

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Police Mission in the Palestinian territories
(EUPOL COPPS)
1-2015 Call for Contributions**

Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Availability:	As indicated below		
Staff Regime:	As indicated below		
Job Titles / Vacancy notices	Ref.	Name of the post	Available on
	<u>Seconded</u>		
	HM002	Deputy Head of Mission	ASAP
	HM010	Legal Adviser	ASAP
	PA005	Police Adviser	01/07/2015
	PA007	Senior Police Adviser	12/06/2015
	PA009	Police Adviser	12/06/2015
	PA017	Senior Police Adviser	13/08/2015
	PA020	Ministerial Strategic and Policy Adviser	01/06/2015
	PA022	Police Adviser	ASAP
	PA023	Police Adviser*	12/07/2015
	PA029	Penitentiary Expert	01/06/2015
	RL001	Head of Rule of Law Section	16/06/2015
	RL002	Deputy Head of Rule of Law Section	10/05/2015
	RL004	Prosecution Expert	ASAP
	RL005	Prosecution Expert	ASAP
PR001	Head of Planning and Evaluation Department	16/08/2015	

	MS008	Logistics Officer/Transportation Coordinator	22/04/2015
	<u>Seconded/Contracted</u>		
	HM006	Press and Public Information Officer	02/07/2015
	PR006	Programme Evaluation Manager	ASAP
	MS001	Head of Mission Support	17/05/2015
	MS006	Finance Officer	ASAP
Deadline for applications:	Friday 20 March 2015 at 1700 Brussels time		
E-mail address to send the Job Application Form/CV:	cpcc.eupolcopps@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Mr Jørn Laursen E-mail: cpcc.cfc@eeas.europa.eu +32 (0)2 584 3289</p>		

* the availability of this position is pending an extension request

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 Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

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

A. 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 an EU Member State or of a contributing third State.

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

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

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

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

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

Computer Skills – The candidates must be skilled in word processing, spread sheet and E-mail systems is essential. Knowledge of other IT tools will be an asset.

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

Driving licence – The candidates must be in possession of a valid - including Mission area - civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly 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 – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

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

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

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

C. Essential documents for selected candidates

Passport – The support of the contributing states is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedoms of movement within the Mission area (including both Israel and oPT).

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

Security clearance required – The selected candidates 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 – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received according to the required immunisations for the Mission area.

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

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the contributing States and European Institutions to take this into account when offering contributions.

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

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission headquarters for interviews, the contributing States will bear any related costs.

Information on the outcome – The contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Some of the following job descriptions might be subject to modification based on the operational requirements and in line with the principles set out in the new Operation Plan (OPLAN).

Seconded positions

Position Name: Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: HM002	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission HQ	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Deputy Head of Mission will assist the Head of Mission (HoM) in leading and directing all Mission activities and personnel including by providing overall strategic and operational guidance and management. The incumbent will be responsible for and oversee the operational activities of the Mission and will be part of the Senior Management Team of the Mission.

Main Tasks:

- To assist the HoM in planning, directing, coordinating and managing the Mission activities and personnel in the accomplishment of Mission's tasks and mandate implementation;
- To contribute to the development of strategies and plans;
- To be responsible for the operational activities of the Mission by directing, distributing and following up the internal work-flow and the operational output of the Mission;
- To chair the weekly MIP (Mission Implementation Plan) Steering Group (MSG) meetings, manage its agenda and to ensure appropriate follow-up decisions;
- To ensure the proper internal coordination of the operational sections of the Mission;
- To oversee the drafting and follow up of the internal operational work plans to ensure that the Mission's strategic objectives and operational goals are met;
- To assist the HoM in the day-to-day management of the Mission;
- To assist the HoM in the selection of personnel;
- On delegation of the HoM, to exercise disciplinary control over all international and local staff in the mission;
- To deputize the HoM in his/her absence from the Mission;
- To undertake any other tasks on behalf of the HoM.

Qualifications and Experience:

- University degree (minimum 4 years full time studies) in Law, Public Administration or other relevant field or equivalent police professional training with at least 10 years professional experience in a senior managerial position within the Police, Ministry of the Interior or Justice;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it both internally and externally including in a culturally and politically challenging environment;
- Sound proven management skills at national or international level with experience of both strategic and operational management;
- Good understanding of the concept of Civilian Policing and Primacy, Rule of Law, Human Rights and the entire chain of Criminal Justice (from Police to Prison), in an institution building and development context;
- Excellent level of spoken and written English;
- Project management knowledge (desirable);
- International experience particularly in crisis management areas or with international organizations (desirable).

Position Name: Legal Adviser	Employment Regime: Seconded	
Ref. Number: HM010	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission HQ	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Legal Adviser reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

Main Tasks:

- To provide advanced legal expertise and advice for the HoM on legal issues pertaining to the Mission and its legal framework, status and mandate;
- To draft legal guidelines for the Mission in accordance with HoM instructions;
- If required to ensure his/her involvement in all relevant legal aspects of the Mission, including but not limited to operational issues, contracts relating to any legal or financial aspects, contracts of employment, and other personnel management related or administrative legal issues;
- To coordinate and liaise with other components of the Mission on issues where legal expertise is required;
- To liaise with other international and local stakeholders in the area of the above-mentioned legal issues;
- To draft assessments and recommendations for the HoM and/or duly authorised delegates in relation to internal disciplinary and administrative proceedings;
- To contribute to induction and other training with regard to general legal issues related to the Mission, its legal framework and its mandate and status;
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements, including for facilitating the supply of equipment, goods and services to the Mission and its beneficiaries; and,
- To undertake any other tasks required by the HoM or the DHoM.

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 where the degree is awarded is four (4) years or more;
- After having obtained the university degree, at least 10 years of relevant and proven full-time professional experience;
- Proven knowledge of and experience in international law, labour law, contract law, procedural law, constitutional law and administrative law;
- Proven skills and experience in drafting laws, Standard Operating Procedures, other regulations and assessments;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Proficiency in the Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English, including legal English;
- Solid knowledge of and experience in CSDP mission-related personnel and administrative procedures, including internal investigations and disciplinary proceedings (desirable);
- Prior CSDP or equivalent mission experience (desirable).

Position Name: Police Adviser	Employment Regime: Seconded	
Ref. Number: PA005	Location: Ramallah	Availability: 01/07/2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Police Adviser reports to the Head of Police Advisory Section.

Main Tasks:

- To provide expertise to strengthen the strategic functions and position of the Palestinian Civil Police (PCP);
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP frontline policing administrations;
- To contribute at operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To advise and mentor the relevant strategic and planning unit in PCP, and when appropriate, in the Ministry of Interior (MoI);
- To advise on development of instruments and mechanisms to strengthen strategic work;
- To support the PCP, and when appropriate MoI, in the development and implementation of strategic plans;
- To advise the PCP, MoI, and other governmental bodies regarding participation in police/security cooperation schemes or initiatives (i.e. INTERPOL, EUROPOL);
- To advise on the development of appropriate legal and regulatory frameworks governing the work of the PCP and MoI;
- To support activities, development, and coordination schemes which strengthen civilian police primacy; specifically but not limited to the area of roles, responsibilities and mandates;
- To undertake any other related tasks as required by the Head of Police Advisory Section/Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated from a Police academy or college any EU Member State or third contributing State.
- Minimum of 5 years police service in general policing;
- Excellent level of written and spoken English;
- Ability to effectively manage change in difficult and tense environments;
- Strong liaison inter-personal skills and ability to process and analyse information and data;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook);
- Experience working in a Ministry of the Interior or Ministry of Justice is highly desirable;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Project management experience (desirable);
- Experience from a military police background in the development of security doctrine related to roles, responsibilities and mandates of security services (desirable);
- Training experience (desirable).

Position Name: Senior Police Adviser	Employment Regime: Seconded	
Ref. Number: PA007	Location: Ramallah	Availability: 12/06/2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Senior Police Advisor reports to the Head of Police Advisory Section.

Main Tasks:

- To provide expertise to the development of organisational structures and mechanisms to support the development of modern and effective policing;
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the Palestinian Civil Police (PCP) frontline policing administrations;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To advise and mentor senior police management in implementing their reform plans, including the restructuring of the PCP;
- To advise and mentor senior police members on general management, change management and leadership;
- To support the PCP in furthering establishing appropriate mandates / responsibilities for various police units/administrations, including at the district level;
- To advise PCP senior management, in conjunction with the PCP Human Resources Administration and strategic planning unit, in developing job descriptions and specifications for various police units/administrations, including at the district level;
- To support the coordination of reform activities;
- To advise PCP on how to operationalize and implement reform plans, and take stock of progress and performance;
- To undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated from a Police academy or college any EU Member State or third contributing State;
- Minimum of 8 years police service in general policing including 5 years minimum of senior management experience;
- Excellent level of written and spoken English;
- Ability to effectively manage change in difficult and tense environments;
- Strong liaison inter-personal skills and ability to process and analyse information and data;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook);
- Training experience (desirable);
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Project management experience (desirable).

Position Name: Police Adviser	Employment Regime: Seconded	
Ref. Number: PA009	Location: Ramallah	Availability: 12/06/2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Police Adviser reports to the Head of Police Advisory Section.

Main Tasks:

- To provide expertise to strengthen the capabilities of frontline operational police administrations;
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the Palestinian Civil Police (PCP) frontline policing administrations;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To support the adoption of service-minded policing through the development and implementation of SOPs, manuals, policies and the implementation of the community policing concept
- To identify and advise on the capacity and training gaps of specialized branch police units;
- To assist in the implementation of local training;
- To advise the PCP to adopt public partnerships and identify local and community policing needs;
- To establish and develop professional working relationships with relevant authorities and civil society organizations developing long-term plans in-conjunction with district and/or specialized branch police units;
- To support as appropriate, the PCP frontline operational police administrations identify the appropriate equipment and infrastructure needed to deliver effective policing;
- To advise the frontline policing administrations interact and coordinate with other local police Districts and Police HQ;
- To undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated from a Police academy or college any EU Member State or third contributing State;
- Minimum of 5 years police service in general policing (i.e. patrolling, special police force, traffic, public order, command and control, community policing, etc);
- Excellent level of written and spoken English;
- A full driving licence qualified to drive armoured vehicles (B6 class);
- Ability to effectively manage change in difficult and tense environments;
- Strong liaison inter-personal skills and ability to process and analyse information and data;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).
- Training experience (desirable);
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Project management experience (desirable).

Position Name: Senior Police Adviser	Employment Regime: Seconded	
Ref. Number: PA017	Location: Ramallah	Availability: 13/08/2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Senior Police Adviser reports to the Head of Police Advisory Section.

Main Tasks:

- To provide expertise to strengthen the capabilities of the administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP administrative and internal support administration/units;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To support the adoption of service-minded policing through the development and implementation of SOPs, manuals, and policies;
- To have experience in performing and supervising laboratory examinations of evidence, including specialized processing involving physical, chemical, optical and digital methods; maintains accountability for the activities in the crime lab;
- To have knowledge and skills in supervising Evidence Technician and Crime Scene Response Team to include: determining workload and delegating assignments, training, monitoring and may evaluate performance, and initiate corrective or disciplinary action;
- To have proven ability in monitoring and providing recommendations for the lab budget (expenditures, budget projections, etc.);
- To have experience in administering/conducting test or examinations; evaluating test results, making recommendations, communicating test findings and compiling reports; reviewing and/or inspecting work for quality, accuracy and completeness;
- To have experience in maintaining accountability for the activities in the crime lab; identifying developmental needs of lab staff, coach, mentor or otherwise help others to improve their knowledge, skills and abilities;
- To have experience in discussing laboratory test results and evidence with officers and attorneys; provides court testimony as necessary related to assigned cases;
- To advise and support the PCP in implementing externally funded projects/initiatives;
- To undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- 5 years of experience in a secondary scientific discipline such as Questioned Documents, Evidence, Firearms/Tool marks, Footwear/Tire, Crime Scene Analysis;
- A diploma/degree or relevant training in forensic science or related subject (minimum of 3 years);
- Excellent level of written and spoken English;
- Ability to effectively manage change in difficult and tense environments.
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook);
- Strong liaison inter-personal skills and ability to process and analyse information and data;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Project management and training experience (desirable);

Position Name: Ministerial Strategic and Policy Adviser	Employment Regime: Seconded	
Ref. Number: PA020	Location: Ramallah	Availability: 01/06/2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Ministerial Strategic and Policy Adviser reports to the Head of Police Advisory Section.

Main Tasks:

- To support the Ministry of Interior (MoI) in reviewing its strategy with respect to security related matters, and assist with implementation and evaluation of the strategy;
- To support the MoI as part of its strategy in ensuring policing primacy of the PCP vis-a-vis the other securities services;
- To ensure alignment of the strategic objectives of the mission (with respect to security related matters) with those of the MoI;
- To assist with the development of efficient organisational structures within the MoI so as to ensure effective implementation of the security sector strategy;
- To support the MoI efforts to develop/elaborate an effective/proactive communication strategy.
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity;
- To train the incoming members of the CSDP Mission on MoI related matters;
- To advise other mission's advisors on MoI related matters;
- To report on progress whenever required;
- To contribute to identify and report lessons and best practices within the respective field of responsibility;
- To undertake any other tasks required on behalf of the Head of Police Advisory Section/Deputy Head of Police Advisory Section.

Qualifications and Experience:

- University Degree (minimum 4 years full time study) in Law or Political Science or other related field, or equivalent professional education;
- Extensive working experience (minimum 8 years) in advising on strategy within a ministry or other security sector institution (at least at middle management level);
- Good knowledge of security sector reform processes, police reform and administration of police services from a comparative perspective;
- Experience of strategic planning and coordination and an understanding of the importance of the rule of law;
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds;
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity;
- Fluency in written and spoken English;
- Relevant international/mission experience would be a distinct advantage;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook).

Position Name: Police Adviser	Employment Regime: Seconded	
Ref. Number: PA022	Location: Ramallah	Availability: 12/07/2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Police Adviser reports to the Head of Police Advisory Section.

Main Tasks:

- To provide expertise to strengthen the capabilities of the administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP administrative and internal support administration/units;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To support the adoption of service-minded policing through the development and implementation of SOPs, manuals, and policies;
- To identify and advise on the capacity and training gaps of the administrative and internal support policing units;
- To support the PCP Logistics.
- To assist, when appropriate, in the implementation of local training;
- To support as appropriate, the PCP administrative and internal support units identify the appropriate equipment and infrastructure needed to deliver effective policing;
- To advise the administrative and internal support policing units interact and coordinate with other local police Districts and Police HQ;
- To advise and support the PCP in implementing externally funded projects/initiatives;
- To undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated from a Police academy or college of any EU Member State or third contributing State or another relevant professional background;
- A diploma/degree or relevant training in police affairs, law or related subject (minimum of 3 years);
- Minimum of 5 years police service in administrative and internal support (i.e. human resources, training, logistics, finance, IT, etc);
- Excellent level of written and spoken English;
- Ability to effectively manage change in difficult and tense environments;
- Strong liaison inter-personal skills and ability to process and analyse information and data;
- Training experience (desirable);
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Project management experience (desirable).

Position Name: Police Adviser	Employment Regime: Seconded	
Ref. Number: PA023	Location: Ramallah	Availability: 12/07/2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Police Adviser reports to the Head of Police Advisory Section.

Main Tasks:

- To provide expertise to strengthen the capabilities of the administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP administrative and internal support administration/units;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To support the adoption of service-minded policing through the development and implementation of SOPs, manuals, and policies;
- To identify and advise on the capacity and training gaps of the administrative and internal support policing units;
- To assist, when appropriate, in the implementation of local training;
- To support as appropriate, the PCP administrative and internal support units identify the appropriate equipment and infrastructure needed to deliver effective policing;
- To advise the administrative and internal support policing units interact and coordinate with other local police Districts and Police HQ;
- To advise and support the PCP in implementing externally funded projects/initiatives;
- To undertake any other related tasks as required by the Head of the Police Advisory Section/Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated from a Police academy or college of any EU Member State or third contributing State or another relevant professional background;
- A diploma/degree or relevant training in police affairs, law or related subject (minimum of 3 years);
- Minimum of 8 years police service in administrative and internal support (i.e. human resources, training, logistics, finance, IT);
- Excellent level of written and spoken English;
- Ability to effectively manage change in difficult and tense environments;
- Strong liaison inter-personal skills and ability to process and analyse information and data;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook);
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Project management experience (desirable);
- Training experience (desirable).

Position Name: Penitentiary Expert	Employment Regime: Seconded	
Ref. Number: PA029	Location: Ramallah	Availability: 01/06/2015
Component/Department/Unit: Police Advisory Section	Level of Security: Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Penitentiary Expert reports to the Head of Police Advisory Section.

Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to:
 - Supporting the Corrections and Rehabilitations Center Department (CRCD) of the Palestinian Civilian Police (PCP) with the development and delivery of training in a range of areas and with the establishment of training procedures;
- To liaise closely with the CRCD of the PCP on any matters which arise and provide advice and direction as required and coordinate with the relevant ministries (Ministry of Interior and Justice) and with the judiciary;
- To provide advice and guidance to CRCD on the spectrum of their activities, operations, organisation and administration, including reform and strengthening of the prison system and including issues relating to international human rights standards, implementation of strategic planning processes, development of legislation, policy and procedures, rehabilitation of facilities, management of prisoners in accordance with international guidelines, prison administration, budget management, human resource management, performance management and staff training;
- To establish and maintain contacts and effective relations with government officials, national prison professionals, international prisons training agencies and bilateral/multilateral donors concerned with strengthening prisons (e.g. the US Bureau for International Narcotics and Law Enforcement and UNODC);
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To perform other tasks as required by the Head and/or Deputy Head of the Rule of Police Advisory Section.

Qualifications and Experience:

- University degree (minimum 4 years full time study) in law, social science or equivalent academic or professional training;
- A minimum of 8 years of progressively responsible experience within prison systems preferably in both field and headquarters locations as well as sound and proven strategic and operational prison management experience;
- Well-developed consultation, negotiation and written communication skills and demonstrated planning and organisational skills;
- Experience of the development and delivery of training courses for prison personnel;
- Demonstrated in-depth understanding of prison management; substantial and diverse experience in all facets of the job; strong analytical skills combined with good judgment and knowledge of prison related international standards;
- Capacity to adopt a strategic approach to the development of a prison system;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan;

- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English and ability to prepare reports and conduct presentations by clearly formulating positions on issues;
- Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook).

Position Name: Head of Rule of Law Section	Employment Regime: Seconded	
Ref. Number: RL001	Location: Ramallah	Availability: 16/06/2015
Component/Department/Unit: Rule of Law	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Head of Rule of Law Section reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

Main Tasks:

- To manage the Rule of Law Section to fulfill its tasks efficiently and effectively in accordance with the strategic goals of the mission and the Mission Implementation Plan (MIP) in the area of criminal justice;
- To manage resource allocation within the section, planning activities and priorities, overseeing implementation of activities and assessing the work of the section;
- To prepare briefing notes and memoranda for the HoM's office on the range of areas within the field of criminal justice;
- To manage the section so as to ensure the communication, coordination and co-operation both inside the section and between the section and other units of the mission;
- To liaise with relevant actors in the justice sector so as to ensure coordination between the activities of these actors and those of the mission. This will include participating in the Justice Sector Working Group and ensuring that the appropriate technical assistance is provided to that group;
- To maintain close, result-oriented contact with relevant local counterparts and with international organizations, donors and implementers operating in the field of criminal justice;
- To liaise and coordinate activities with relevant officials at the Ministry of Justice, the High Judicial Council, the Office of the Attorney General and the Bar Association;
- To oversee the implementation of Quick Impact Projects within the section;
- To undertake any other tasks assigned by the HoM and the DHoM.

Qualifications and Experience:

- University degree (minimum 4 years full time studies) in law, public administration or other relevant field with at least 8 years professional experience as a judge, prosecutor or lawyer;
- Sound and proven managerial experience (minimum 5 years), preferably in the context of an international organization;
- International experience of working with rule of law and criminal justice system issues ;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Ability to plan, oversee and implement MIP;
- Excellent level of written and spoken English;
- Project management experience (desirable).

Position Name: Deputy Head of Rule of Law Section	Employment Regime: Seconded	
Ref. Number: RL002	Location: Ramallah	Availability: 10/05/2015
Component/Department/Unit: Rule of Law	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Deputy Head of Rule of Law Section reports to the Head of Rule of Law Section.

Main Tasks:

- To deputise for the Head of Rule of Law Section when required;
- To provide support to the Head of the Rule of Law Section in managing the section so that it fulfils its tasks efficiently and effectively in accordance with the strategic goals of the Mission and the Mission implementation plan in the area of criminal justice;
- To provide support to the Head of the Rule of Law Section in managing resource allocation within the section, planning activities and priorities, overseeing implementation of activities and assessing the work of the section;
- To draft and edit reports in relation to the activities of the section and providing support with respect to the preparation of briefing notes and memoranda for the Head of Mission's Office on the range of areas within the field of criminal justice;
- To oversee daily logistical and administrative matters/issues and task staff accordingly;
- To provide support to the Head of the Rule of Law Section in maintaining close, result-oriented contact with relevant local counterparts and with international organisations, donors and implementers operating in the field of criminal justice;
- To provide support to the Head of the Rule of Law Section in liaising and coordinating activities with relevant officials at the Ministry of Justice, the High Judicial Council, the Office of the Attorney General and the Bar Association;
- To provide support to the Head of the Rule of Law Section in overseeing the implementation of Quick Impact Projects within the section;
- To undertake any other tasks assigned by the Head of Rule of Law Section.

Qualifications and Experience:

- University degree (minimum 4 years full time study) in law, public administration or other relevant field with at least 8 years professional experience as a judge, prosecutor or lawyer;
- Sound, proven managerial experience (minimum 5 years), preferably in the context of an international organisation;
- International experience of working with rule of law/criminal justice reform;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Ability to plan, oversee and implement mission implementation plans;
- Excellent level of written and spoken English.

Position Name: Prosecution Expert	Employment Regime: Seconded	
Ref. Number: RL004	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Rule of Law	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to supporting the criminal justice institutions which focus on anti-corruption (the Palestinian Anti-corruption Commission and the Corruption Crimes Court);
- To liaise closely with the Palestinian Anti-Corruption Commission and the Corruption Crimes Court on any matters which arise and provide advice and direction as required;
- To assist in the development and delivery of training packages on economic crime, corruption and other specialised areas;
- To support investigation and cooperation on economic crimes between the police and the prosecution service;
- To liaise closely with the Police Advisory Section of the Mission in order to coordinate efforts, particularly with respect to the accountability mechanisms at the Palestinian Civil Police;
- To support cooperation between the prosecution and the criminal investigation components of the police, especially through assisting in the organisation of joint activities;
- To develop cooperation mechanisms between the Palestinian Anti-corruption Commission and the institutions within the PA administration related to finance and economy;
- To coordinate the mission's activities with donors who are active with respect to supporting the Palestinian Anti-corruption Commission and the Corruption Crimes Court;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To perform other tasks as required by the Head and/or the Deputy Head of the Rule of Law Section.

Qualifications and Experience:

- University degree (minimum 4 years of full time studies) in law;
- Minimum of 8 years professional experience as a prosecutor;
- Experience of working on prosecuting/adjudicating serious economic crime, money laundering and/or corruption cases;
- International experience of working with rule of law and criminal justice system issues desirable;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- Project management experience (desirable).

Position Name: Prosecution Expert	Employment Regime: Seconded	
Ref. Number: RL005	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Rule of Law	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to
- To develop and implementing organisational and administrative structures at the Office of the Attorney General which will assist in strengthening the effectiveness of prosecutorial decision making;
- To provide advice on the roles and mandates of the principal justice institutions within the sector (High Judicial Council, Ministry of Justice and Office of the Attorney General);
- To liaise closely with the Office of the Attorney General on any matters which arise (particularly with respect to organisational and structural issues) and provide advice and direction as required;
- To coordinate the Mission's activities with donors who are active with respect to supporting the Office of the Attorney General;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

Qualifications and Experience:

- University degree (minimum 4 years full time study) in law with at least 8 years professional experience as a prosecutor;
- A minimum of 8 years professional experience of working on organisational and structural issues at a public prosecution office would be a distinct advantage;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Excellent level of written and spoken English;
- International experience of working with rule of law and criminal justice system issues (desirable);
- Project management experience (desirable).

Position Name: Head of Planning and Evaluation Department	Employment Regime: Seconded	
Ref. Number: PR001	Location: Ramallah	Availability: 16/08/2015
Component/Department/Unit: Programme and Evaluation Department	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Head of Planning and Evaluation Department reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

Main Tasks:

- To lead and manage the Planning and Evaluation Department;
- To contribute, at the senior management/policy level, and in his/her field of expertise, to the Mission's efforts on mandate planning and implementation, in line with the CONOPS, OPLAN and mission reporting mechanisms;
- To lead on the Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation, and compliance mechanisms, ensuring an operational focus and tone is maintained;
- To ensure the efficient and effective coordination and delivery of all Programmes and Projects within the Mission's Portfolio, in a manner consistent with the Mission's mandate, and in full support of the operational sections;
- To ensure alignment of Programmes and Projects with the strategic aims and objectives of the Mission, its delivery partners and counterpart organizations including RPDA within the PCP and any other relevant planning department of any Criminal Justice Sector counterparts;
- To design and implement effective systems of programme/project management and reporting;
- To supervise the effective management and delivery of Missions commitments on Programmes and Projects, in respect of their implementation, in accordance with set time scales, budgets and quality levels;
- To develop and maintain effective systems of communication for internal and external stakeholders on programme/project related issues;
- To mentor and assist Programme/Project officers and operational section focal points with the planning, execution, and delivery of allocated projects;
- To provide timely, accurate project tracking and reporting to Senior Management as well as relevant external stakeholders;
- To provide such support to external working groups, EU Member States and international donors as may be required in identifying funding streams to support programmes and projects;
- To provide support on behalf of the Mission to the planning, monitoring and evaluation efforts of Palestinian counterpart institutions and take part in the relevant external working groups;
- To undertake any other related tasks as required by the HoM/DHoM.

Qualifications and Experience:

- Successful completion of a full course of university studies, attested by a relevant degree, 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 eight (8) years of relevant and proven full-time professional experience at the policy making/senior management levels of a police or wider criminal justice sector organisation;
- Minimum 5 years managerial experience;

- Professional experience in administrative and operational aspects of Programme Management, within a CSDP mission environment;
- Highly developed management, interpersonal and communication skills, both written and oral;
- Excellent English editing and drafting skills;
- Proven experience in evaluation and compliance procedures.

Position Name : Logistics Officer/Transportation Coordinator	Employment Regime: Seconded	
Ref. Number: MS008	Location: Ramallah	Availability: 22/04/2015
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Logistics Officer/Transportation Coordinator reports to the Chief General Services.

Main Tasks:

- To supervise the logistic and maintenance staff and the transportation/fleet management office;
- To be responsible for coordination and management of the logistical support for the Mission and the implementation of logistics policies and guidelines;
- To provide advice and support to managers and staff on logistics related matters, ensuring the necessary distribution of logistical resources (including storage of the equipment). This includes the aspects related to the customs clearance procedures;
- To support the Chief of General Services in all aspects related to the management of the Mission estate;
- To be responsible for the efficient monitoring and review of legal contracts relating to acquisition and maintenance/services contracts, including rental contracts and insurance issues;
- To analyse and identify the technical specifications for logistics tenders related to goods and services. To support the realization of technical designs and evaluation or control reports for tender's process (acquisition and services);
- To assist both EUPOL COPPS and EUBAM Missions in all aspects related to logistics;
- To be responsible for the production of reports concerning logistical issues, proposing/ recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects of the Mission;
- To establish a management system that includes transparent and objective analysis, coordination and supervision acquisitions, storage, allocation and distribution, consumption and future needs;
- To ensure the establishment and effective management of logistical databases, inventories and lists of equipment;
- To identify the Mission's need for office space, maintenance and repair;
- To coordinate the provision of material and office space for the Mission Members;
- To establish, review and follow up a transport management system which controls all necessary data such as mileage, fuel consumption, and damages to the vehicles, road accidents and insurance cover;
- To coordinate the technical and administrative management of vehicle maintenance and repairs;
- To undertake any other duty assigned by the Chief of General Services.

Qualifications and Experience:

- Completed secondary education.
- Minimum of 5 years of professional experience in logistics related matters;
- Previous experience in transportation related issues of at least 2 years;
- Previous experience with project based work/planning and with different product and service markets as well as industrial business networks is essential; Experience in the implementation of EU procurement processes and regulations (distinct advantage);
- International experience, particularly from international Missions or organizations in crisis areas (distinct advantage);
- Excellent level of written and spoken English;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;

- Ability to operate Microsoft Office Package (Word, Excel Power Point, Outlook).

Seconded/Contracted positions

Position Name: and Public Information Officer	Press	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: HM006		Location: Ramallah	Availability: 02/07/2015
Component/Department/Unit: Mission HQ		Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Press and Public Information Officer reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

Main Tasks:

- To deliver accurate, timely and sufficient information on both EU CSDP Missions, EUPOL COPPS and EUBAM Rafah. Information activities will mainly be conducted from the field covering both West Bank and Gaza strip, but part of these activities will also be carried out from Brussels;
- To remain in close contact with the High Representative Spokespersons EEAS and receive guidance from them when requested;
- To liaise with the EU Delegation to the Government of Israel in Tel Aviv and the EU Representation Office to the Palestinian Authority in East Jerusalem;
- To develop and implement a media and public information strategy through various communication and promotion programs, projects, events and initiatives using different kinds of communication channels aiming at different target audiences with the overall objective to raise the visibility of the EU and its Missions;
- To support Palestinian counterpart security and justice institutions efforts to enhance and strengthen their strategic communications capability, including advising on a communication strategy and organising media coaching for spokespersons and visibility;
- To follow up programs and events related to the EU;
- To be overall responsible for communication with the international or local media;
- To administer the Mission's visibility budget;
- To be responsible for writing press releases and articles as well as providing briefings for the media etc.;
- To provide advice on all media related matters;
- To assist as required in meetings with key stakeholders;
- To arrange press conferences, news briefings, media interviews, visits and public events related to the Mission or related projects;
- To prepare material for delegations that visit EUPOL COPPS and EUBAM Rafah;
- To keep abreast of international current affairs and of fields of interest to the Missions;
- To be responsible for the overall monitoring and analysis of media coverage;
- To assist both EUPOL COPPS and EUBAM Rafah HoM's and Mission members in all aspects related to the Public Information, including preparation for interviews;
- To contribute to raising the media awareness of all staff and keeping Mission personnel informed about the state of play of the Mission and the media rules to follow;
- To develop and manage the website of EUPOL COPPS and EUBAM Rafah;
- To advise on and develop Mission's social media presence, as appropriate;
- To be responsible for the preparation, drafting, publication and distribution of fact sheets and information material on the activities/project of EUPOL COPPS and EUBAM Rafah, to the media and general public and donors;
- To act as a spokesperson of both Missions;

- To undertake any other tasks required on behalf of the HoM.

Qualifications and Experience:

- University Degree (minimum 3 years full time study) in Information Sciences, Social Sciences or Journalism; equivalent military/police education in the aforementioned fields can be considered as appropriate;
- Minimum of 8 years of effective and extensive operational experience with Press and Public Information management as well as 12 years of overall professional experience;
- Sound knowledge and experience in knowledge of the EU Institutions and international standards, particularly related to the CFSP, including the CSDP and the European Communication Strategy and the Visibility Guidelines;
- Fluency in English (spoken, read, written, understood) mandatory;
- Awareness of the international political, economic, social and cultural context in the Middle East, particularly in Palestine and Israel;
- Effective state-of-the-art knowledge and experience in the field of communications and public information;
- Ability to operate Windows and Power Point applications, including Word processing and e-mail;
- Excellent analytical, organizational, managerial, conceptual thinking and problem-solving skills;
- Interpersonal skills like service and client orientation, team working, relationship building and networking, advising, negotiating and diplomacy;
- Personal attitudes like initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development, organizational alignment;
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required;
- Qualified knowledge of basic international Human Rights Conventions and Principles;
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations is highly desirable;
- Experience in web designing, maintenance and experience in photography and video (filming/editing) is desirable;
- Arabic and/or Hebrew as well as other European languages are an asset.

Position Name: Programme Evaluation Manager	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: PR006	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning and Evaluation Department	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks:

- To assist and advise the Head of Planning and Evaluation Department (P&ED) in the Department's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, evaluation and compliance mechanism reporting;
- To support, on behalf of the Head of P&ED, the Programme Managers of the Department in assessing the impact of the Mission activities as outlined in the MIP;
- To collect and analyse reports and assessments relevant for the Mission activities drawn from various sources within the Mission and from partner organisations, with the aim to action an efficient and steady evaluation process for Mission programmes/projects.
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of P&ED accordingly;
- To act as a resource for the development of data aggregation tools (Mission Information System and other databases) to better manage programme inputs (operational inputs) and programme outputs;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law structures/activities relevant for the Mission;
- To assist in developing and maintain longitudinal analysis for programmes stakeholders to gauge programmes impact;
- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and evaluation mechanisms;
- To ensure timely and accurate evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To undertake any other tasks as required by the Head of P&ED.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Law, Economics, Political Science, Business Administration or other related university studies, where the normal duration of university education awarded is three (3) years or more and after having obtained the university degree at least six (6) years of relevant and proven full-time professional experience;
- Professional experience in operational aspects of Programme Management and report writing;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Proven experience in evaluation and compliance procedures in a CSDP operation;
- Fluency in English (speaking, reading, writing, understanding);
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organizations, preferably in an CSDP operation;
- Good understanding of the political, cultural and security situation in the Middle East;

- Proven understanding of complex organisations and organizational change management processes;
- Sound understanding and proven experience in rule of law procedures, development and institution/capacity building;
- Ability to perform under stress and in difficult circumstances.

Position Name: Head of Mission Support	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: MS001	Location: Ramallah	Availability: 17/05/2015
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Head of Mission Support reports to the Head of Mission/Deputy Head of Mission.

Main Tasks:

- To assist and advise the HoM/D/HoM on all administrative and general support issues;
- To coordinate, manage, supervise and prioritise all Mission Support functions and units (Human Resources, Procurement and Contracting, Finance, General Services, Information Technology and Communication, Software Development);
- To ensure that the functions above support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in the planning documents, the Mission implementation Plan and instructions issued by the HoM;
- To be responsible for the implementation of the budget in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Rules of Application and the internal guidelines created for the Mission;
- To be responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To give advice to Mission management, and developing inter-unit plans coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters;
- To be responsible for the administration of the international personnel and local staff within the Mission;
- To supervise the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day personnel, financial and administrative operations of the mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To coordinate on strategic and operative mission support matters with internal, external and relevant EU functions;
- To coordinate the set-up of the Mission Support Management Information system;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission on the administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts relating with the acquisitions and maintenance/service contracts, including insurance issues;
- To undertake any other related tasks as required by the HoM/DHoM.

Qualifications and Experience:

- University degree (minimum 4 years full time study) in Business Administration, Economics, Public Administration, Finance/Accounting or in any other relevant field;
- Relevant professional experience of minimum 8 years;
- Proven experience at middle management level (minimum 5 years);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience in the EU CSDP framework would be an advantage;

- A working experience in EU financial management and EU procurement rules would be considered as an advantage.

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: MS006	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Finance Officer reports to the Chief of Finance.

Main Tasks:

- To deliver accounting and treasury services;
- To process invoices for payments ensuring that the expenses are eligible;
- To handle the monthly payments to the Mission Members;
- To prepare and follow up the payments considering different payment procedures and to maintain the petty cash;
- To follow up bank statements with different bank accounts;
- To administer the account system, enter and maintain the financial data and records, both on paper and electronically in line with sound financial management;
- To support the Chief of Finance in the development/revision of policies (preparation of SOPs) for the control of EU funds;
- To provide data for financial reports and to support Chief of Finance in the preparation of the monthly, the interim and the final reports to the European Commission;
- To assist in the establishment and implementation of financial accounting systems and procedures for the Mission according to European Union Financial Regulation and its Implementing Rules and the internal guidelines created for the Mission;
- To evaluate current systems and make recommendations to ensure efficient management of EUPOL COPPS funds;
- To assist the Chief of Finance in the setting up and running of a management information system;
- To assist in the preparation of the files for the Audit verification;
- To maintain any financial control as appropriate and as requested by Chief of Finance;
- To undertake any other related tasks as required by the line manager.

Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Finance, Business Administration, Economics or closely related field, where the normal duration of university education in the country awarded is three (3) years or more in the aforementioned fields can be considered as appropriate;
- A minimum of 3 years of relevant and proven professional experience,
- Proven knowledge of accounting software (e.g. SAGE);
- Theoretical knowledge and practical experience with a double entry bookkeeping system is essential;
- Ability to operate usual computer tools, intranet, internet, and computerized financial systems (e.g. excel financial formulas and add-ins);
- Ability to prioritize and manage a high workload expeditiously;
- Excellent analytical, research and problem-solving skills;
- Excellent level of written and spoken English;
- International experience in crisis areas with multinational and international organizations;
- Proved knowledge of EU budget procedures and financial management rules;
- International experience in crisis areas with multinational and international organizations (advantage);
- Knowledge of EU budget procedures and financial management rules (advantage).