

**EUROPEAN EXTERNAL ACTION SERVICE**



**Annex 1**

<b>European Union Police Mission in Afghanistan (EUPOL Afghanistan) 1-2015 Call for Contributions Visiting Experts</b>				
<b>Organisation:</b>	<b>European Union Police Mission in Afghanistan (EUPOL Afghanistan)</b>			
<b>Job Location:</b>	<b>Kabul</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notices:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded</u></b>			
	VE01	Senior Institutional Change Management Adviser	Kabul	01 Nov – 15 Dec 2015 15 Jan – 01 Mar 2016
<b>Deadline for Applications:</b>	16 September 2015 at 17:00 hours (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	cpcceupolafghanistan@eeas.europa.eu			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Mr Jørn Laursen / Mr Juho Särkilä</b> <b>cpcceupolafghanistan@eeas.europa.eu</b> <b>+32 (0)2 584 32 89 / +32 (0)2 584 24 75</b>			

**Seconded Personnel** –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 the 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 the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement and availability of the post due to the restructuring process, the duration of the deployment is indicated in the job description.

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

### **A. Essential Requirements**

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

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

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they 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; they 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). 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 personnel should, in principle, be under the normal age of retirement in contributing States.

**Language Skills**<sup>1</sup> – The candidates must be fully fluent in written and spoken English. Report-writing skills are especially needed. Knowledge of local languages will be an asset.

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

**Training** – e-Hest<sup>2</sup> or equivalent.

**Driving License** – 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

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<sup>1</sup> [Common European Framework of References for Languages](#)

<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

4-wheel-drive vehicle. Category C driving license is desirable or as specified in the respective job description.

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 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 Mission Area** – The candidates should have good knowledge of the history, culture, social and political situation of the region as well as knowledge of the police, judiciary and governmental structures.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

### **C. Essential Documents for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and Mission Members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**Security Clearance required** – The selected 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. 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 State. A copy of this certification must accompany deployed seconded personnel.

### **D. Additional Information on the Selection Process**

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

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

**Selection Process** – The most suitable candidates will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission, by VTC or phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing State will bear any related costs.

**Information on the Outcome** – The contributing States will be informed about the outcome of the selection process after its completion.

### Seconded

Position Name: <b>Visiting Expert – Senior Institutional Change Management Adviser</b>	Employment Regime: <b>Seconded</b>	Post Category for Contracted:
Ref. Number: <b>VE01</b>	Location: <b>Kabul</b>	Availability: <b>01 Nov – 15 Dec 2015</b> <b>15 Jan – 01 Mar 2016</b>
Component/Department/Unit: <b>HoM's Office</b>	Level of Security Clearance: <b>EU Confidential</b>	Open to Contributing Third States: <b>Yes</b>

#### **Reporting Line:**

Reporting to the EUPOL Afghanistan Head of Mission (HoM), The Visiting Expert (VE) – Senior Institutional Change Management Adviser shall assist the Head of Mission (HoM), Deputy Head of Mission, Head of Ministry of Interior (MoI) Reform Component, Head of Afghan National Police (ANP) Professionalisation Component as well as all the Mission advisers in performing effective advising in favour of the MoI Institutional Change Management.

#### **Main Tasks and Responsibilities:**

- To maintain a holistic perspective of the Mission's Advising at Strategic Level (ASL) activities in MoI/ANP;
- To improve the MoI capacity in the areas relevant to strengthening of civilian police service, foster institutional change management through advising;
- To advise HoM on how to enhance Mission's advising impact at a strategic level in the most efficient way;
- To advise Senior Management on how to consolidate principles of advising with the aim of enhancing implementation of MoI's policies, plans and Standard Operating Procedures (SOPs) as part of the efficient institutional change management;
- To apply effective practices and recent research, assist in tutoring EUPOL advisers in programmatic planning, advising, monitoring progress and follow-up while making use of tools in the EUPOL ASL Handbook;
- To support the HoM in the decision making process by drafting and submitting written proposals for a coherent advising strategy;
- To cooperate with SPAR, to liaise closely with other members of the Mission in order to implement a joint coherent and harmonised advising strategy;
- To cooperate with the EUPOL gender adviser and anti-corruption experts, monitor and advise on developments in regards to mainstreaming gender, anti-corruption and human rights issues as an integral part of advising activities;
- To undertake any other related tasks as required by the HoM.

#### **Qualifications and Experience:**

##### Essential Education and Experience

Completed University studies of at least 4 years attested by a degree in Police Sciences, Law, Business or Public Administration or in social sciences and, after having obtained the university degree, at least 15 years of relevant and proven full-time professional experience.

### Specification of Experience

- At least 5 years of experience with strategic level planning, evaluation, advising as well as training; preferably related to Governance Reform, MoI and/or Justice reform field;
- Experience in projects related to MoI/police/justice reform;
- Excellent understanding of Advising principles and programming tools for Security and Justice Sector Reform in post conflict countries;
- In-depth understanding of international development, sustainability and resilience.

### Advantageous

- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the similar geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the similar geopolitical region;