentors/Advisers, Anti-Corruption (AC)	

Job Description

The Deputy Chief of RoL Mentors/Advisers, Anti-Corruption Unit shall assist the Chief of Anti-Corruption Unit in performing his/her duties by directing and coordinating the advising and mentoring the Ministry of Interior (MOI) and the Attorney General Office (AGO) on Anti Corruption issues. Reporting to Chief of Anti-Corruption Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Assist the Chief RoL AC in leading a team of experts to provide technical advice, support and training on transparency and accountability measures within the Ministry of Interior (MOI) and the Attorney General Office (AGO) and advise on the development of national and local policies;
- Assist the MOI and AGO in the development of an overall strategy for transparency and accountability and support its countrywide implementation, comprising of measures to assist capacity building, prevention and enforcement;
- Assist in consolidating EU activities across the criminal justice sector, including efforts to support the reform of criminal investigations, prosecutions and police - prosecutor cooperation;
- Closely work, through the Field Office Component and Rule of Law Reform, with the EUPOL regional RoL Advisers to ensure a coherent countrywide approach on accountability and transparency;
- Collaborate closely with the High Office of Oversight, key parties concerned, such as EU, EU member states, United Nations Office on Drugs and Crime (UNODC), International Security Assistance Force (ISAF), NATO Training Mission-Afghanistan (NTM-A)/Combined Security Transition Command-Afghanistan (CSTC-A), US Department of Justice (DoJ), Justice Sector Support Program (JSSP) and other external partners;
- Assist the Chief RoL AC in project networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as United Nations Development Programme (UNDP), UNODC, NTM-A and others;
- Report to the Chief RoL AC on a regular basis on the developments and results of the activities undertaken;
- Deputize for the Chief RoL AC in his or her absence;
- Undertake any other tasks as required by the Head of RoL Component or Chief RoL AC in support of the objectives of the mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in in Public Policies or Public Management, Development Studies, Development Economics, Law, International Relations, Leadership or another related field where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **6 years** of relevant and proven full-time Police experience.

Specification of experience

- A minimum of six years of experience, out of which three at management level in public sector reform/governance with a focus on anti-corruption, accountability and transparency;
- Experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, Practicing lawyer, Legal Trainer, Ombudsman officer etc.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component / Anti Corruption Department (AC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-019, 021, 025, 026, 029	RoL Mentor to the Ministry of Interior, Anti Corruption (AC)	

Job Description

The Mentor to the Ministry of Interior (Anti-Corruption – AC) shall assist the Chief of Anti-Corruption Unit in all relevant areas in the Anti-Corruption efforts undertaken by the Mission. Reporting to Chief of Anti-Corruption Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Conduct mentoring for the Anti-Corruption Mobile Teams, in Kabul and in the regions, in all investigations, inspections and activities, and liaison with the AC Prosecutors;
- Work as part of a team to provide technical advice on transparency and accountability measures to the Ministry of Interior (MOI) and advise on the development of national and sector policies, in close cooperation with the Mobile AC Team Leader;
- Advise in relevant areas, such as criminal investigation techniques, corruption case studies and white-collar crime, bribery & financial investigations, case planning & management, police-prosecutor cooperation, strategies of covert surveillance & the handling of case materials & evidence;
- Collaborate closely with the Anti-Corruption Unit within the Attorney General's Office (AGO), NATO Training Mission-Afghanistan (NTM-A) and International Security Assistance Force (ISAF) and other external partners on all intelligence related AC matters;
- Report to the Chief of Anti-Corruption Unit on a daily and weekly basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Head of RoL Component and Chief of Anti-Corruption Unit in support of the objectives of the Mission;

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Law or another related field where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy , with at least **5 years** of relevant and proven full-time Police experience.

Specification of experience

- A minimum of five years experience in police operational environment.
- Experience with project management and proposal writing;
- Experience in the field of anti-corruption;
- Knowledge in the field of procurement;
- Excellent oral and written communications skills.
- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;

- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL) / Anti Corruption Department (AC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-030, 035	RoL Mentor to the Attorney General's Office, Anti Corruption (AC)	

Job Description

The Mentor to the Attorney General's Office shall assist the Chief of Anti-Corruption Unit in all relevant areas in the Anti-Corruption efforts undertaken by the mission. Reporting to the Chief of Anti-Corruption Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Identify and advise Attorney General's Office on activities where the EU Police Mission can make strategic differences in enhancing criminal investigations led by prosecutors ;
- Consolidate EU activities pertaining to the criminal justice sector, especially on efforts to support the reform of criminal investigations, prosecutions and police - prosecutor cooperation;
- Provide strategic input into the reform of criminal procedures and restructuring relevant judicial or investigative institutions and bodies;
- Develop strategies and supportive measures against corruption within the criminal justice sector including the prosecution offices and courts with jurisdiction over the Afghan National Police officers (Military Justice Sector);
- Mentor the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Cooperate closely with the European Commission programs and other national and international stakeholders in the law enforcement and justice sector;
- Facilitate the process of Police-Prosecutor Cooperation;
- Address the basic substantial and criminal legislation, including the immediate operational needs of the prosecution service and the police to resume their functions respecting international standards;
- Plan measures to support effective ratification of the international conventions and other instruments dealing with human rights, judicial cooperation, corruption and money laundering;
- Undertake any other tasks required by the Head of RoL Component and the Chief of Anti-Corruption Unit in support of the objectives of the mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Law or another related field where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Relevant experience of minimum five years in an operational environment of criminal investigation or prosecution;
- Experience specialized in Criminal or Procedural Law, International Relations or other related matters;
- Experience working as a Judge, Practicing lawyer, Legal Trainer, Ombudsman officer or capacity building, institutional reform, in developing legislative framework and judicial institutions in an EU Member

State/Contributing Third State or/and in a developmental, transitional or post-conflict situation – is an advantage;

- Good knowledge of judicial reform process and the functions and practices of criminal procedures including criminal investigation and prosecution.

Advantageous

- Experience with project management and proposal writing;
- Experience in the field of anti-corruption;
- Knowledge in the field of procurement;
- Excellent oral and written communications skills;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills ;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to coordinate a diversified and multidisciplinary team of trainers;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component / Gender & Human Rights Department (GHR)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-040	RoL Mentor to the Ministry of Interior, Gender & Human Rights (GHR)	

Job Description

The Mentor to the Ministry of Interior (Gender and Human Rights) shall assist the Chief of Mentors/Advisers (Gender and Human Rights) in all aspects connected to the implementation of all human rights and gender mainstreaming efforts undertaken by the Mission. Reporting to the Chief of Mentors/Advisers (Gender and Human Rights), he/ she will be responsible for:

Main Tasks and Responsibilities

- Work in a team of experts to provide technical advice on capacity and institution building and administrative reform in the field of human rights and gender within the Ministry of Interior and the Afghan National Police (ANP), and support its countrywide implementation;
- Collaborate closely with the Department of Gender and Human Rights (Ministry of Interior), Inspector General's Office, Criminal Investigation Department and other external partners;
- Networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, such as United Nations Development Programme (UNDP)/LOTFA, the Afghan Independent Human Rights Commission, Afghan Civil Society and others;
- Undertake any other tasks required by the Head of RoL Component and the Chief of Mentors/Advisers (Gender and Human Rights) in support of the objectives of the mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Social Sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Experience in institution building, administrative procedures and administrative reform in an EU Member State/Contributing Third State or/and in a developmental, transitional or post-conflict situation;
- Experience in human rights and gender concepts;
- Experience in project management in the field of Rule of Law.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL) /Justice Department (JUS)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-051	RoL Mentor to the Ministry of Justice (JUS)	

Job Description

The Mentor to the Ministry of Justice shall assist the Chief of the RoL Justice Unit in certain aspects connected to the implementation of efforts in the area of improving cooperation and coordination between the police and the judiciary undertaken by the Mission. Reporting to the Chief of RoL Justice Unit, his/her Main Tasks and Responsibilities will include:

Main Tasks and Responsibilities

- Work in a team of experts to provide technical advice on capacity and institution building and reform in the field of justice and criminal law reform within the Ministry of Interior, the Afghan National Police, the Attorney General's Office, the Ministry of Justice and/or the Supreme Court, and supporting its countrywide implementation, particularly in one or several of the following areas:
- Assist in the enhancement of cooperation between police and other justice officials (e.g. prosecutors, judges, defence lawyers);
- Advise on measures to support the effective ratification of international conventions within the police and the prosecution service;
- Advise the Ministry of Justice (MoJ) Legislative Department on concepts, strategies and legislative alternatives, in particular focusing on the reform of criminal laws and police related legislation, training, and other measures aimed at the enhancement of mechanisms to ensure efficiency and effectiveness in improving the criminal justice system;
- Support the MoJ in its task of legal awareness raising and work with MoJ/MoI on strengthening the linkages between police/ Afghan National Police (ANP) and the legal aid system;
- Familiarise, assess and advise the MoI/Central Prison Department with the operational concept and legal framework concerning pre-trial detention and other relevant practices relating to deprivation of liberty before conviction;
- Support the MoJ Legal Aid Office in structural reforms and in awareness raising campaigns on defence rights and rights of the accused targeting police and justice institutions;
- Provide technical support to the Ministry of Interior (MoI) Legal Affairs General Department and Office of the Legal Adviser for assessing reform needs on legislation pertaining to policing;
- Collaborate closely with relevant departments in the Ministry of Justice, the Ministry of Interior and/or the Attorney General's Office and/or the Supreme Court;
- Cooperate closely with the European Delegation programmes and other institution building activities in the justice sector organised by international organisations (e.g. United Nations Assistance Mission in Afghanistan - UNAMA) and bilateral actors (e.g. United States, EU Member States);
- Undertake any other related tasks as required by the Head of RoL Component and/or the Chief of RoL Justice Unit.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Social Sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Above mentioned experience should be as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing legislative framework and judicial institutions in an EU Member State/Contributing Third State and/or in a developmental, transitional or post-conflict situation;
- Or: experience from developing legislative framework and judicial institutions in an EU Member State/Contributing Third State or/and in a developmental, transitional or post-conflict situation.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law (RoL) Component /Justice Department (JUS)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-054	Justice Expert (JUS)	

Job Description

The Justice Expert shall assist the Chief of the RoL Justice Unit in certain aspects connected to the implementation of efforts in the area of improving cooperation and coordination between the police and the judiciary (Strategic Objective 5) undertaken by the Mission. Reporting to the Chief of the Justice Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Conduct reviews and analysis of mission objectives-relevant existing Afghan criminal legislation;
- Contribute through a consultative and analytical process to policy development, standard-setting and the progressive development of Afghan law;
- Identify inconsistencies in Afghan laws, particularly those governing investigative authority, disciplinary enforcement, accountability and oversight, roles and responsibilities between police and prosecutors and the administration of the Ministry of Interior;
- Support MoI legal officers, Ministry of Justice officials, and other relevant stakeholders in drafting legislation related to all aspects of the justice system and its institutions;
- Recommend strategies for the harmonization of existing and new legislation and high-level policies and procedures, and their compliance with superior Afghan legislation and international law;
- Support meaningful institutional and legal reform and development, within the Ministry of Justice, the Judiciary and Ministry of Interior, Criminal Law reform Working Group, inter alia;
- Engage in broad-based stakeholder (Afghan and international) consultations, including the NATO Training Mission-Afghanistan (NTM-A), the International Police Coordination Board (IPCB), donors and Justice Institutions involved in NPP 5 Law and Justice for All, and others;
- Assist in the implementation of a broad range of justice projects;
- Report to the Chief of the RoL Justice Unit on a regular basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Head of RoL Component and/or Chief of the RoL Justice Unit in support of the objectives of the mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Law or in Social Sciences where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Relevant experience of minimum five years could include: experience as a legal analyst, practicing lawyer, public prosecutor or criminal/police investigator, judge, ombudsman officer, and so on; having worked on developing legislative framework and judicial institutions in a Member or Contributing State and/or in a developmental, transitional or post-conflict situation;
- Good knowledge of judicial reform processes and the functions and practices of criminal procedures including criminal investigations and prosecution.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience desirable;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Broad international professional experience;
- Experience developing legislative framework and judicial institutions in an EU Member State/Contributing Third State or/and in a developmental, transitional or post-conflict situation;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL)/ Justice Department (JUS)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-058	RoL Training Adviser, Justice (JUS)	

Job Description

The Rule of Law Training Adviser (Justice Unit) will support the Chief of the RoL Justice Unit within the Mission's Rule of Law Component. Reporting to Chief of the RoL Justice Unit, he/she will be responsible for:

Main Tasks and Responsibilities

- Provide training , mentoring and monitoring support to Attorney General's Office (AGO), Ministry of Interior (MoI) training department and Ministry of Justice (MoJ);
- Advise/mentor and monitor AGO, MoI and MoJ training departments on development and implementation of training strategies and programs as part of a national strategy;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Network and build relationships with other international and national organizations that develop and implement justice sector training;
- Prepare and deliver training packages as directed by the Chief Justice Unit;
- Liaise closely with the EUPOL Training Component (ETC) ensuring a corporate approach to training;
- Undertake other tasks as required by the Head of RoL Component and Chief of the RoL Justice Unit, in support of the Strategic Objectives of the EUPOL Mission.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Policed Sciences or in Law where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience.

Specification of experience

- Minimum five years of experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Experience in development and delivery of training for a range of audiences.

Advantageous

- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous Common Security and Defence Policy (CSDP) experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Experience with project management and proposal writing;
- Excellent oral and written communication skills.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-130, 131, 133, 134	Staff Officer in Field Office Component	

Job Description

FC Staff Officer shall assist the Head of the Field Component in overseeing the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, Criminal Investigations (CID), Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights&Gender) in key regional field offices. Reporting to the Deputy Head of Field Component, and will be responsible for:

Main Tasks and Responsibilities

- Acting as the main point of contact for supporting regional field offices in developing rational operational plans and ensuring their subsequent implementation is on time and on task;
- Providing field offices with and/or facilitating professional guidance with a view to effectively supporting all elements of the Mission's mandate and its six strategic objectives for delivery of maximum results;
- Undertaking detailed monitoring of field office progress on the Mission's six strategic objectives;
- Gathering and storing information from the regions and develop routines for systematic correspondence with regions;
- Undertaking analytical reporting;
- Establishing and managing professional working relationships with other EU actors as well as national, international and multinational organisations;
- Assisting the Head and the Deputy Head of Field Component on the appointment and (re-) deployment of personnel to address Mission needs;
- Deputising for other Staff Officers within the Component;
- Assisting the Head and the Deputy Head of Field Component with the execution of all the activities related to the field offices;
- Undertaking frequent travel to the provinces;
- Undertaking any other tasks required by Head or the Deputy Head of Field Component.

Qualifications and Experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one of the following areas of activity: CID; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component (FC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-C-106, 107	Administrative Officer in Field Office Component	

Job Description:

The Administrative Officer shall under the overall guidance of the Head of Field Component manage administrative duties in support of the Mission mandate. Reporting to the Deputy Head of the Field Component, will be responsible for:

Main Tasks and Responsibilities:

The Administrative Officer shall under the overall guidance of the Head of Field Office manage administrative duties in support of the Mission mandate. Reporting to the Deputy Head of the Field Office, will be responsible for:

Main Tasks and Responsibilities:

- Acting as a link between Field Component and all other EUPOL actors.
- Manage all administrative tasks in the Field Component relating to Human Resources, Procurement, Finance, Projects, Transport, CIS and Logistics according to the requirements of the Field Component and/or field offices.
- As required, to ensure accuracy, verify reports, data and information in regards to the Field Component and/or field offices.
- For financial and budgetary issues the Administrative Officer will accept instructions from and report to the relevant departments in Mission Support.
- Ensures that the use of Mission assets is done in compliance with the relevant policies and procedures.
- Management of documentation and correspondence relating to the arrival, deployment, redeployments, extensions, leaves, performance evaluations and end of mission of the international staff members at the Field Component and field offices.
- Maintain and update organisational chart(s) illustrating the field offices structures and personnel.
- Responsible for keeping all documentation and records in a secure, organised system, ensuring the security and integrity of document management systems and proper archiving.
- Develop and maintain positive working relationships with all other departments and field offices.
- Coordinate communication of the Field Component internally and with external actors.
- Organize meetings and presentations.
- Write minutes of meetings and maintain updates of related tasks, exchanging information with relevant departments as required.
- Undertake any other related tasks as required by the Deputy Head of FC.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Business Administration, where the normal duration of university education in the country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** Business Administration, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **10 years** of relevant and proven full-time Police experience.

Specification of Experience

- Above-mentioned experience should be in one or more of the following areas: Human Resources, Finance, Procurement, Projects, Logistics and CIS;
- Extensive experience in the use of MS office and databases.

Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of European External Action Services (EEAS) working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills.

Field Offices (FOs) outside Kabul (Seconded)

EUPOL AFGHANISTAN

<u>Component/Field Office</u>	<u>Location</u>	<u>Staff Regime</u>
Field Office Component (FC)/Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-001	Head of the Field Office Mazar-e-Sharif	

Job Description

The Head of Field Office will oversee the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, Criminal Investigations (CID), Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights and Gender) in their respective field office. Reporting to the Head of the Field Component, will be responsible for:

Main Tasks and Responsibilities

- Provide leadership and guidance to all Field Office staff;
- Reporting to the Field Component on the development and results of the activities undertaken in delivery against the Mission's programmatic strategic objectives and action plans;
- Overseeing provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and field office administration;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Representing the Mission by facilitating the establishment, building of, and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organizations;
- Undertake any other tasks required by the Head of Field Component in support of the Mission's strategic objectives.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded is **four (4) years** or more and, after having obtained the university degree at least **12 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and at least **12 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one or more of the following areas of activity: Criminal Investigations (CID); Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation;

Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform.

EUPOL AFGHANISTAN

<u>Component/Field Office</u>	<u>Location</u>	<u>Staff Regime</u>
Field Office Component (FC)/ Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-002	Deputy Head of the Field Office Mazar-e-Sharif	

Job Description

The Deputy Head of the Field Office will assist the Head of the Field Office in overseeing the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, Criminal Investigations (CID), Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights and Gender) in their respective field office. Reporting to the Head of the Field Office, will be responsible for:

Main Tasks and Responsibilities

- Deputize for the Head of the Field Office;
- Support the Head of the Field Office in the performance of his/her duties;
- Provide leadership and guidance to the Field Office staff;
- First Line Officer for Senior Mentor Advisors and support staff at the field office;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Representing the Mission by facilitating the establishment, building of , and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Mentor and advise Afghan National Police (ANP) Commanders and Commissioned Officers in improving their managerial capabilities and general comprehension of tasks and responsibilities related to their functions;
- Mentor and advise ANP Commanders and Commissioned Officers in enhancing their comprehension of democratic policing as well as in elaborating and implementing best practices ;
- Maintain continuous liaison with the other Mentors deployed within the same ANP Command area of responsibility;
- Undertake any other tasks required by the Head of the Field Office in support of the Mission's Strategic Objectives.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **12 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and at least **12 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one or more of the following areas of activity: CID; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management.

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission / Mission Security Department	Mazar (1), Kunduz (1), Herat (1)	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-C-003: Mazar PRT-C-007: Kunduz PRT-C012: Herat	Mission Security Officer (MSO)	

Job Description

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will be responsible for:

Main Tasks and Responsibilities

- Implement security requirements for EU-led civilian crisis management operations ;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures ;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilized at short notice ;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security ;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness ;
- Conduct regular security drills, communication tests and evacuation exercises ;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies ;
- Establish liaison as directed and co-operative closely with International Security Assistance Force (ISAF), other international organisations and national law enforcement agencies or other authorities in the EU Member States and Third Contributing States that the mission might operate alongside ;
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities ;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information ;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission ;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analyzing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation ;
- Report and assist the SMSO on the security level and state of alert for the mission staff ;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases ;
- Travel countrywide and conduct security duties in PRTs as well ;
- Undertake any other related tasks as required by the SMSO in support of the objectives of the Mission.

Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the

country awarded **is three (3) years** or more and, after having obtained the university degree at least **6 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a **degree** in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **5 years** of relevant and proven full-time professional experience;

OR

Equivalent education in Police/Military academy or in civilian security organization with specialised training on field operations, force protection and/or security and at least **6 years** of relevant and proven full-time experience.

Specification of experience

- Above mentioned professional experience must be progressively at management level in the civilian security sector in the military/police;
- 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.

Personnel Security Clearance

- To be in a possession of Personnel Security Clearance at the level of SECRET UE/EU SECRET.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course;
- International experience as a Mission Security Officer, particularly in crisis areas with multi-national and international organizations involved in crisis management (e.g. Common Security and Defence Policy (CSDP) missions, European Union Special Representative (EUSR), etc);
- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- 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;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class C.

EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Masar-e-Sharif	Masar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-004, 005, 006, 008, 009, 011, 013	Field Office Police Mentor/Adviser	

Job Description

The Field Office Mentor/Adviser (Police) will assist the Head of Field Office through effective and efficient mentoring and advising, in all aspects connected to the area of specialization. These actions will be conducted in compliance with the guidelines of the EUPOL Afghanistan Mandate. Reporting to Senior Mentor/Adviser (Police) of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Adviser (Police) in all aspects related to the performance of mentoring, advising, training and monitoring activities in various fields such as Criminal Investigation, Intelligence Led Policing, Command Control and Communication and general police duties;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Undertake any other tasks required by the Senior Mentor/Adviser (Police) of Field Office in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in relation to either Command, Control and Communication, Intelligence-led Policing or Criminal Investigation.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-002	Field Office Reporting Officer	

Job Description

The Field Office Reporting Officer supports and assists the objectives of the Mission in regards to all manner and aspects of reporting. Reporting to the Deputy Head of the Field Office, and will be responsible for:

Main Tasks and Responsibilities

- Produce, review, analyze, edit, disseminate, file and manage all mandatory field office reports ;
- Ensure all reports are handled and maintained in strict accordance with EU security standards;
- Create, file and manage presentations in support of the Field Office ;
- Elaborate on field office plans on behalf of the Head of Field Office, to facilitate achievements of the Mission's priorities and objectives for submission to the Field Component ;
- Develop, improve, and implement the planning/reporting methods of the field office ;
- Maintain and update the field office's Benchmarking Matrix in close cooperation with the Head and/or Deputy Head of Field Office and/or relevant field office staff ;
- Support the field office by preparing all documentation regarding development and implementation of new projects according to the objectives of the Mission ;
- Liaise with Field Component regarding the strategic direction of the Mission and to ensure all field office reporting activities meet the needs of and are in line with the strategic priorities and specific objectives of the Mission ;
- Attend regular field office meetings and exchanges for optimised coordination and synergy ;
- Attend meetings and exchanges with internal and external partners, as requested by the Head and/or Deputy Head of Field Office, for optimised synergy and related reporting ;
- Follow internal developments relating to the Mission programmes and brief the Head and/or Deputy Head of Field Office accordingly ;
- Undertake any other related tasks as required by the Deputy Head of Field Office.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **11 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **11 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one or more of the following areas of activity: Criminal Investigations (CID); Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent drafting and reporting skills;
- Proficient computing skills and knowledge of MS Office and databases.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-006	Field Office RoL Mentor/Adviser, Gender & Human Rights (G & HR)	

Job Description

The Field Office Mentor/Adviser (HR&G) will assist the Head of Field Office in all aspects connected to Human Rights & Gender area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to Senior Mentor/Advisor (RoL), and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Advisor (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of HR&G;
- Closely cooperating with the EUPOL Headquarters (HQ) Human Rights and Gender Unit;
- Engaging directly with the police and justice actors, including, but not limited to key Ministry of Interior counterparts, criminal prosecutors, judges and investigative police corresponding to the territorial jurisdiction of the post through provision of mentoring and advising in strategic human rights and gender equality issues;
- Conducting training, mentoring and advising of police and justice actors, including but not limited to criminal prosecutors, judges and investigative police;
- Assist in the development and implementation of a nationwide training program for police and prosecutors and other judicial officials;
- Delivering of other programmes aimed at enhancing the awareness and adherence to gender equality, children's rights and other human rights principles and standards within competent Afghan National Police and Justice Institutions;
- Liaising with local and international stakeholders by establishing and maintaining relationships with key local stakeholders including, but not limited to, relevant government officials, regional, provincial and district-level police, prosecutors and judges, international organisations involved in the justice sector, Afghan civil society organisations;
- Undertaking other relevant tasks required by the Senior Mentor/Advisor (RoL) in support of the Mission's strategic objectives.

Qualifications and Experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, international law and/or criminal justice and/or police science where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in: the functions and practices of criminal procedures including criminal investigation and prosecution; monitoring, assessing, developing and implementing HR&G reform strategies.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-007	Field Office Senior Rule of Law (RoL Mentor/Adviser	

Job Description

The Field Office Senior Mentor/Adviser to the Regional and Provincial Chief Prosecutors and Chief Judges performs mentoring and advising duties in support of the implementation and development of the Afghan Judicial System at both the strategic and operational levels.

The Senior Mentor/Advisor shall supervise, coach and coordinate the other Mentors/Advisors (RoL) in the Field Office.

Reporting to the Deputy Head of Field Office and will be responsible for:

Main Tasks and responsibilities

- Advise counterparts in public institutions on justice related matters with strategic relevance to the Mission mandate and objectives;
- Mentor and advise mentees in: improving their planning, management, training and performance capabilities in the identified areas; and in developing a fair and legal orientated Judicial System in their region via the objectives of EUPOL ;
- Provide technical advice on capacity and institution building and administrative reform in the field of police-justice cooperation, legal affairs and reform, legal aid, and other justice matters ;
- Deliver other programs aimed at enhancing the awareness of, and adherence to, gender equality, children's rights, defense rights and other human rights principles and standards within competent Afghan National Police (ANP) and Justice institutions;
- Identify projects in cooperation with Afghan counterparts and implement them;
- Collaborate with other EUPOL, national and international actors in regards to the coordination of EUPOL justice work ;
- Supervise, coach and coordinate the Field Office RoL Mentor/Advisors in initiating, elaborating and developing strategies and plans, which will strengthen the development of the Afghan Judicial System and institutions in line with the Mission mandate and objectives ;
- First Line Manager for the Field Officer Mentor/Advisors (RoL) ;
- Support the Head and/or Deputy Head of the Field Office in the decision-making process by drafting and submitting relevant proposals for a coherent mentoring strategy in favour of the ANP and Afghan Judiciary in the region/province;
- Liaise, as required, with other internal and external actors, in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Deputy Head of Field Office.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in law and/or criminal justice and/or police science where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree, at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in: judicial reform processes; the functions and practices of criminal procedures, including criminal investigation and prosecution; and as Judge, lawyer or Public Prosecutor, or Criminal/Police Investigator or, Ombudsman officer.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams ;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel ;
- Training, coaching and mentoring experience;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform;
- Experience developing legislative framework and judicial institutions in an EU Member State/Contributing Third State and/or in a developmental, transitional or post-conflict environment.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Mazar-e-Sharif	Mazar-e-Sharif	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-008	Field Office Rule of Law (RoL) Mentor/Adviser, Anti- Corruption (AC)	

Job Description

The Field Office Mentor/Adviser (AC) will assist the Head of Field Office in all aspects connected to Anti-Corruption area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to the Senior Mentor/Adviser (RoL), and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Anti-corruption;
- Advise in relevant areas, such as criminal investigation techniques, corruption case studies and so-called “white-collar crime”, bribery and financial investigations, case planning and management, prosecutor-police co-ordination, strategies of covert surveillance and the handling of case materials and evidence;
- Mentor and advise individual prosecutors and other investigators in on-going corruption investigations conducted by the anti-corruption unit in the provincial Attorney General’s Office and Ministry of Interior;
- Liaise with other judicial, police, and government officials in anti-corruption efforts, including the Inspector General, High Office of Oversight and the Supreme Court of Afghanistan;
- Collaborate with EUPOL and other international prosecutors and lawyers assisting the Anti- Corruption Unit, in advice and mentoring;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Provide legal guidance in corruption cases led by Afghan prosecutors investigating allegations against senior elected and appointed government officials and police officers;
- Undertake any other tasks required by the Senior Mentor/Adviser (RoL) of Field Office in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience ;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in: government anti-corruption, and/or investigation techniques in corruption and bribery; and/or criminal investigation analysis and assessment; police-prosecutor co-ordination; financial investigations; related training.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Proficient in the use of covert surveillance techniques;
- Training, coaching and mentoring experience.

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<u>Component/Field Office</u>	<u>Location</u>	<u>Staff Regime</u>
Field Office Component (FC)/Field Office Kunduz	Kunduz	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-016	Head of the Field Office Kunduz	

Job Description

The Head of Field Office will oversee the implementation of the Mission's Mandate and its six strategic objectives (corresponding to programming in Intelligence Led Policing, Criminal Investigations (CID), Police Command Control and Communications, Police-Justice Cooperation, Anti-Corruption, and Human Rights and Gender) in their respective field office. Reporting to the Head of the Field Component, will be responsible for:

Main Tasks and responsibilities

- Provide leadership and guidance to all field office staff;
- Reporting to the Field Component on the development and results of the activities undertaken in delivery against the Mission's programmatic strategic objectives and action plans;
- Overseeing provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and field office administration;
- Directing, facilitating and providing technical guidance to ensure the smooth operation of the field office team in the programmatic delivery of monitoring, mentoring, advising and training duties;
- Line Manager for the Deputy Head of Field Office;
- Representing the Mission by facilitating the establishment, building of, and maintenance of constructive relationships with police and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations,
- Undertake any other tasks required by the Field Component in support of the Mission's strategic objectives.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **12 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and at least **12 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one or more of the following areas of activity: CID; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;

- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams.
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel
- Training, coaching and mentoring experience
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-038	Field Office Senior Police Mentor/Adviser	

Job Description

The Field Office Senior Mentor/Adviser to the Regional and Provincial Chiefs of Police performs mentoring and advising duties in support of the implementation and development of the ANP at both the strategic and operational levels.

The Senior Mentor/Adviser shall supervise, coach and coordinate the other Mentors/Advisors in the Field Office.

Reporting to the Deputy Head of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Mentor and advise mentee(s) in improving managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the ANP;
- Mentor and advise mentee(s) in enhancing his/her ability to carry out reforms, to establish modern administrative and management systems that enable democratic policing, as well as to implement policing strategies that deal with misuse of power and improvements to the quality of ANP facilities, systems and processes;
- Mentor and advise mentee(s) in developing a civil orientated police service by reviewing and restructuring the ANP in his/her region/province in ways that are consistent with the Mission mandate and objectives;
- Mentor and advise mentee(s) in implementing, through his/her chain of command within the ANP, an effective coordination between the different pillars of the ANSF, the Afghan judicial system and various International Organisations/NGO's within the field of policing and justice;
- Supervise, coach and coordinate the Field Office Mentor/Advisors in initiating, elaborating and developing strategies and plans, which will strengthen the development of the ANP in line with the Mission mandate and objectives;
- First Line Manager for the Field Officer Mentor/Advisors (Police);
- Support the Head and/or Deputy Head of the Field Office in the decision-making process by drafting and submitting relevant proposals for a coherent mentoring strategy in favour of the ANP in the region/province;
- Liaise, as required, with other internal and external actors, in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Deputy Head of Field Office.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a **degree** in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one or more of the following areas of activity: CID; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel;
- Training, coaching and mentoring experience;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-032, 033, 034, 035, 036, 037, 039, 040, 041	Field Office Police Mentor/Adviser	

Job Description

The Field Office Mentor/Adviser (Police) will assist the Head of Field Office through effective and efficient mentoring and advising, in all aspects connected to the area of specialization. These actions will be conducted in compliance with the guidelines of the EUPOL Afghanistan Mandate. Reporting to Senior Mentor/Adviser (Police) of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Adviser (Police) in all aspects related to the performance of mentoring, advising, training and monitoring activities in various fields such as Criminal Investigation, Intelligence Led Policing, Command Control and Communication and general police duties;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Undertake any other tasks required by the Senior Mentor/Adviser (Police) of Field Office in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in relation to either Command, Control and Communication, Intelligence-led Policing or Criminal Investigation.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-017	Field Office Senior Rule of Law (RoL) Mentor/Adviser	

Job Description

The Field Office Senior Mentor/Adviser to the Regional and Provincial Chief Prosecutors and Chief Judges performs mentoring and advising duties in support of the implementation and development of the Afghan Judicial System at both the strategic and operational levels.

The Senior Mentor/Adviser shall supervise, coach and coordinate the other Mentors/Advisors (RoL) in the Field Office.

Reporting to the Deputy Head of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Advising counterparts in public institutions on justice related matters with strategic relevance to the Mission mandate and objectives;
- Mentor and advise mentees in: improving their planning, management, training and performance capabilities in the identified areas; and
- in developing a fair and legal orientated Judicial System in their region via the objectives of EUPOL.
- Provide technical advice on capacity and institution building and administrative reform in the field of police-justice cooperation, legal affairs and reform, legal aid, and other justice matters ;
- Delivering other programs aimed at enhancing the awareness of, and adherence to, gender equality, children's rights, defense rights and other human rights principles and standards within competent Afghan National Police (ANP) and Justice institutions;
- Identify projects in cooperation with Afghan counterparts and implement them;
- Collaborate with other EUPOL, national and international actors in regards to the coordination of EUPOL justice work ;
- Supervise, coach and coordinate the Field Office RoL Mentor/Advisors in initiating, elaborating and developing strategies and plans, which will strengthen the development of the Afghan Judicial System and institutions in line with the Mission mandate and objectives ;
- First Line Manager for the Field Officer Mentor/Advisors (RoL) ;
- Support the Head and/or Deputy Head of the Field Office in the decision-making process by drafting and submitting relevant proposals for a coherent mentoring strategy in favour of the ANP and Afghan Judiciary in the region/province;
- Liaise, as required, with other internal and external actors, in order to implement a joint coherent mentoring strategy;
- Undertake any other related tasks as required by the Deputy Head of Field Office.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in law and/or criminal justice and/or police science where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree, at least **10 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **10 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in: judicial reform processes; the functions and practices of criminal procedures, including criminal investigation and prosecution; and as Judge, lawyer or Public Prosecutor, or Criminal/Police Investigator or, Ombudsman officer.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to manage diverse multinational and multidisciplinary teams ;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent oral and written communication skills;
- Working knowledge of MS Office and MS Excel ;
- Training, coaching and mentoring experience;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform;
- Experience developing legislative framework and judicial institutions in an EU Member State/Contributing Third State and/or in a developmental, transitional or post-conflict environment.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R-018	Field Office Reporting Officer	

Job Description

The Field Office Reporting Officer supports and assists the objectives of the Mission in regards to all manner and aspects of reporting. Reporting to the Deputy Head of the Field Office, and will be responsible for:

Main Tasks and Responsibilities

- Produce, review, analyze, edit, disseminate, file and manage all mandatory field office reports ;
- Ensure all reports are handled and maintained in strict accordance with EU security standards;
- Create, file and manage presentations in support of the Field Office ;
- Elaborate on field office plans on behalf of the Head of Field Office, to facilitate achievements of the Mission's priorities and objectives for submission to the Field Component ;
- Develop, improve, and implement the planning/reporting methods of the field office ;
- Maintain and update the field office's Benchmarking Matrix in close cooperation with the Head and/or Deputy Head of Field Office and/or relevant field office staff ;
- Support the field office by preparing all documentation regarding development and implementation of new projects according to the objectives of the Mission ;
- Liaise with Field Component regarding the strategic direction of the Mission and to ensure all field office reporting activities meet the needs of and are in line with the strategic priorities and specific objectives of the Mission ;
- Attend regular field office meetings and exchanges for optimised coordination and synergy ;
- Attend meetings and exchanges with internal and external partners, as requested by the Head and/or Deputy Head of Field Office, for optimised synergy and related reporting ;
- Follow internal developments relating to the Mission programmes and brief the Head and/or Deputy Head of Field Office accordingly ;
- Undertake any other related tasks as required by the Deputy Head of Field Office.

Qualifications and Experiences

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **11 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **11 years** of relevant and proven full-time Police experience.

Specification of experience

Above-mentioned experience should be in one or more of the following areas of activity: Criminal Investigations; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Excellent drafting and reporting skills;
- Proficient computing skills and knowledge of MS Office and databases.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Herat	Herat	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-R- 019, 020	Field Office Rule of Law (RoL) Mentor/Adviser, Anti- Corruption (AC)	

Job Description

The Field Office Mentor/Adviser (AC) will assist the Head of Field Office in all aspects connected to Anti-Corruption area of specialization. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to the Senior Mentor/Adviser (RoL), and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Adviser (RoL) in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Anti-corruption;
- Advise in relevant areas, such as criminal investigation techniques, corruption case studies and so-called “white-collar crime”, bribery and financial investigations, case planning and management, prosecutor-police co-ordination, strategies of covert surveillance and the handling of case materials and evidence;
- Mentor and advise individual prosecutors and other investigators in on-going corruption investigations conducted by the anti-corruption unit in the provincial Attorney General’s Office and Ministry of Interior;
- Liaise with other judicial, police, and government officials in anti-corruption efforts, including the Inspector General, High Office of Oversight and the Supreme Court of Afghanistan;
- Collaborate with EUPOL and other international prosecutors and lawyers assisting the Anti- Corruption Unit, in advice and mentoring;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Provide legal guidance in corruption cases led by Afghan prosecutors investigating allegations against senior elected and appointed government officials and police officers;
- Undertake any other tasks required by the Senior Mentor/Adviser (RoL) of Field Office in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in: government anti-corruption, and/or investigation techniques in corruption and bribery; and/or criminal investigation analysis and assessment; police-prosecutor co-ordination; financial investigations; related training.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Proficient in the use of covert surveillance techniques;
- Training, coaching and mentoring experience.

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<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
Field Office Component/ Field Office Lashkar Gah	Lashkar Gah	Seconded
<u>Position Code</u>	<u>Position Name</u>	
PRT-P-047	Field Office Police Mentor/Adviser	

Job Description

The Field Office Mentor/Adviser (Police) will assist the Head of Field Office through effective and efficient mentoring and advising, in all aspects connected to the area of specialization. These actions will be conducted in compliance with the guidelines of the EUPOL Afghanistan Mandate. Reporting to Senior Mentor/Adviser (Police) of Field Office and will be responsible for:

Main Tasks and Responsibilities

- Support the Senior Mentor/Adviser (Police) in all aspects related to the performance of mentoring, advising, training and monitoring activities in various fields such as Criminal Investigation, Intelligence Led Policing, Command Control and Communication and general police duties;
- Assist in implementing the concept of a Community Policing model to serve the people and communities in Afghanistan, thereby improving the quality of policing response and service delivery with the aim of building trust, confidence and improved public perception in the Police;
- Mentor, advise and monitor their Afghan National Police (ANP) counterpart thereby enhancing their operational policing skills, capability and capacity;
- Enhance ANP standards in the areas outlined above through comprehensive training delivery;
- Strengthen the capabilities of members of the ANP up to the minimum skills required to initiate and conduct a lawful and effective investigation process;
- Monitor, in the relevant area, ANP compliance with Afghanistan's obligations under international human rights law as well as the ANP working within the framework of the rule of law;
- Ensure a coherent rollout and implementation of the Mission mandate according to the Operation Plan (OPLAN);
- Undertake any other tasks required by the Senior Mentor/Adviser (Police) of Field Office in support of the objectives of the Mission.

Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a University degree in social sciences, criminal justice and police science, law, international relations, business or public administration where the normal duration of university education in the country awarded **is four (4) years** or more and, after having obtained the university degree at least **8 years** of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of **3 years** or more and, at least **8 years** of relevant and proven full-time Police experience.

Specification of Experience

Above-mentioned experience should be in relation to either Command, Control and Communication, Intelligence-led Policing or Criminal Investigation.

Advantageous

- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners;
- Adequate knowledge of the international law concerning human rights;

- Knowledge of the political, cultural and security situation in Afghanistan or other areas within the same geopolitical region;
- International experience, particularly from the Common Security and Defence Policy (CSDP) and other international missions in the crisis areas as well as from multi-national and international organizations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.