

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

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

Advertisement for seconded/contracted staff members

Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Availability:	As soon as possible		
Staff Regime:	Seconded/contracted		
	Ref.	Name of the post	Available on
		Seconded/Contracted	
	MS005	Chief of Finance	ASAP
Deadline for applications:	Friday 5 December 2014 at 17:00 Brussels time		
E-mail address to send the Job Application Form/CV:	cpcc.eupolcopps@eeas.europa.eu		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Mr Jørn LAURSEN cpcc.eupolcopps@eeas.europa.eu		

Seconded Personnel - For seconded positions, only personnel nominations received through official channels from Member/contributing third States will be considered. Member/contributing third States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances, other than those paid according to Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

The Civilian Operations Commander requests that Member/contributing third States propose candidates for the following international expert positions for EUPOL COPPS, according to the requirements and profiles described below:

A. Essential requirements

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

Citizenship - Citizenship of a Member State of the European Union (EU) or of a contributing third State and full rights as a citizen.

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

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

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

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

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

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

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

Computer Skills - Skills in word processing, spreadsheet, presentation 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.

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 Common Security and Defence Policy.

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

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

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

C. Essential documents for candidates

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

Visas - The mission shall facilitate the obtaining of visas for selected personnel with EU citizenship once the Mission Members have been deployed in the country. Therefore a visa prior to the deployment is not required.

Security clearance required - The selected candidate will have to be in possession of the necessary level of security clearance as indicated in the respective job description 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 CONFIDENTIAL; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the EU 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 EU does not yet have a full security agreement but an agreement exists relating to the participation/contribution of that contributing 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 third 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 Operations Commander encourages Member/contributing third 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 third State will bear any related costs.

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

Seconded/contracted positions:

<u>Chief of Finance (MS005)</u>	
Location: Ramallah, Palestine	Availability: As soon as possible
Security clearance level: EU CONFIDENTIAL or equivalent	Employment Regime: Seconded/Contracted
Post category for contracted: Mission Support – management level	
Reporting line: Head of Mission Support	Open to contributing third States: Yes

Main tasks and responsibilities

The Chief of Finance

- Ensures the financial management of the Mission and the development of the essential internal policies and procedures.
- Monitors the internal financial authorizing process.
- Ensures the proper implementation of payments (collection of revenue and recovery of amounts established as being receivable).
- Establishes the accounting rules and methods and the chart of accounts to supply or justify accounting information.
- Prepares, presents and maintains the accounts.
- Ensures the safe keeping of financial supporting documentation.
- Manages the Mission's treasury and ensures its safekeeping.
- Monitors that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Mission Guide, European Commission's Communications related to employment of personnel, staff regulations, Practical Guide to Contract Procedures for EC External Actions, etc.).
- Delivers trainings on financial matters if required.
- Liaises and cooperates on financial issues with the EU supervising authorities (FPI3 and CPCC/MSD) and all other relevant actors (banks etc.) under the supervision of the Head of Mission Support.
- Co-ordinates the finance sector with regard to risk management and control, including but not limited to the implementation of internal control standards and audit cooperation.
- Ensures the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting.
- Prepares regular treasury forecasts for potential budget readjustments and ensures that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation.
- Supports the implementation of external audits.
- Supervises the staff responsible for the sound financial management of designated funds allocated to the Mission.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Undertakes any other related tasks as requested by the Head of Mission Support.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Law, Audit, Economics, Finance, Accounting or Banking and Insurance, 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 5 years of relevant and proven full-time professional experience.
- A minimum of 3 years of professional experience in managerial position.
- Ability to operate MS software and computerized European accounting systems as well as other usual computer tools, intranet and internet.
- Good understanding of the political, cultural and security situation of the region.
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Excellent analytical, research and problem-solving skills.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics.
- Excellent level of written and spoken English and proven experience in reporting and drafting of memoranda and procedures.
- Previous professional accounting/audit certification is a strong advantage.
- Proved knowledge of EU budget procedures and financial management rules is a strong advantage.
- International experience, particularly in crisis areas with multi-national and international organisations, is an advantage.