

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Police Mission in the Palestinian territories
(EUPOL COPPS)
2-2015 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 positions</u>		
	HM04	Mission Security Analyst	ASAP
	HM07	Senior Reporting Officer	ASAP
	PA05	Police Adviser - Co-location	20-09-2015
	PA07	Police Adviser - Institutional Development Human Resources	08-11-2015
	PA08	Ministerial Strategic and Policy Expert	ASAP
	PA11*	Police Adviser - Traffic	26-10-2015
	PA12	Senior Police Adviser - Frontline Policing	01-10-2015
	PA13	Police Adviser - Community Policing	18-10-2015
	PA15	Senior Police Adviser - Intelligence Led Policing	02-11-2015
	PA18	Senior Police Adviser - Forensic	13-08-2015
	PA20	Police Adviser - Anti-Narcotics and Organized Crime	ASAP
	PA24**	Police Adviser - Logistics	ASAP
PA28	Penitentiary Adviser	01-10-2015	
PR01	Head of Planning and Evaluation Department	25-08-2015	

	RL09 RL10	Legislative Drafting Expert	ASAP
	<u>Seconded/Contracted positions</u>		
	HM03	Senior Mission Security Officer	ASAP
	HM10 ***	Legal Adviser	ASAP
	HM11	Financial Verification Officer	ASAP
	MS01	Head of Mission Support	ASAP
	MS07	Chief General Services	ASAP
	RL05	Justice Expert	ASAP
Deadline for applications:	Friday 19 June 2015 at 1700 Brussels time		
E-mail address to send the Job Application Form/CV:	cpcc.eupolcops@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.eupolcops@eeas.europa.eu +32 (0)2 584 3289</p>		

* The availability of this position is pending an extension request

** The availability of this position is pending an ongoing selection process

*** The possibility of employment under contracted regime is subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement

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 State¹.

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. Knowledge of Arabic or Hebrew will be an asset.

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

¹Canada, Norway, Turkey

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).

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. They also must be vaccinated 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.

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).

Seconded positions

Position: Mission Security Analyst	Employment regime: Seconded	
Ref. number: HM04	Location: Ramallah	Availability: ASAP
Department: Mission Security and Safety Department	Security Clearance Level: EU SECRET	Open to third contributing States: No

Reporting Line:

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) the Mission Security Analyst Officer (MSAO) will report to the Senior Mission Security Officer (SMSO).

Main Tasks:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP), and all supporting security and safety instructions and procedures;
- To assess the security situation and analyses all relevant information;
- To generate and elaborate precise and accurate reports on information received that impact upon the mission, and provides appropriate analyses and assessment of all pertinent information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers;
- To prepare security incident background papers;
- To produce long term assessments and forecasts of the security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of mission members and assets within the Mission area;
- To conduct risk analysis and threat assessments on security developments in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and ensures that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EUCI and security clearances and acts on his behalf in his/her absence;
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise 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;
- To provide assistance and appropriate response to Mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

Qualifications 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;
- 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.

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. Number: HM07	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Main HQ	Level of Security Clearance: EU Confidential	Open to contributing third States: No

Reporting Line:

The Senior Reporting Officer reports to the Deputy Head of Mission (DHoM)/Head of Mission (HoM).

Main Tasks:

- To observe internal and external developments relating to the Mission in order to contribute to Mission impact analysis and progress assessment and advice senior management accordingly;
- To support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- To ensure, in close cooperation with the DHoM, that the Mission's reporting products are timely, quality-checked, focused and value-added vis-a-vis Mission decision making and goals;
- To implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To develop measures with the objective to systematically improve the productivity, efficiency and efficacy of the Mission's reporting system;
- To contribute to drafting and editing the Mission's report for EU institutions in Brussels and Member State capitals;
- To contribute to internal Mission planning processes in liaison with the Planning and Evaluation Department;
- To supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- To be responsible for providing daily support to the mission Headquarters;
- To support the HoM/DHoM in preparing background papers for meetings and related subject, in coordination with operational sections and external counterparts as needed;
- To act as the Mission's lessons learned focal point;
- To liaise with external counterparts, as necessary, in order to enhance information collection and analysis;
- To contribute to induction and other training with regard to reporting mechanism of the Mission;
- To undertake any other task as required by the HoM/DHoM

Qualifications and Experience:

- University degree (3 years full time studies) in a related field such as political science, journalism, literature, etc.;
- At least six (6) years of relevant professional experience in a related area of work, including positions supporting and advising senior management;
- Substantial and broad understanding of activities in policing and rule of law activities;
- Proven analytical capacity, political awareness and judgement;
- Very high proficiency in writing, reading and speaking English;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- International experience with multi-national and international organisations/Missions;
- CSDP experience desirable.

Position Name: Police Adviser Co-location	Employment Regime:	
Ref. Number: PA05	Location: Ramallah	Availability: 20-09-2015
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 Co-location 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To advise on and assist the development of projects;
- To liaise on a daily basis with the PCP/Research and Planning Department;
- To advise PCP on strategies to participate in police/security cooperation schemes or initiatives;
- To support activities and tools and coordinate schemes which strengthen civilian police primacy;
- To undertake any other related tasks as required by the Head/Deputy Head of Police Advisory Section.

Qualifications and Experience:

- Graduated police academy or college of any EU Member State or third contributing State;
- Minimum 5 years professional relevant experience with at least 2 years at middle management level(e.g. police station commander/deputy commander or equivalent level);
- Programme and Project management experience, preferable within the context of Security Sector Reform, including the design, drafting, implementation and evaluation of programmes and projects;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Experience in working in a ministry is highly desirable;
- Training experience desirable;
- International experience of working in crisis areas with multi-national and international organisations desirable.

Position Name: Senior Police Adviser Institutional Development Human Resources	Employment Regime: Seconded	
Ref. Number: PA07	Location: Ramallah	Availability: 08-11-2015
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 Institutional Development Human Resources 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, OPLAN and Mission Implementation Plan (MIP)
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to the development of organisational structures and mechanisms to support the development of modern and effective policing;
- To advise and mentor PCP senior police management in implementing their reform plans, including the restructuring of the PCP;
- To support the PCP in further establishing appropriate responsibilities for various police units/administrations, including at the district level;
- To advise PCP senior management, in conjunction with the PCP Human Resources Administration (HR) and Strategic Planning Unit, in developing job descriptions, standardized operational procedures and specifications for various police units/administrations, including at the district level;
- To advise PCP senior management, in conjunction with the PCP Human Resources Administration (HR) and Strategic Planning Unit, in developing HR-related policies and procedures (i.e. recruitment, performance appraisal, promotion, career path planning etc.);
- To support the coordination of reform activities;
- To advise PCP on implementation reform plans and take stock of progress and performance;
- To perform other tasks as required by the Head/Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- University Degree (minimum 3 years of full time studies) in law, police science, political science or other related field;
- Minimum 8 years professional relevant experience with at least 3 years at senior management level (e.g. district commander or equivalent);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence to drive armoured vehicles B6;
- Proven experience in police human resources administration highly desirable;
- Project management experience desirable.

Position Name: Ministerial Strategic and Policy Expert	Employment Regime: Seconded	
Ref. Number: PA08	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential	Open to contributing third States: No

Reporting Line:

The Ministerial Strategic and Policy Expert 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/ Deputy Head of Police Advisory Section.

Qualifications and Experience:

- University Degree (minimum 3 years full time studies) in Law or Political Science or other related field, or equivalent professional education;
- Minimum 5 years professional working experience 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;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment.

Position Name: Police Adviser Traffic	Employment Regime: Seconded	
Ref. Number: PA11*	Location: Ramallah	Availability: 26-10-2015
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 Traffic 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To support the counterparts in the development and implementation of SOP's manuals, especially in the field of traffic policing;
- To provide expertise to strengthen the capabilities of frontline operational police administrations with focus on traffic policing;
- To identify and advise on the capacity and training gaps of traffic police units;
- To assist in the development of training curricula on traffic safety campaigns;
- To assist and supports the PCP traffic administration and other relevant counterparts to enhance the traffic safety and cooperation;
- To assist and support the PCP traffic police administration to identify the appropriate equipment and infrastructure;
- To advise the PCP Traffic administration on strategies to interact and coordinate with other police administrations both on district and HQ level;
- To perform other tasks as required by the Head and or the Deputy Head of Police Advisory Section.

Qualifications and Experience:

- Graduated police academy or college of any EU Member State or third contributing State;
- Minimum 5 years professional relevant experience with at least 2 years at middle management level (e.g. police station commander/deputy commander or equivalent);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment.
- Possess a C1 driving licence qualified to drive armoured vehicles B6;
- Project management experience desirable.

Position Name: Senior Police Adviser - Frontline Policing	Employment Regime: Seconded	
Ref. Number: PA12	Location: Ramallah	Availability: 01-10-2015
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 Frontline Policing 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- 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;
- To develop strategies and plans to enhance the capacities of command and control, patrolling, first responders and community policing units;
- To identify and advise on the capacity and training gaps of frontline policing units;
- To assist in the implementation of local training activities for frontline policing units;
- To support the PCP frontline operational police administrations identify the appropriate equipment and infrastructure needed to deliver effective policing;
- To perform other tasks as required by the Head and or Deputy Head of Police Advisory Section.

Qualifications and Experience:

- University Degree (minimum 3 years of full time studies) in law, police science, political science or other related field;
- Minimum 8 years professional relevant experience with at least 3 years at senior management level (e.g. district commander or equivalent);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence to drive armoured vehicles B6;
- Training experience desirable;
- Project management experience desirable.

Position Name: Police Adviser Community Policing	Employment Regime: Seconded	
Ref. Number: PA13	Location: Ramallah	Availability: 18-10-2015
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 Community Policing 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility;
- To assist and support in enhancing the concept of Community Policing in all PCP frontline policing units;
- To assist and support PCP in identifying and advising on Community Policing capacity and training;
- To advise PCP to adopt public partnerships;
- To establish and develop professional working relationships with relevant authorities and civil society organizations;
- To assist and support in developing long-term Community Policing plans in conjunction with district and/or specialized branch police units;
- To support the PCP frontline operational administrations identify the appropriate equipment and infrastructure needed to deliver effective community policing;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated police academy or college of any EU Member State or third contributing State;
- Minimum 5 years professional relevant experience with at least 2 years at middle management level (e.g. police station commander/deputy commander or equivalent);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence qualified to drive armoured vehicles B6;
- Project management experience desirable.

Position Name: Senior Police Adviser - Intelligence Led Policing	Employment Regime: Seconded	
Ref. Number: PA15	Location: Ramallah	Availability: 02-11-2015
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 Intelligence Led Policing 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capacities of frontline operational police administrations, in particular the Criminal Investigation Department (CID) and other units with based on Intelligence Led Policing, such as the analysis of criminal intelligence;
- To advise and support the development of activities to introduce and implement the Intelligence Led Policing Model;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To identify and advise on the capacity and training gaps of the PCP investigative units;
- To support the PCP investigative units identifying appropriate equipment and infrastructure needed;
- To advise the PCP in developing the regulatory framework, techniques, structure, training and infrastructure of the investigation units;
- To develop and establish working relationships with the relevant authorities (Attorney General's Office, Ministry of Justice, Civil Society Organisations) to strengthen their interaction and coordination with the PCP;
- To perform other tasks as required by the Head and or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- University Degree (minimum 3 years of full time studies) in law, police science, political science or other related field;
- Minimum 8 years professional relevant experience with at least 3 years at senior management level (e.g. district commander or equivalent);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence qualified to drive armoured vehicles B6;
- Project management experience desirable.

Position Name: Senior Police Adviser Forensic	Employment Regime: Seconded	
Ref. Number: PA18	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 Forensic 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development and in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To advise on performing and supervising laboratory examinations of evidence, including specialized processing involving physical, chemical, biological, optical and digital methods;
- To maintain accountability for the activities in the crime lab, identifying developmental needs of lab staff
- To advise evidence technician and crime scene response team performance;
- To provide recommendations for the lab budget (expenditures, budget projections);
- To support local counterparts in administering/conducting tests or examinations, evaluating test results, making recommendations, communicating test findings and compiling reports;
- To discuss laboratory test results and evidence with other officers and attorneys who provides court testimony as necessary;
- To review and/or inspect work for quality, accuracy and completeness;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Forensic Science degree (minimum 3 years full time studies);
- Minimum of 8 years relevant professional experience;
- Experience in performing and supervising laboratory examinations of evidence (including specialized analysis on physical, chemical, biological, optical and digital methods);
- Experience in supervising a team of evidence technicians on different fields of competencies such as ballistic, forged documents and money, drug analysis, etc.;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence qualified to drive armoured vehicles B6;
- Project management experience desirable.

Position Name: Police Adviser Anti-Narcotics and Organized Crime	Employment Regime: Seconded	
Ref. Number: PA20	Location: Ramallah	Availability: As soon as possible
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 Anti-Narcotics and Organized Crime 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To develop and enhance the capabilities of PCP anti-narcotic units related to drugs, trafficking and criminal network;
- To support PCP anti-narcotic units in complex drug related crime investigations;
- To identify and advise on the capacity and training gaps of the PCP anti-narcotic units;
- To support the PCP investigative units identify the appropriate equipment and infrastructure
- To develop and establish working relationships with relevant authorities (Attorney General's Office, Ministry of Justice etc.);
- To perform other tasks as required by the Head and or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated police academy or college of any EU Member State or third contributing State;
- Minimum 5 years professional relevant experience with at least 2 years at middle management level (e.g. police station commander/deputy commander or equivalent);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence to drive armoured vehicles B6;
- Training experience desirable;
- Project management experience desirable.

Position Name: Police Adviser Logistics	Employment Regime: Seconded	
Ref. Number: PA24**	Location: Ramallah	Availability: As soon as possible
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 Logistics 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, OPLAN and Mission Implementation Plan (MIP);
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities of the administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- To analyse the PCP logistics administration to identify organisational gaps;
- To support the PCP in development and implementation of procedures in the field of logistics;
- To support PCP in developing long-term logistic and purchase plans;
- To advise and support the PCP in implementing externally funded projects/initiatives;
- To advise the administrative and internal support units on strategies to interact and coordinate with districts and police HQ;
- To perform other tasks as required by the Head and or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated police academy or college of any EU Member State or third contributing State;
- Minimum 5 years professional relevant experience with at least 2 years at middle management level (e.g. police station commander/deputy commander or equivalent level);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence to drive armoured vehicles B6;
- Project management experience desirable.

Position Name: Penitentiary Adviser	Employment Regime: Seconded	
Ref. Number: PA28	Location: Ramallah	Availability: 01-10-2015
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

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

Main Tasks:

- To support the Corrections and Rehabilitations Center Department (CRCDD) 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 CRCDD 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 CRCDD 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;
- To facilitate meetings of the Prisons coordination working group;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- University Degree (minimum 3 years of full time studies) in law, social science, or other related field;
- Minimum 8 years professional relevant experience within prison systems preferably in both field and headquarters locations as well as sound and proven strategic and minimum of 5 years operational prison management experience;
- Well-developed consultation, negotiation and written communication skills and demonstrated planning and organisational skills;
- Proven experience on 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;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Possess a C1 driving licence to drive armoured vehicles B6;
- Project management experience desirable.

Position Name: Head of Planning and Evaluation Department	Employment Regime: Seconded	
Ref. Number: PR01	Location: Ramallah	Availability: 25-08-2015
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 and the CONOPS, OPLAN and Mission reporting mechanisms;
- To lead on the Mission 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:

- University degree (minimum 4 years full time studies), in Law, Economics, Political Science, Business Administration or other relevant degree;
- At least eight (8) years of relevant professional experience at the policy making/senior management levels of a police or wider criminal justice sector organisation;
- Minimum 5 years managerial experience;
- Highly developed management, interpersonal and communication skills, both written and oral;
- Proven experience in evaluation and compliance procedures;
- Professional experience in administrative and operational aspects of Programme Management, within a CSDP Mission environment desirable.

Position Name: Legislative Drafting Expert	Employment Regime: Seconded	
Ref. Number: RL09, RL10 (2 positions)	Location: Ramallah	Availability: As soon as possible
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 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 development of a coherent legislative drafting process and monitoring relevant legislative developments in the field of criminal justice;
 - Reviewing and evaluating criminal justice and police related legislation and supporting the relevant Palestinian authorities in this regard. This includes inter alia the draft Police Law, the Criminal Code and the Criminal Procedure Code, the Judicial Authority Law and the Law on Courts;
- To liaise with the criminal justice institutions including the Ministry of Justice, the Ministry of Interior, the parliamentary legislative committees, the Legal Office of the Council of Ministers and other relevant legislative structures; Coordinate when necessary the mission's activities with donors who are active in providing advice on legislative drafting;
- To coordinate efforts with respect to reporting on particular tasks and provide advice to the Head of the Rule of Law Section on these tasks;
- 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 studies) in law;
- A minimum of 8 years of experience in drafting and revising legislation, particularly in the area of criminal justice institutions;
- Substantial knowledge of the roles of the different justice institutions and criminal justice systems;
- Experience in comparative police law or criminal justice law highly desirable;
- Knowledge of Arabic highly desirable;
- Professional experience in a court, prosecutor's office or ministry of justice or ministry of interior highly desirable;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Project management experience desirable.

Seconded/Contracted positions

Position: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. number: HM03	Location: Ramallah	Availability: As soon as possible
Department: Mission Security and Safety Department	Security Clearance Level: EU SECRET	Open to third contributing States: No

Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) the Senior Mission Security Officer (SMSO) reports directly to the Head of Mission (HoM) and liaises closely with the CPCC Chief of Staff Office.

Main Tasks:

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To manage and supervise the Mission's Security and Safety Office/Department, as per the relevant Annex of the OPLAN, and provides instructions and support;
- To assess the security situation and provide advice, assistance, and implements measures in order to ensure the security and safety of Mission's members;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby ensures that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensures real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and provides timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the private security provider complies with ToRs and fulfils the contract requirements to the assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security and Safety Office/Department;
- To monitor and assess the security situation and provides security analyses, recommendations and reports;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and recommends changes if necessary;

- To identify staff training needs in security related areas;
- To develop professional contacts with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct, and/or direct, security reviews of mission members' personal security requirements, and provides recommendations as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and is available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to High Risk areas, if required, and conducts security duties;
- To collaborate and report to CPCC COS Office (Missions Security Coordinator - MSC) on all security related matters and ensures the adequate implementation of the MSC's security recommendations;
- To contribute to the identification of lessons learnt;
- To undertake any other tasks as required by the HoM, in the domain of his/her competency as deemed necessary.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in security related field, 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 10 years of relevant and proven professional experience, out of which a minimum of 3 years in management position, acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- 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 organizational, 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 spreadsheets (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 the Mission Security Officer Certification Course is desirable.

Position Name: Legal Adviser	Employment Regime: Seconded/Contracted	Post Category : Mission Support Management Level (MSML)
Ref. Number: HM10***	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission HQ	Level of Security Clearance: EU Confidential	Open to contributing third States: No

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;
- To undertake any other tasks required by the HoM or the DHoM.

Qualifications and Experience:

- University degree (minimum 3 years full time studies) in Law;
- After having obtained the university degree, at least of 6 years of relevant 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;
- 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 : Financial Verification Officer	Employment Regime: Seconded/Contracted	Post Category : Mission Support Management Level (MSML)
Ref. Number: HM11	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU Confidential	Open to contributing third States: No

Reporting Line:

The Financial Verification Officer reports to the Deputy Head of Mission (DHoM)/ Head of Mission (HoM).

Main Tasks:

- To perform, in coordination with the Head of Mission Support and the Finance Unit, ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations (Financial Regulations, relevant Financing Agreement, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.);
- To check and confirm, in accordance with the provisions of the indirect management mode, that the Mission procurement procedures are conducted in line with the relevant applicable EU rules. This is to be done prior to the launch of any tender procedure and prior to award and signature of contracts;
- In coordination with the Head of Mission Support to define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by the DHoM / HoM.

Qualifications and Experience:

- University degree (minimum 3 years full time studies) in Audit, Economics, Finance, Accounting, Banking and Insurance;
- Minimum (6) six years of relevant professional experience with at least (3) three years in the area of financial management, audit or accountancy/bookkeeping;
- Good understanding of the political, cultural and security situation of the region;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Ability to perform under stress and in difficult circumstances.
- Excellent analytical, research and problem-solving skills.
- Proven experience in reporting and drafting of memoranda and procedures;
- Proved knowledge of EU budget procedures and financial management rules highly desirable;
- International experience, particularly in crisis areas with multi-national and international organisations desirable.

Position Name: Head of Mission Support	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: MS01	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential	Open to contributing third States: No

Reporting Line:

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

Main Tasks:

- To assist and advise the HoM / DHoM 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 3 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 is desirable;
- Previous experience in the EU CSDP framework would be is desirable;
- A working experience in EU financial management and EU procurement rules is desirable.

Position Name: Chief General Services	Employment Regime: Seconded/Contracted	Post Category : Mission Support Management Level (MSML)
Ref. Number: MS07	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Chief General Services reports to the Head of Mission Support.

Main Tasks:

- To supervise the Office of General Services. The office consists of two sub offices: the Logistics Office and the Fleet Management Office;
- To plan, analyse, design, program and implement all aspects of logistical needs of the CSDP Mission in cooperation with relevant members of the Team;
- To take on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipments);
- To ensure that comprehensive and accurate policies and guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- To be responsible/coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc;
- On a yearly basis, to prepare a Capital Expenditure Plan (CAPEX) for replacement of assets and arrange for the disposal of written-off assets in accordance with Mission policy/EU regulations;
- To manage the acquisition, distribution and re-allocation of all logistical resources, including ensuring systems for replacement and repair. This includes the coordination of aspects related to custom's clearance procedures;
- To supervise the establishment, 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 supervise the technical and administrative management of vehicle maintenance and repairs;
- To ensure the necessary storage, distribution and allocation of Mission vehicles and associated equipment to Mission members;
- To produce reports/supervise the production of reports regarding logistical issues, propose changes and improvements;
- To supervise the logistics team in the advice, support and train managers and staff on transport related matters;
- To assist both EUPOL COPPS and EUBAM Missions in all aspects related to logistics;
- To undertake any other duties assigned by the Head of Mission Support.

Qualifications and Experience:

- A University degree (minimum 3 years full time study) in Logistics, Engineering, Administration or other relevant field is required;
- Minimum of 3 years of professional experience at middle or/and upper management level in logistics related matters and 6 years of overall relevant professional experience;
- Good technical understanding of transport related issues;
- Good understanding of communication systems and equipment;
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks highly desirable;
- Experience in EU procurement processes and regulations highly desirable;
- Civilian driving license C1 (desirable);
- International experience, particularly from international Missions or organisations in crisis areas desirable.

Position Name: Justice Expert	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. Number: RL05	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Rule of Law	Level of Security Clearance: EU Confidential or equivalent	Open to contributing third States: Yes

Reporting Line:

The Justice 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, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to the following:
 - To advise on the strategic objectives of the High Judicial Council (HJC), in particular to the Chief Justice and the members of the council, and on the role and future direction of the council;
 - To support the revision the Criminal Procedures Code and to encouraging the adoption of measures and so as to reduce delays in terms of the adjudication of criminal cases and with the introduction of international standards with respect to pre-trial detention and protective custody.
 - To support with respect to juvenile justice initiatives;
 - To support the High Judicial Council (HJC) in promoting access to formal justice and in the development of a strategy on fair trial;
- To develop and implement programmatic projects in support of the tasks of the MIP.
- To liaise closely with the HJC and with the other justice institutions as required on their roles and mandates and provide strategic advice to the HJC on its strategic direction and implementation of its strategic objectives;
- 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 of 4 years full time studies) in law;
- Minimum of 8 years professional experience as a judge, prosecutor or lawyer;
- Experience of working on strategic matters at a judicial council;
- Experience in advising other justice institutions (such as, for example, an attorney general's office or a ministry of justice);
- 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;
- International experience of working with rule of law and criminal justice system issues desirable;
- Project management experience desirable.