

# EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

	Ref.	Name of the post	Location	Available on
<b>3-2014 EXTRAORDINARY CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION POLICE MISSION IN AFGHANISTAN (EUPOL AFGHANISTAN)</b>				
<b><u>Advertisement for International Seconded/Contracted Staff Members</u></b>				
<b>SECONDED/CONTRACTED</b>				
	KA-C-34	INTERNAL AUDITOR	KABUL	ASAP
	KA-C-15 KA-C-16	MISSION SECURITY ANALYST OFFICER	KABUL	ASAP
	KA-C-76	HUMAN RESOURCES OFFICER	KABUL	ASAP
	KA-R-09	LEGAL EXPERT (ANTI CORRUPTION)	KABUL	ASAP
	KA-R-20	CRIMINAL JUSTICE EXPERT (MINISTRY OF INTERIOR)	KABUL	ASAP
	KA-R-23	CRIMINAL JUSTICE EXPERT (ATTORNEY GENERAL'S OFFICE)	KABUL	ASAP
	KA-R-28	LEGAL REFORM EXPERT	KABUL	ASAP
<b>SECONDED</b>				
	KA-A-05	HEAD OF STRATEGIC PLANNING, ANALYSIS AND REPORTING DEPARTMENT	KABUL	ASAP
	KA-A-08 KA-A-09	SPAR/MAC ANALYSIS AND REPORTING OFFICER	KABUL	ASAP 27 FEB 2015
	KA-A-13	SPAR/MAC PLANNING AND EVALUATION OFFICER	KABUL	ASAP
	KA-A-18 KA-A-19	INTERNATIONAL ENGAGEMENT OFFICER (ISCU)	KABUL	ASAP
	KA-A-26 KA-A-27	FIELD OFFICE ADMINISTRATOR	KABUL	ASAP
	KA-A-42 KA-A-46	MOI REFORM ADVISER	KABUL	ASAP
	KA-P-08*	STAFF OFFICER MOI REFORM COMPONENT	KABUL	04 FEB 2015
	KA-P-30	HEAD AFGHAN NATIONAL POLICE (ANP) PROFESSIONALIZATION AND TRAINING COMPONENT	KABUL	01 APR 2015
	KA-P-36	POLICE ADVISER GENERAL TRAINING COMMAND (TEAM LEADER)	KABUL	ASAP
	KA-P-37 KA-P-38	POLICE ADVISER GENERAL TRAINING COMMAND	KABUL	ASAP
	KA-P-53	POLICE EXPERT FIELD OFFICE	KABUL	19 FEB 2015
	KA-P-56	POLICE EXPERT FIELD OFFICE	KABUL	03 FEB 2015

	KA-P-57	POLICE EXPERT FIELD OFFICE	KABUL	20 MAR 2015
	KA-P-68	SENIOR INTERPOL EXPERT	KABUL	ASAP
	KA-P-73 KA-P-74*	INTEL EXPERT	KABUL	ASAP
	KA-P-75	DEVELOPMENT AND IMPLEMENTATION OFFICER	KABUL	ASAP
	KA-P-77 KA-P-79	COMMUNITY EXPERT	KABUL	ASAP
	KA-P-81	POLICE COMMAND, CONTROL COMMUNICATION EXPERT (PC3)	KABUL	17 FEB 2015
	KA-R-06	HUMAN RIGHTS AND GENDER EXPERT FIELD OFFICE	KABUL	10 MAR 2015
	KA-R-07	JUSTICE EXPERT FIELD OFFICE	KABUL	ASAP
	KA-R-14	DEPUTY HEAD RULE OF LAW COMPONENT	KABUL	ASAP
	KA-R-15*	COORDINATION AND TRANSITION EXPERT	KABUL	ASAP
	KA-R-27*	LEGAL REFORM EXPERT	KABUL	ASAP
<b>Deadline for applications:</b>	<b>16 January 2015 17:00 hours (Brussels time)</b>			
<b>E-mail address to send the Job Application Form:</b>	<b>cpcc.eupolafghanistan@eeas.europa.eu</b>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p><b>Ms Caroline SWAGEMAKERS / Mr Juho SÄRKILÄ</b>  <b>cpcc.eupolafghanistan@eeas.europa.eu</b>  <b>+32 (0)2 584 50 56 / +32 (0)2 584 24 75</b></p>			

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

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States / contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 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 Council approval of the appropriate Budgetary Impact Statement and availability of the post due to the restructuring process, the duration of the deployment should be of 12 months.

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

## **A. Essential requirements**

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

**Citizenship** – Citizenship of a Member State of the European Union (EU) or of a contributing third State (Canada, New Zealand, Norway and Serbia).

**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** – To have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – To 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 Mission.

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

**Ability to communicate effectively in English** – To be fully fluent in written and spoken English. Report-writing skills are especially needed.

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

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

**Driving skills** – To be able to drive a 4-wheel vehicle and possess a valid civilian driving licence for motor vehicles (Category B or equivalent); category C driving license (desirable).

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 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 a 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 States should provide their personnel with a service/diplomatic passport.

**Visas** – 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 Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of vaccination** – 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 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. CPCC encourages 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 shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by VTC or phone before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing State will bear any related costs.

**Information on the outcome** – Contributing States and candidates (concerning 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

### EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-C-34	Internal Auditor	Mission Support Management Level (MSML)

#### Job Description

The Internal Auditor will assist the Head of Mission Office (HMO) in the performance of the EUPOL mandate. Reporting to the Head of Mission, and will be responsible for:

#### Main tasks and responsibilities

- To be in charge of planning and conducting financial, systems and performance audit controls;
- To develop a risk-based audit programme for validation by the Mission's management;
- To assure effective management of the audit activities;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- To prepare high quality audit reports presenting the findings and recommendations;
- To obtain feedback from auditees on the conduct of the audit;
- To recommend corrective actions to the Mission's management and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support in order to improve compliance with internal control standards;
- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluate their efficiency and effectiveness;
- To identify and map risks; to design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To liaise with the European Commission as appropriate;
- To 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 Audit, Economics, Finance or Accounting, 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 in the fields of Audit, Finance or Accounting is required.

#### Specification of experience

- **Minimum of 4 years experience as Auditor in a public administration or in an internationally recognised audit firm;**
- Proven Audit management experience, in particular to develop and implement a risk-based audit programme;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Capacity to lead a small team;
- Excellent analytical, research and problem-solving skills;
- Highly motivated, discreet and dynamic candidate;
- Excellent drafting skills;
- Capacity to produce audit reports with a real added value, notably in the quality of the recommendations;
- Good knowledge of EC Financial Regulation and audit practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software.

#### Advantageous

- Member of a corps or body within European Union member states public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or equivalent;
- Previous experience in EU Institutions;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- International experience, particularly in crisis areas with multinational and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances.

## 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-15, 16	Mission Security Analyst Officer	Mission Support Management Level (MSML)

### Job Description

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) the Mission Security Analyst Officer (MSAO):

### Main tasks and responsibilities

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP), and all supporting security and safety instructions and procedures;
- Assess the security situation and analyses all relevant information;
- Generates and elaborates precise and accurate reports on information received that impact upon the mission, and provides appropriate analyses and assessment of all pertinent information;
- Produces incident based and travel security advisories;
- Prepares daily, weekly, monthly security working papers;
- Prepares security incident background papers;
- Produces long term assessments and forecasts of the security situation;
- Assists the SMSO in maintaining continuity of security information analysis efforts;
- Gathers comprehensive information about events or actions that may affect the safety and security of mission members and assets within the mission area;
- Conducts risk analysis and threat assessments on security developments in the area of operations as well as persons and assets;
- Provides briefings to new staff members on the mission's wide security situation and ensures that all members are properly prepared for emergencies;
- Ensures the quick dissemination of security related information;
- Assists and supports the Information Security Officer in the management of EUCI and security clearances and acts on his behalf in his/her absence;
- Conducts or initiates security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- Liaises as directed and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- Provides assistance and appropriate response to mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- Undertakes any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary;
- Travel countrywide and conduct security duties in EUPOL Field Offices as well;
- Undertake any other tasks 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 security related fields, where the normal duration of university education in the country awarded is three (3) years or more;

OR

Equivalent Police and or Military education, or graduate diploma from a civilian security organization with special training in field operations, force protection;

AND

After having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets.

Additional requirements

- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- 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;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory;
- Previous work experience in the region would be an advantage;
- Previous international experience in ESDP/CSDP missions or multi-national/international organizations would be an advantage;
- Successful completion of EU Mission Security Officer Certification Course is desirable.

## 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-76	Human Resources Officer	Mission Support Management Level (MSML)

### Job Description

The Human Resources 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:

### Main tasks and responsibilities

- Assist and advise the Chief of 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 the 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 filing system for payroll, keeping all relevant documentation well organised 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, 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 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 multinational and international organisations is highly desirable;
- Excellent administrative skills and attention to detail;
- 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>
ANP Professionalisation and Training Component/Police Unit, Investigations and Intel Team	Kabul	Seconded / Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-09	Legal Expert (Anti-Corruption)	Expert

### Job Description

The Legal Expert Anti-Corruption shall assist the Investigation and Intel Team Leader in all relevant activities, by providing anti-corruption expertise as directed. Reporting to Team Leader of the Investigations and Intel Team, he/she will:

### Main tasks and responsibilities

- Conduct advising for the Anti-Corruption Investigators from the Ministry of Interior or the investigative prosecutors, while fostering cooperation between police and prosecutors throughout his/her activity;
- Work as part of a team to provide technical advice on transparency and accountability measures to the Ministry of Interior (MOI) Standard Operating Procedures aiming for increasing cooperation between CID investigators and investigative prosecutors, as well assisting in ensuring the professional flow of information between various law enforcement agencies and judicial bodies;
- 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 AGO, NTM-A, EUSR/EUDEL, UN and ISAF and other external partners on all intelligence related AC matters;
- Report to the Team Leader of the Investigations and Intel Team on a daily and weekly basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Team Leader of the Investigations and Intel Team.

### Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences or 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;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more, with at least 7 years of relevant and proven full-time Police experience.

Specification of experience

- A minimum of five years experience as a prosecutor or seven years in police operational environment;
- Excellent oral and written communications skills;
- 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;
- Sound decision-making skills, political judgment and ability to influence;
- Ability to work properly and fully perform as part of a team of diversified and multidisciplinary professionals;

- 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 CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

Advantageous:

- Experience with project management and proposal writing;
- Experience in the field of Anti-Corruption;
- Knowledge in the field of procurement;
- International experience, particularly in crisis areas with multi-national and international organisations.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL) / Police-Justice Cooperation Unit	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-20	Criminal Justice Expert MoI	Expert

### Job Description

The Criminal Justice Expert to the Ministry of Interior shall assist the Team Leader of the Police-Justice Cooperation Unit in all relevant areas of Police-Justice cooperation with the emphasis on Anti-Corruption undertaken by the Mission. Reporting to Team Leader of the Police-Justice Cooperation Unit, he/she will:

### Main tasks and responsibilities

- Conduct advising for the Anti-Corruption Investigators from the Ministry of Interior or the investigative prosecutors, while foster cooperation between police and prosecutors throughout is/her activity;
- Work as part of a team to provide technical advice on transparency and accountability measures to the Ministry of Interior (MOI) and/or the Attorney General's Office on development of national and sector policies and Standard Operating Procedures;
- 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 AGO, NTM-A, EUSR/EUDEL, UN and ISAF and other external partners on all intelligence related AC matters;
- Report to the Team Leader of the Police-Justice Cooperation Unit on a daily and weekly basis on the developments and results of the activities undertaken;
- Undertake any other tasks required by the Team Leader of the Police-Justice Cooperation Unit.

### Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences or 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;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more, with at least 7 years of relevant and proven full-time Police experience.

Specification of experience

- A minimum of five years experience as a prosecutor or seven years in police operational environment.
- Excellent oral and written communications skills;
- 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;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to work properly and fully perform as part of a team of diversified and multidisciplinary professionals;

- 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 CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

Advantageous:

- Experience with project management and proposal writing;
- Experience in the field of anti-corruption;
- Knowledge in the field of procurement;
- International experience, particularly in crisis areas with multi-national and international organisations.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component (RoL) / Police-Justice Cooperation Unit	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-23	Criminal Justice Expert AGO	Expert

### Job Description

The Criminal Justice Expert to the Attorney General's Office shall assist the Team Leader of the Police Justice Cooperation Unit in all relevant areas of Police-Justice cooperation with the emphasis on Anti Corruption undertaken by the mission. Reporting to the Team Leader of the Police-Justice Cooperation Unit, he/she will:

### 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);
- Advise the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials to enhance the professional cooperation and coordination of these offices with the MoI / ANP and the Anti-Corruption Tribunal;
- Cooperate closely with the EC 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 Team Leader of the Police-Justice Cooperation Unit.

### Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Law 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 5 years of relevant and proven full-time professional experience preferably as prosecutor.

Specification of experience

- Relevant experience of minimum five years in an operational environment of criminal investigation or prosecution;
- Experience specialised 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 a Member 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 organisations;
- 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 CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component Legal Reform Unit	Kabul	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
KA-R-28	Legal Reform Adviser	Expert

### Job Description

The Legal Reform Adviser shall assist the Team Leader of the Legal Reform 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 Team Leader of the Legal Reform Unit, his/her main tasks will include:

### Main tasks and responsibilities

- Strategic advising to the Ministry of Justice (MoJ) and Ministry of Interior (MoI), in particular the Legal Adviser to the Minister of Interior, to draft, implement and reinforce criminal legislation;
- Liaising and coordinating with Ministry Reform Unit / MOI Reform Component;
- Support on the Criminal Law Reform Working Group and Criminal Procedure Code Working Group;
- Ensuring that MoI legal officers are trained regarding Afghan Constitution, criminal law, criminal procedure and judicial systems;
- Working with MoI legal officers in drafting legislation;
- Liaising between United Nations (i.e. UNODC, UNAMA, UNDP, UNIFEM), U.S. military and non-military institutions (i.e. CSTC-A / NTMA, JSSP) and other international partners (i.e. GIZ, DIFID) on numerous matters, including reform efforts with regard to Afghan legislation and laws and institutional development;
- Undertaking any other tasks required by the Team Leader of the Legal Reform Unit.

### 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 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, out of which four at management level includes: experience in developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation or experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, practicing Lawyer, Ombudsman Officer;
- Broad international professional experience;
- Experience and good knowledge of justice reform processes, and the functions and practices of criminal procedures, including criminal investigation and prosecution. Experience developing legislative framework and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation desirable.

### Advantageous

- Post-graduate or master studies in criminal or procedural law, international law, international relations or other related matters;
- Knowledge on Sharia law, traditional dispute resolution mechanisms, Gender and Human Rights;
- 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 organisations;
- 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 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;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

SECONDED

EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC) Department	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-05	Head of Strategic Planning, Analysis and Reporting Department (SPAR)/MAC	

Job Description

Under the authority of the Chief of Staff, the Head SPAR/MAC presides over the entire planning, analysis, reporting, evaluation and information gathering processes as well as internal capacity building activities in close cooperation with the relevant Components, Departments/Unit. S/he reports to the Head of Mission through the Chief of Staff, and will:

Main tasks and responsibilities

- Support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- Oversee and coordinate the Mission planning activities to facilitate achievement of Mission`s tasks and desired outcomes;
- Develop a strategic process for the Mission in close cooperation with the senior management;
- Provide guidance on the development of new projects according to the Mission;
- Develop management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- Ensure, in close cooperation with the Chief of Staff, that Components`/Departments` output is timely, quality-checked, focused and value added vis-à-vis Mission decision-making and goals;
- In close coordination with senior management prioritise Components`/Departments` tasks;
- Supervise information analysis and develop/implement/improve analytical methods;
- Implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- Supervise SPAR`s information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- Coordinate regular meetings and exchange with Political Advisers, Gender Adviser, Security Office, Press and Public Information Office, and other key analytical functions for optimised coordination and synergy;
- Liaise with external partners in order to enhance information collection and analysis;
- Undertake any other task as required by the HoM and the Chief of Staff.

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 four (4) year`s or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

#### Specification of experience

- Previous experience in crisis management Missions, including in the area of policing, rule of law, or diplomacy and/or international strategic planning and programme management;
- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Thorough understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access).

#### Advantageous

- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Knowledge of the political, military, economic, social, and infrastructure of Afghanistan and the region;
- Ability to work under stress 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/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR) / Mission Analytical Capability (MAC)	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-08, 09	SPAR/MAC Analysis and Reporting Officer	

### Job Description

Under the authority of the Head of SPAR/MAC, the SPAR/MAC Analysis Officer supports and assists the objectives of the SPAR/MAC Department. S/he reports to the Head of SPAR/MAC and will:

### Main tasks and responsibilities

- Analyse and assess the development and progress of Mission's performance against the Mission's mandate, tasks and desired outcomes set in the Mission Implementation Plan;
- Analyse and assess the state of play and performance of the Afghan National Police (ANP) and relevant justice institutions, and the Mission's impact on the same;
- Analyse and assess the development and progress of police and rule of law reform in Afghanistan as well as the progress of cooperation of the ANP with the justice system;
- Collect and collate information from across the Mission for analysis, including requesting information in order to fill identified gaps or focus information collection on prioritised areas of analysis;
- Produce quantitative and qualitative analysis of mandate implementation and Afghan progress, taking into account local cultural, social and political dimensions;
- Monitor and collect information about phenomena and events that may have an impact on the Mission, including external mission critical issues;
- Provide analytical support to the Mission's operations;
- Produce analytical Special Reports for submission to the chain of command on Mission critical developments and issues;
- Produce/contribute to the drafting of periodic and ad-hoc reports for submission to the chain of command;
- Assist in SPAR's information management, ensuring rapid retrieval of documents and information, including access to classified material;
- Contribute to the identification of and reports on lessons learned and best practices;
- Liaise regularly with Mission operational staff, Political Advisers, Gender Adviser, Security Office, Press and Public 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 on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- Prepare and hold presentations and produce presentations and speeches on behalf of others;
- Any other tasks as required by the Head of SPAR/MAC.

### 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, business administration, management, law 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 five (5) 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, business, administration, management, law 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 four (4) years of relevant and proven full-time professional experience.

#### Specification of experience

- Professional fluency in English with excellent drafting, report compilation and editing skills;
- Good analytical capability;
- Good understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access);
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

#### Advantageous

- Experience in international police and rule of law reform or international relations;
- International experience, particularly in crisis areas with multinational organisations;
- Knowledge of the political, military, economic, social, and infrastructure of Afghanistan and the region;
- Excellent interpersonal and communication 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.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Head of Mission/Chief of Staff/ Strategic Planning, Analysis and Reporting (SPAR) /	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-13	SPAR/MAC Planning and Evaluation Officer	

### Job Description

The SPAR/MAC Planning and Evaluation Officer supports and assists the objectives of the SPAR/MAC Department. S/he reports to the Head of SPAR/MAC, through the Chief of Planning and Evaluation Unit, and will:

### Main tasks and responsibilities

- Develop, implement and improve the planning, benchmarking and evaluation methods for the Mission;
- Elaborate plans to facilitate achievements of Mission`s tasks and desired outcomes to be submitted to the Head of Mission;
- Maintain, update/upgrade the Mission Implementation Plan (MIP) and related work plans in close cooperation with the relevant Heads of Department and other key stakeholders;
- 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;
- Assist the Chief of Planning and Evaluation Unit in the study and proposal of management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission with a special emphasis on the MIP as well as progress in relation to benchmarking;
- Draft reports on a regular basis in relation to planning, benchmarking and evaluation for the chain of command;
- Liaise with key Mission staff and regarding the strategic direction of the Mission and to ensure all activities are in line with the tasks and desired outcomes of the Mission;
- Support the collection and collation of information from across the Mission for routine reporting on and analysis of the Mission activities against the Mission`s tasks;
- Attend regular meetings and exchanges with Political Advisers, Gender Adviser, Security Office, Press and Public Information Office and other key functions for optimised coordination and synergy;
- Liaise frequently with external partners in order to enhance coordination and synergy;
- Follow internal and external developments relating to the MIP and brief the Head of SPAR accordingly;
- Give presentations and also to produce presentations and speeches on behalf of others;
- Undertake any other tasks required by the Chief of Planning and Evaluation Unit.

### 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 5 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 4 years of relevant and proven full-time professional experience.

#### Specification of experience

- Knowledge of project planning, implementation and evaluation;
- Professional fluency in English with excellent drafting, report compilation and editing skills;
- Good analytical capability;
- Good understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access);
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

#### Advantageous

- Previous experience from international policing and rule of law reform, development policy, or international relations is considered an asset;
- Broad international experience, particularly in crisis areas with multinational and international organisations, 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 and ability to work in a dynamic team as well as on own initiative in a methodical manner.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MOI Reform – International Support Coordination Unit	Ministry of Interior Affairs, Kabul, Afghanistan	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-18, 19	International Engagement Officer	

### Job Description

The International Engagement Officer in the International Support Coordination Unit will support the mission in its aim to transition activities away from EUPOL towards full Afghan ownership or interim International Ownership following the closure of the EUPOL Mission. Working with International Actors the post holder will support the activities conducted by the mission in relation to Ministry reform remain sustainably post 2016. The International Engagement Officer reports to Head of International Support Coordination Unit and he/she will:

### Main tasks and responsibilities

- Support the Head of the MOI Reform – International Support Coordination Unit in maintaining a transition plan for EUPOL activities;
- Engage with Afghan and International Partners to ensure a smooth transition of EUPOL activities in a controlled and staged manner;
- 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 advising strategy in favour of the MoI;
- Undertake any other related tasks as required by the Head of Police Reform and Professionalisation;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.

### Qualifications and experience

#### Education and experience

##### Essential

- Master/postgraduate (degree/diploma) in management, advocacy, public relations or social sciences;
- Minimum 8 years of relevant experience in Project / change management, public relations or any related field;
- Familiarity with the Afghanistan context including political and diplomatic relations at international level;
- Proven ability to work with diverse group of professionals including diplomats;
- Excellent oral and writing skills in English with proven knowledge of proposal/report and diplomatic writing;
- Strong analytical skills specially in relation to the political and diplomatic context;
- Advanced computer literacy;
- Extensive experience in the use of MS office and databases.

##### Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills;
- Proven knowledge of diplomatic affairs.

## EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-26, 27	Field Office Administrator	

### Job Description

As a Field Office Administration Officer you will be responsible for providing all aspects of administrative support to the ANP Professionalisation and Training Component senior management team including effective planning, scheduling, resourcing, quality-assurance and reporting of activities within the Component with the specific focus on the field unit. The administration officer will also be responsible for establishing and maintaining appropriate recording systems and processes within the Component. He/she will report to the Deputy Head of ANP Professionalisation and Training Component and will:

### Main tasks and responsibilities

- Be acting as a link between the EUPOL field offices and EUPOL HQ Kabul;
- Establish and maintain resourcing schedules for the Component special focus on Field Offices;
- Establish and maintain appropriate administrative procedures related to asset management within the component special focus on Field Offices;
- Co-ordinate Projects, Transport, CIS and Logistics related issues according to the requirements of EUPOL HQ and the needs of the Field Offices;
- Manage Component related administrative tasks including communication with component mission members on all relevant administrative procedures and issues;
- Advise Afghan partners on a strategic level to ensure effective program management and administration;
- Ensure effective maintenance and management of the component resource database, special focus on Field Offices;
- Arrange and monitor all EUPOL flights;
- Undertake any other task as required by the component senior management team.

### Qualifications and experience:

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree in Business or Public Administration, Law, Economics or Finance, Project management or Police 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 Business or Public Administration, Law, Economics or Finance, Project management or Police 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 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 EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
MoI Reform Component/Ministry Reform Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-A-42, 46	MoI Reform Adviser	

### Job Description

The EUPOL Afghanistan MoI Reform Adviser shall assist the Head of Ministry Reform Unit in performing effective advising in favour of the Deputy Ministers of Interior (MoI). Reporting to Head of Ministry Reform Unit, and will:

### Main tasks and responsibilities

- Implement the projects and activities of designated team responsible for advising in favour of the respective Deputy Minister of Interior (MoI) in relation strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity in the areas relevant to the strengthening of civilian police force;
- Assist the counterpart 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 ANP;
- Assist the counterpart 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 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;
- Support the HoM in the decision making process by drafting and submitting, through reports to the Head of Ministry Reform Unit, relevant proposals for a coherent advising strategy in favour of the MoI;
- Liaise closely with the other members of the Advisers Team in order to implement a joint coherent advising strategy;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other related tasks as required by the Head of Ministry Reform Unit.

### Qualifications and experience

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 organisation 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 CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational 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>
MoI Reform Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-08*	Staff Officer MoI Reform Component	

### Job Description

The Staff Officer shall assist the Head of MoI Reform Component in all administrative and operational matters, and will:

### Main tasks and responsibilities

- Integrate and harmonise the MoI Reform Component's reports on weekly, monthly and six monthly basis;
- Organise meetings on behalf of the Head of MoI Reform Component;
- Liaise with Executive Officer and Mission Support Unit in all organisational and logistic related matters;
- Liaise with Project Management Unit to coordinate Project Proposals and Implementation Process;
- Liaise with the Strategic planning, analysis and reporting unit (SPAR) on all reporting and planning matters;
- Deal with general correspondence within the MoI Reform Component;
- Supervise on Afghan Senior Administrative Officer;
- Undertake any other tasks required by the Head of the MoI Reform Component.

### Qualifications and experience

#### 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 EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-30	Head of ANP Professionalisation and Training Component	

### Job Description

The Head of ANP Professionalisation and Training Component will have responsibility for the leadership, management and all areas of business of the Training Unit, Field Unit and Police Unit, in relation to strengthening the civilian policing approach and improving leadership skills within the Afghan National Police. The Head of ANP Professionalisation and Training Component will report to the Deputy Head of Mission and will:

### Main tasks and responsibilities

- have responsibility and accountability for overseeing the ongoing development and delivery of the Training Unit, Field Unit and Police Unit. In addition, the Head of Component will have responsibility for overseeing advising at the strategic level in the above three units;
- Manage and lead the ANP Professionalisation and Training Component through the development and delivery of a new organisational structure ensuring the organisation is resourced with people who have the appropriate skills and abilities to deliver and achieve EUPOL aims and objectives. In addition, to provide all staff with appropriate personal support and services to maintain and improve their individual performance;
- Assess, develop and implement strategies to support the aims and objectives of the ANP Professionalisation and Training Component, including all aspects of HR activity (i.e. resource management, succession planning, talent management, performance management, learning and development, leadership development, equality and diversity and organisational development.);
- Provide strategic advice to other members of the EUPOL Senior Management Team and senior stakeholders by recommending and developing effective policies and procedures which are aligned to organisational goals, support organisational values and conform to all relevant legislation;
- As a member of the EUPOL Senior Management Team, he/she will contribute to the maintenance of strategies, management of risks and associated challenges in relation to the ANP Professionalisation and Training Component, by reviewing performance, developing succession planning and the endorsement of associated strategy;
- Monitor policy, legislative and national developments and advise other members of the EUPOL Senior Management Team in relation to any associated implications;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- As a member of the Senior Management Team, assume joint responsibility for strategic direction and development of the organisation in relation to ANP Professionalisation and Training Component and the impact upon the wider mission;
- Manage finance and resources in line with budgetary constraints to ensure effective service provision;
- Evaluate and measure ANP Professionalisation and Training Component activity and progress through an effective performance management framework to improve organisational delivery and the sharing of good practice with partners;
- Develop and implement an executive ANP Professionalisation and Training Component media strategy and actively promote, and represent, the organisation across the wider international arena;



- Develop effective liaison with the Afghan National Police and all international partners and stakeholders at a strategic level;
- Work with internal departments and external partners to ensure all appropriate Risk Management strategies, including Business Continuity and Disaster Recovery plans, are in place to provide the organisation and its customers with appropriate service resilience;
- Ensure that existing service provision is consistently assessed for effective delivery and value. Advise and make recommendations on requirements to satisfy the principles of best value and associated efficiency targets and participate in organisational reviews;
- Actively lead or participate in change management projects as required to achieve continuous improvement in organisational performance in relation to the ANP Professionalisation and Training Component;
- Participate as an Executive EUPOL specific point of contact (SPoC) for external stakeholders;
- Ensure compliance with all EUPOL policies and procedures;
- Undertake any other related tasks as required by the Deputy Head or the Head of Mission.

### Education and experience

#### Essential

#### Education and experience

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

#### OR

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

#### Specification of experience

This is a senior management post, and the successful applicant will be able to demonstrate a CV which reflects holding a senior police leadership role, including independent command.

#### Advantageous

- Experience in Peacekeeping missions or in CSDP missions at senior level;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, preferable connected to Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation in Afghanistan or other areas.

## EUPOL AFGHANISTAN

<u>Component/Department/Office</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Training Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-36	Police Adviser General Training Command (Team Leader)	

### Job Description

The Police Adviser (Team leader) will assist the team leaders of the Police Staff College and Crime Management College through effective and efficient advising of the strategic level of the ANP General Training Command (GTC). He/she will have a line manager responsibility for advisers deployed within the GTC and will report to the Chief of Training Unit. He/she will:

### Main tasks and responsibilities

- Maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP Head of General Training Command, by effective advising at a strategic level;
- Advise the senior management team at the ANP General Training Command to enhance their strategic capacity and capability within the General Training Command;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise ANP compliance in relation to Human Rights and Gender policies within the ANP General Training Command;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the Chief of the Training Unit.

### Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree, 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

Within the experience of the successful candidate will be exposure to strategic leadership challenges and change management programmes. To ensure credibility with the mentee, the post holder must be at least Colonel/Superintendent rank.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organisations is highly desirable;
- Senior level leadership;
- 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>
ANP Professionalisation and Training Component / Training Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-37, 38	Police Adviser General Training Command	

### Job Description

The Police Adviser at the GTC will assist the team leaders of the Police Staff College and Crime Management College through effective and efficient advising at the strategic level of the ANP General Training Command (GTC). He/she will report to the EUPOL Police Adviser Team Leader General Training Command and will:

### Main tasks and responsibilities

- Maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP Head of General Training Command, by effective advising at a strategic level;
- Advise the senior management team at the ANP General Training Command to enhance their strategic capacity and capability within the General Training Command;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise ANP compliance in relation to Human Rights and Gender policies within the ANP General Training Command;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the Police Adviser Team leader General Training Command.

### Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree, 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

Within the experience of the successful candidate will be exposure to strategic leadership challenges and change management programmes. To ensure credibility with the mentee, the post holder must be at least Colonel/Superintendent rank.

Advantageous

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

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/Field Unit/FO Kabul	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-53, 56, 57	Police Expert Field Office Kabul	

### Job Description

The Field Office Police Expert will mentor/advise the senior management team of the Kabul City Chief of Police and will report to the EUPOL Police Mentor Team Leader. He/she will:

### Main tasks and responsibilities

- Undertake all tasks/activities within the Mission Implementation Plan;
- Fulfil the requirements of mission reporting systems and processes;
- Establish and maintain a strong professional relationship between the senior management team of the Kabul City Chief of Police through effective advising at a strategic level;
- Enhance ANP standards in the areas outlined above through strategic guidance;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Ensure that effective professional working relationships are established at a strategic level between EUPOL FO team and international and national organisations;
- Undertake any other tasks required by the team leader of the field office or the senior management team of the ANP Professionalisation and Training Component.

### 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, psychology, 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;
- Experience in working in partnership with communities, liaising with community groups and individuals.

#### Advantageous

- Excellent interpersonal skills and ability to communicate internally and externally, especially with multi-national and international organisations as well as international partners;
- Adequate knowledge of the international law concerning human rights;
- Ability to deal with potentially sensitive situation;

- 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 CSDP and other international missions in the crisis areas as well as from multi-national and international organisations;
- 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/Unit/Team</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/Police Unit/Investigations and Intel Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-68	Senior Interpol Expert	

### Job Description

The Senior Interpol Expert will advise the Afghan Head of Interpol. He/she will assist the Investigation and Intel Team Leader in developing the capacity and capability of Interpol within Afghan National Police (ANP), National Central Bureau, through effective advising, at a strategic level. The Senior Interpol Expert will assist the Investigation and Intel Team Leader in all aspects connected to the mentioned area of specialisation. He/she will report to the Investigation and Intel Team Leader and will:

### Main tasks and responsibilities

- Advise the ANP Head of Interpol on the implementation of Interpol policies and strategies to enhance standards in this area, in close cooperation with the prosecution and judicial system;
- Further enhance the cooperation of National Central Bureau (NCB) Kabul with other related authorities such as the Afghan Border Police for improving border crossing practices;
- 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;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Maintain continuous liaison with the relevant Experts or Advises deployed within the Field Unit, and synchronise actions in all Interpol related issues;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

### 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 organisation in a senior rank;
- Experience in projects related to police reform and in criminal investigations;
- Experience (minimum 5 years) in a national NCB or from Interpol HQ / Regional office is a requirement.

### Advantageous

- Substantive knowledge of the functioning of the EU institutions;
- Excellent knowledge of the Interpol- specific framework of relations, regulations, prentices, policies, operations and communications;
- Strong managerial and decision-making skills, flexibility and ability to establish priorities;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational 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/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Police Unit/ Investigations and Intel Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-73, 74*	Intel Expert	

### Job Description

The Intel Expert will assist the Investigations and Intel Team Leader through effective and efficient mentoring and advising at a strategic level in all aspects connected to ILP. He/She will report to the Investigations and Intel Team Leader and will:

### Main tasks and responsibilities

- Advise, monitor and mentor the ANP counterpart at a strategic level on the implementation of the Intelligence Led Policing model to enhance standards in this area, 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 other ILP Departments at a strategic level deployed within the same area of responsibility;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

### Qualifications and experience

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 CFSP and 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>
Training Component/ANP Professionalisation & Training Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-75	Development and Implementation Officer	

### Job Description

The Development and Implementation Officer will directly assist the Head of the Training Component (ANP Professionalisation & Training Component) to devise, develop and deliver comprehensive plans for business development in all aspects of component business. Reporting to the Head of the Training Component (after 1 January 2015: ANP Professionalisation & Training Component), and in her/his absence to the Deputy Head of the Component, he/she will:

### Main tasks and responsibilities

- Design and develop planning in relation to new business areas within the component;
- Ensure all planning and implementation activity is recorded accurately and effectively managed on appropriate databases and project management systems;
- Develop and implement an evaluation process in relation to component activities and tasks in close cooperation with the Strategic Planning and Analysis and Reporting Department (SPAR);
- Deliver and implement plans to enable effective and efficient transition processes to be undertaken;
- Ensure the desired outcomes are achieved and effectively reported;
- Develop and implement an effective internal marketing plan, communication and media strategy appropriate to need and responsive to opportunity, in close collaboration with the Head of the Training Component (ANP Professionalisation & Training Component) and the Chief of Press and Public Information Office;
- Ensure alignment of the Training Component (ANP Professionalisation & Training Component) strategy with that of the wider mission and maximise effectiveness through collaboration with other components;
- Liaise with senior Afghan counterparts at a strategic level within the Ministry of Interior;
- Any other duties as required by the Head of the Training Component (ANP Professionalisation & Training Component).

### Qualifications and experience

#### Essential

#### Education and experience

Successful completion of a full course of university studies attested by a degree in Police Sciences 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 3 years of relevant and proven full-time professional experience;

#### OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 3 years of relevant and proven full-time Police experience.

#### Specification of experience

- Current or recent international experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organisations is highly desirable;
- Good drafting, project management and reporting skills;
- Good working knowledge of MS Office, MS Excel and MS Project.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/Police Unit/Community and Command Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-77, 79	Community Expert	

### Job Description

The Community Policing Expert will assist the Community Police Expert Team Leader through effective and efficient advising at a strategic level in all aspects connected to Community Policing. He/she will report to the Community Police Expert Team Leader and will:

### Main tasks and responsibilities

- Monitor and advise the ANP counterpart at a strategic level on the implementation of the national strategy for community policing to enhance standards in this area, 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 other Criminal Investigation Departments at a strategic level deployed within the same area of responsibility;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

### Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree Law, Psychology or Social 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 at management level in working in partnership with communities, liaising with community groups and individuals.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organisations is highly desirable;
- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation;
- Good working knowledge of MS Office and MS Excel.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component/Police Unit/Community and Command Team	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-P-81	Police Command, Control Communication Expert (PC3)	

### Job Description

The PC3 Expert will assist the Community Police Expert Team Leader through effective and efficient mentoring and advising at a strategic level in all aspects connected to PC3. He/She will report to the Community Police Expert Team Leader and will:

### Main tasks and responsibilities

- Advise, monitor and mentor the ANP counterpart at a strategic level on the implementation of the national strategy for PC3 to enhance standards in this area, 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 other command, control and communication Departments at a strategic level deployed within the same area of responsibility;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- Undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

### Qualifications and experience

Essential

Education and experience

Successful completion of a full course of university studies attested by a degree Law, Psychology or Social 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 at management level in working in partnership with communities, liaising with community groups and individuals.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organisations is highly desirable;
- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation;
- Good working knowledge of MS Office and MS Excel.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Field Unit, Field Office Kabul	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	<u>Expert</u>
KA-R-06	Gender & Human Rights Expert	

### Job Description

The Gender & Human Rights Expert will assist the Team Leader of the Field Office in all aspects connected to Human Rights & Gender area of specialisation. These actions will be conducted in compliance with the guidelines of the Mission mandate including anti-corruption mainstreaming. Reporting to the Team Leader of the Field Office, and will be:

### Main tasks and responsibilities

- Supporting the Team Leader of the Field Office in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of HR&G and anti-corruption mainstreaming;
- Closely cooperating with the EUPOL HQ Police Unit / Community and Command Team, RoL Component as well as MoI Reform Component / Ministry Reform Unit and Police MoI Oversight and Accountability 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 as well as ensuring anti-corruption mainstreaming;
- Conducting advising and monitoring of police and justice actors, including but not limited to criminal prosecutors, judges and investigative police;
- Assisting in the transition 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, counter corruption, 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 Team Leader of the Field Office.

### 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 5 years of relevant and proven full-time professional experience.

#### Specification of experience

- Experience in institution building, administrative procedures and administrative reform in a Member 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 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/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
ANP Professionalisation and Training Component / Field Unit, Field Office Kabul	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	<u>Expert</u>
KA-R-07	Justice Expert	

### Job Description

The Justice Expert will assist the Team Leader of the Field Office in all aspects connected to Police-Justice Cooperation area of specialisation. These actions will be conducted in compliance with the guidelines of the Mission mandate. Reporting to the Team Leader of the Field Office, and will:

### Main tasks and responsibilities

- Support the Team Leader of the Field Office in all aspects related to the performance of mentoring, advising, training and monitoring activities in the field of Justice;
- Closely cooperate with the EUPOL HQ Police-Justice Cooperation, the Justice Expert 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 OPLAN;
- Engage directly with the chief prosecutor's office and chief of police's office through 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 EUPOL HQ 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);
- Advise the prosecutors of the Anti-Corruption Unit and Military Anti-Corruption Unit within the Attorney General's Office and subsequently monitor court trials;
- Monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- 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 Team Leader of the Field Office.



## 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 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 8 years of relevant and proven full-time Police 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 a Member State and/or in a developmental, transitional or post-conflict situation;
- Or: experience from developing legislative framework and judicial institutions in a Member 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 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>
Office Head Rule of Law Component (RoL)/ Rule of Law	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-14	Deputy Head Rule of Law Component	

### Job Description

The Deputy Head RoL Component will assist the Head RoL Component in performing his/her duties by coordinating the advising, monitoring and training activities of the Component and advising the Head of RoL Component on the strategic direction of the Mission itself. His/her tasks involve coordinating the Team Leader of the RoL Units and their interactions within the Mission, with senior management, within the RoL component and across the other mission components. Reporting to Head of Rule of Law Component, the Head of RoL Reform will:

### Main tasks and responsibilities

- Assist the Head of RoL Component in leading and managing the RoL Component;
- Exercise daily administrative management of the RoL Component and delegate it to the transition and coordination officer;
- Assist the Head of RoL Component in defining the overall direction of the Component's advising and training activities and in particular in coordinating the Advisers and Trainers deployed centrally and in integrating existing and planned training and advising activities, in particular support the Head of RoL Component in leading the advisory team to the Attorney General and the Minister of Justice and define the overall direction of the Component's advising activities;
- Oversees execution of strategic decisions by Head RoL Component at tactical and operational level, specifically the progress on the Mission implementation Plan
- Supervise the work of the staff members of the Office Head RoL Component;
- Lead and consolidate EUPOL's efforts in contributing to the Afghan criminal justice sector through EUPOL training and advising projects and through the provision of strategic input on this process;
- Support Head of RoL Component in facilitating the internal and external transition of EUPOL activities in the field of RoL;
- Work in close cooperation with the MoI Reform Component and the ANP Professionalisation & Training Component and assist the Head of RoL Component in giving these Components substantial guidance in the field of RoL activities, such as Anti-Corruption activities and Human Rights & Gender activities, through regular meetings with the Heads and Senior RoL Adviser of the aforementioned Components;
- Closely coordinate RoL activities with EUPOL's other substantive components, EUPOL's Project Management and EUPOL's reporting section SPAR;
- Support the Head RoL Component in the decision making process by drafting and submitting for approval relevant plans, directives and orders;
- Support the Head RoL Component by compiling and drafting regular reports for the Reporting Office;
- Assist the Head of RoL Component in leading project networking and partnership development with the aim of enhancing coordination and cooperation among key parties and donors, such as the European Union Delegation, UNAMA and bilateral actors (e.g. USA, EU member states), and others;
- Identify projects in the different areas of the criminal justice sector in cooperation with Afghan counterparts and supporting their implementation through the RoL Chiefs of Departments;
- Undertake any other tasks required by the Head of Component RoL in support of the objectives of the mission.

### Qualifications 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, preferably with post-graduate or master studies in criminal or procedural law, international law, international relations after having obtained the university degree at least 8 years of relevant and proven full-time professional experience out of which at least 4 years at senior management level;
- Experience in managing police and/or judicial reform programs;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Strong proficiency in English.

### Additional Requirements

- 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 or equivalent;
- Knowledge of Sharia law, traditional dispute resolution mechanisms, Gender and Human rights;
- Knowledge of professional standards for police and prosecution services;
- Knowledge of the mechanisms for international and national police and judicial cooperation;
- Experience in strategic management and/or public administration;
- Ability to establish constructive working relationships with a wide range of national and international stakeholders with a range of interests;
- An ability to work effectively under pressure in difficult circumstances in a post conflict environment;
- Working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-15*	Coordinator and Transition Expert	

### Job Description

The Coordinator and Transition Expert will support the Head of RoL Component and its Deputy in all aspects connected to the administration and supervision of the RoL Component, the internal transition and the external transition (including training) in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption undertaken by the Mission. Reporting to the Head of RoL he/she will:

### Main tasks and responsibilities

- Assist the Head of RoL Component and his/her Deputy in all activities required for the administration, coordination and supervision of the RoL Component, the internal and external transition in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption;
- Assist the Head of RoL Component and his/her Deputy in coordinating RoL activities within EUPOL's substantive components (in particular by transition of training activities and future advising strategies), EUPOL's program Unit, EUPOL's reporting section, and other sections as necessary;
- Liaise with the team Leaders of RoL Units and cooperate closely with Afghan counterparts to identify advising and institutional reform projects falling under Rule of Law Component; Advise and monitor AGO and MOI training departments on sustainable training strategies, programmes as part of a national strategy;
- In order to ensure a smooth transition of RoL activities in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption, assist the Head of RoL and his/her Deputy in networking and building relationships with other international and national organisations that are engaged in RoL activities in the fields of police-justice cooperation, legal reform, human rights & gender, and Anti-Corruption, including the implementation of justice sector training and advising;
- Support national institutions in the development of Afghan-owned and self-sustaining training capacity;
- Define, maintain, and ensure adherence to uniform training standards and a coherent training strategy, ensure the monitoring of Afghan training delivery, maintain up-to-date RoL training statistics, maintain the RoL training library;
- Assist the Head of RoL and his/her Deputy in defining, and ensuring adherence to, uniform advising and monitoring standards and a coherent advising and monitoring strategy; overseeing quality advising and monitoring delivery; maintain an overview of, and providing an institutional memory of advising activities in the Rule of Law Component, Contribute to the implementation of advising activities through the RoL adviser deployed in the RoL Component in close liaison with the relevant Team Leader of Units, in particular by defining, and ensuring adherence to, uniform advising standards and a coherent advising strategy, overseeing quality advising delivery in particular the strategic level of advising, maintaining an overview of, and providing an institutional memory of advising activities in the RoL Component including details of advised Afghan Counterparts, advising topics, and follow-up.
- Undertake any other tasks required by the Head of RoL Component or his/her Deputy.

## Qualifications and experience

### 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 , 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 Police Academy with duration of 3 years or more, with at least 8 years of relevant and proven full-time Police experience.

#### Specification of experience

- Relevant experience of minimum 8 years, out of which two at management level includes: experience as a judge, public prosecutor or criminal/police investigator, practicing lawyer, ombudsman officer etc, having worked on developing strategies in a Member State and/or in a developmental, transitional or post-conflict situation;
- Experience in development/ delivery of training for a range of audiences;
- Experience in mentoring/ advising at operational/ strategic level.

#### Advantageous

- International experience, particularly in crisis areas with multinational and international organisations;
- 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 multinational 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 CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

## EUPOL AFGHANISTAN

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Rule of Law Component Legal Reform Unit	Kabul	Seconded
<u>Position Code</u>	<u>Position Name</u>	
KA-R-27*	Legal Reform Expert	

### Job Description

The Legal Reform Expert shall assist the Legal Reform Unit Team Leader in the area of improving cooperation and coordination between the police and the judiciary. Reporting to the Legal Reform Unit Team Leader, his/her Main Tasks and Responsibilities will include:

### Main tasks and responsibilities

- Work in a team of experts to provide strategic and 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 Afghan National Assembly, 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 Departments 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/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;
- Advise the MoJ Legal Aid Office in strategy and structural reforms and in awareness raising campaigns on defence rights and rights of the accused targeting police and justice institutions;
- Support the Criminal Law Reform Working Group and Criminal Procedure Code Working Group;
- Provide strategic and 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 and Afghan National Assembly;
- Cooperate closely with the European Delegation programmes and other institution building activities in the justice sector organised by international organisations (e.g. UNAMA) and bilateral actors (e.g. US, EU MS);
- Undertake any other related tasks as required by the Legal Reform Unit Team Leader.

#### 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 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, having worked on developing legislative framework and judicial institutions in a Member State and/or 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 multinational 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 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;
- Experience and good knowledge of criminal justice reform processes in particular on legal drafting and management level;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.