

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Police Mission in the Palestinian territories
(EUPOL COPPS)
3-2015 Call for Contributions**

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| Organisation: | EUPOL COPPS | | |
| Job Location: | Palestine | | |
| Employment Regime: | As indicated below | | |
| Job Titles / Vacancy notices | Ref. | Name of the post | Availability |
| | <u>Seconded positions</u> | | |
| | HM08 | Reporting Officer | ASAP |
| | HM09 | Political Adviser* | ASAP |
| | PA02 | Deputy Head of Police Advisory Section | ASAP |
| | PA07 | Senior Adviser Institutional Development Human Resources | ASAP |
| | PA10 | Senior Police Adviser Traffic | ASAP |
| | PA16 | Police Adviser Intelligence Led Policing | ASAP |
| | PA18 | Senior Adviser Forensic | ASAP |
| | PA22 | Senior Police Adviser Training | 21/02/2016 |
| | PA23 | Police Adviser Training | 20/03/2016 |
| | PA25 | Senior Police Adviser Accountability | ASAP |
| | PA26 – PA27 2 positions | Police Adviser Accountability | 04/02/2016 20/03/2016 |
| | PA28 | Penitentiary Adviser | ASAP |
| | PA29 | Police Adviser Public Order Management | ASAP |
| | RL09 – RL10 2 positions | Legislative Drafting Expert | ASAP |
| | PR01 | Head of Planning and Evaluation Department | ASAP |
| | <u>Seconded/Contracted positions</u> | | |
| | HM05 | Mission Security Officer | ASAP |
| | HM10 | Legal Adviser | ASAP |
| MS03 | Human Resources Officer | 01/03/2016 | |
| MS10 | Senior Software Development Officer | ASAP | |
| Deadline for applications: | Wednesday 14 October 2015 at 1700 Brussels time | | |

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| 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.eupolcopps@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's 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.

¹Canada, Norway, Turkey

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.

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 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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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:

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| Position Name: Reporting Officer | Employment Regime: Seconded | |
| Ref. Number: HM08 | Location: Ramallah | Availability: As soon as possible |
| Component/Department/Unit: Main HQ | Level of Security Clearance: EU Confidential or equivalent | Open to contributing third States: Yes |

Reporting Line:

The Reporting Officer reports to the Senior Reporting Officer.

Main Tasks:

- To collect, assemble, assess and collate Mission information in a cohesive and variable format for reports intended to internal and external audiences;
- To prepare and draft reports and presentations (weekly, monthly, six monthly and special reports) in coordination with the rest of the Mission;
- To take meeting minutes on request;
- Identify informational needs and contribute to the planning of information gathering and effective information flow within the Mission;
- To manage large amounts of information: checking, compiling and analysing reports received;
- To assist in organizing visits, meetings, presentations etc.;
- To contribute to induction and other training with regard to reporting mechanism of the Mission.
- To contribute to lessons learned identification;
- To ensure, in liaison with the IT unit, that the Mission's folder structure is well defined and effectively implemented;
- To perform any other tasks assigned by the Senior Reporting Officer.

Qualifications and Experience:

- University degree (minimum 3 years full time study) in a related field such as political science, journalism, literature, etc.;
- A minimum of 3 years of relevant professional experience in a related area of work;
- Very high proficiency in writing, reading and speaking English;
- International experience with multi-national and international organisations/Missions;
- Very good interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Substantial and broad understanding of activities in policing and rule of law activities would be an asset.

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| Position: Political Adviser | Employment Regime: Seconded | |
| Ref. number: HM09 | Location: Ramallah | Availability: As soon as possible |
| Department: HoM's Office | Security Clearance Level: EU Confidential | Open to third contributing States: No |

Reporting Line:

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

Main Tasks:

- To support, assist and advise the HoM and Senior Management in relation to the political environment within which the Mission operates;
- To monitor global, regional and national diplomatic and political events which may impact on the political situation in the Middle East, with specific reference to the Israel/Palestinian conflict and follow closely related developments;
- To support the Mission through regular working level contacts with local authorities and close cooperation and co-ordination with international organizations and experts;
- To be responsible for the provision of advice, guidance and training to all Mission members regarding the Middle East, with particular reference to national political structures and current political issues involving Israel and the occupied Palestinian territory;
- To assist in conducting and co-coordinating official visits according to the established protocol rules;
- To assist in drafting press releases and act as the alternative Mission public spokesperson when required. To assist in the conduction and co-coordination of press conferences;
- To prepare precise summaries and reports concerning political issues arising the Mission's area of operation and advising Mission members accordingly;
- To support, assist and advise the EUBAM (European Union Border Assistance Mission) Head of Mission in all political advisory functions in tasks that will be limited in function, time, and location (from MoU);
- To undertake any other tasks required on behalf of the HoM/DHoM.

Qualifications and Experience:

- Advanced University Degree (minimum 3 years full time study) in Political Sciences, International Relations, Diplomacy, Social Sciences;
- Minimum of 8 years of experience of independent interaction with high and middle management levels;
- International experience preferable, particularly in crisis area with multinational and international organizations, preferably in a political advisory capacity;
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol;
- To be able to exercise good interpersonal and diplomatic skills in interaction with governmental officials in the Middle East at all levels and with the representatives of local, national and international actors, in particular the diplomatic Missions of the Member States, the EU and of Third States, international organizations, NGO's, etc;
- Experience in liaison with military, police, the judiciary, prosecution and defense authorities and courts of justice desirable;
- Experience in matters relating to Middle East and knowledge of the language, history, culture and the social and administrative structures of the area desirable.

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| Position Name: Deputy Head of Police Advisory Section | Employment Regime: Seconded | |
| Ref. Number: PA02 | 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 Deputy Head of Police Advisory Section reports to the Head of Police Advisory Section.

Main Tasks:

- 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 (MIP), in particular regard to strengthening the capabilities of the Palestinian Civilian Police (PCP);
- To advise and assist the Head of the Police Adviser Section in all matters in support of EUPOL COPPS Mission priorities and goals;
- To provide guidance, direction and support to the staff of the Police Adviser Section for project-related activities;
- To attend and represent the section at all internal and external meetings as directed by the Head of the Police Advisory Section, including but not limited to Senior Management Team (SMT), donor meetings, etc.;
- To closely coordinate with the Programme Section in relation to programme/project design, donor coordination and implementation of projects;
- To monitor progress of the Police Advise Section staff in the activities set in the relevant work plans and ensure coherence of activities with the overall Mission goals;
- To produce high quality reports relating to the achievements of the Police Adviser Section;
- To assist the Head of Police Adviser Section in all of her/his duties and act on her/his behalf when she/he is away;
- To undertake any other tasks assigned by the Head of the Police Adviser Section within his/her area of responsibility (AOR), the AOR being West Bank Palestinian Civil Police HQ, Districts and/or Specialized Branches facilities.

Qualifications and Experience:

- University degree (3 years full time studies) in law, police science, political science or any other relevant field. An equivalent relevant professional experience of 3 years after successful completion of secondary education in lieu of the required university degree may be considered;
- A minimum of 5 years of relevant professional experience with at least 3 years at middle management level (i.e. Police Station Commander or equivalent);
- Experience of financial planning, strategic planning, human resource allocation and business development;
- Wide range of experience on a variety of aspects of policing;
- Good understanding of the concept of civilian policing and the primacy of the rule of law, Human Rights and gender, and the entire chain of criminal justice (from police to prison) in an institution building and development context;
- 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;
- Previous training on gender mainstreaming highly desirable;
- C1 driving license desirable;
- Project management knowledge and experience desirable.

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| Position Name: Senior Adviser Institutional Development Human Resources | Employment Regime: Seconded | |
| Ref. Number: PA07 | 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 Senior 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 (3 years full time studies) in law, police science, political science or any other relevant field.
- A minimum of 5 years of relevant professional experience with at least 3 years at middle management level (i.e. Police Station Commander or equivalent);
- Good understanding of the concept of civilian policing and the primacy of the rule of law, Human Rights & Gender and the entire chain of criminal justice (from police to prison) in an institution building and development context;
- 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;
- Proven experience in planning and implementing projects on gender;
- Proven experience in human resources administration highly desirable;
- C1 driving licence desirable;
- Project management experience desirable.

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| Position Name: Senior Police Adviser Traffic | Employment Regime: Seconded | |
| Ref. Number: PA10 | 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 Senior 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 identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility;
- 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 (MIP);
- To support the development and implementation of SOP`s and 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 training curricula on traffic safety campaigns;
- To advise the PCP traffic administration and other relevant counterparts on strategies to enhance the traffic safety and cooperation;
- To support the PCP traffic police administration to identify the appropriate equipment and infrastructure needed;
- To advise the PCP Traffic administration 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:

- University degree (3 years full time studies) in law, police science, political science or any other relevant field. An equivalent relevant professional experience of 3 years after successful completion of secondary education in lieu of the required university degree may be considered;
- A minimum of 5 years of relevant professional experience with at least 3 years at middle management level (i.e. Police station commander or equivalent);
- Good understanding of the concept of civilian policing and the primacy of the rule of law, Human Rights & Gender and the entire chain of criminal justice (from police to prison) in an institution building and development context;
- 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;
- C1 driving license desirable;
- Project management experience desirable;
- Training experience desirable.

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| Position Name: Police Adviser Intelligence Led Policing | Employment Regime: Seconded | |
| Ref. Number: PA16 | 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 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 investigative units with focus on Intelligence Led Policing;
- To advise and support the development of activities to introduce and implement the Intelligence Led Policing Model;
- To assist and support PCP in adopting of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To assist and support PCP in identifying and advising on the capacity and training gaps of the PCP investigative units;
- To support the PCP investigative units identifying appropriate equipment and infrastructure;
- To advise the PCP in developing the regulatory framework for the role, techniques, structure, training and infrastructure of the investigative 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:

- Graduated from a Police academy/college of any EU Member States or third contributing State. An equivalent relevant professional experience of 2 years after successful completion of secondary education in lieu of the Police academy/college may be considered;
- A minimum of 3 years of relevant professional experience
- 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;
- Proven experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming;
- Previous training on gender mainstreaming desirable;
- C1 driving licence desirable;
- Proven experience on working in a team of analysts in various fields of competencies such as violent groups (i.e. football hooligans), criminal organisations and extremists desirable;
- Project management experience desirable.

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| Position Name: Senior Adviser Forensic | Employment Regime: Seconded | |
| Ref. Number: PA18 | 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 Senior 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 the evidence technician and the crime scene response team;
- 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);
- A minimum of 5 years of relevant professional experience with at least 3 years at middle management level (i.e. Police station commander or equivalent);
- 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;
- Previous training on gender mainstreaming desirable;
- C1 driving license desirable;
- Project management experience desirable.

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| Position Name: Senior Police Adviser Training | Employment Regime: Seconded | |
| Ref. Number: PA22 | Location: Ramallah | Availability: 21/02/2016 |
| 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 Training 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 training administrations and the Palestinian College for Police Science (PCPS);
- To support the adoption of service-minded policing through the development and implementation of SOP`s and manuals;
- To identify training gaps and support PCP in developing long-term training plans;
- To support PCP in developing of curricula for various fields of training and/or education;
- To support PCP in developing and implementing in-service trainings;
- To support the PCP training administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- University degree (3 years full time studies) in law, police science, political science or any other relevant field. An equivalent relevant professional experience of 3 years after successful completion of secondary education in lieu of the required university degree may be considered;
- A minimum of 5 years of relevant professional experience with at least 3 years at middle management level (i.e. Police station commander or equivalent);
- Familiarity with modern training tools (for instance e-learning, virtual training systems, language labs);
- 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;
- Proven experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming;
- Previous training on gender mainstreaming desirable;
- C1 driving license desirable;
- Project management experience desirable.

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| Position Name: Police Adviser Training | Employment Regime: Seconded | |
| Ref. Number: PA23 | Location: Ramallah | Availability: 20/03/2016 |
| 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 Training 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 training administrations and the Palestinian College for Police Science (PCPS);
- To support the adoption of service-minded policing through the development and implementation of SOP`s and manuals;
- To advise PCP in identifying training gaps and support PCP in developing long-term training plans;
- To advise PCP in developing of curricula for various fields of training and/or education;
- To support PCP in developing and implementing in-service trainings;
- To support PCP training administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated from a Police academy/college of any EU member state or third contributing State. An equivalent relevant professional experience of 2 years after successful completion of secondary education in lieu of the Police academy/college may be considered;
- Minimum 3 years professional relevant experience;
- Familiarity with modern training tools, for instance e-learning, virtual training systems, language labs;
- 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;
- Proven experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming;
- Previous training on gender mainstreaming desirable;
- C1 driving licence desirable;
- Project management experience desirable.

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| Position Name: Senior Police Adviser Accountability | Employment Regime: Seconded | |
| Ref. Number: PA25 | 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 Senior Police Adviser Accountability 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 expertise to the accountability administrations/units within Palestinian Civil Police (PCP);
- To support and provide strategic and operational advice to the senior management of the PCP departments in implementing the PCP accountability strategy and implementation plan and in the overall development of the relevant accountability units;
- To advise the PCP on the development and implementation of a public complaint mechanism, and support the institutionalization of necessary organisational structures;
- To advise the PCP on implementing and disseminating the PCP Code of Conduct and Disciplinary Code;
- To support the PCP develop the appropriate structures, mandates and job descriptions to carry out oversight and accountability functions;
- To identify and advise on the capacity and training gaps of the accountability units;
- To support the PCP accountability units to acquire skills and develop procedures and standards in line with international best practices;
- To advise the PCP in the development of a human rights training manual;
- To advise the PCP develop an efficient inspection regime;
- To support relationship-building and dialogue between the PCP and Civil Society Organisations;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- University degree (3 years full time studies) in law, police science, political science or any other relevant field. An equivalent relevant professional experience of 3 years after successful completion of secondary education in lieu of the required university degree may be considered;
- A minimum of 5 years of relevant professional experience with at least 3 years at middle management level (i.e. Police Station 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;
- Proven experience in integrating the notion of gender within the concept of accountability;
- Previous training on gender mainstreaming highly desirable;
- C1 driving licence desirable;
- Training experience desirable;
- Project management experience desirable.

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| Position Name: Police Adviser Accountability | Employment Regime: Seconded | |
| Ref. Number: PA26, PA 27 (two positions) | Location: Ramallah | Availability: 04/02/2016 and 20/03/2016 |
| 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 Accountability 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 expertise to the accountability administrations/units within in Palestinian Civil Police (PCP);
- To support and provide strategic and operational advice to senior management of the PCP departments in implementing the PCP accountability strategy and implementation plan and in the overall development of the relevant accountability units;
- To support the PCP on the development and implementation of a public complaint mechanism, and support the institutionalization of necessary organisational structures;
- To support the PCP on implementing and disseminating the PCP Code of Conduct and Disciplinary Code;
- To support the PCP develop the appropriate structures, mandates and job descriptions to carry out oversight and accountability functions;
- To identify and advise on the capacity and training gaps of the accountability units;
- To support the PCP accountability units to acquire skills and develop procedures and standards in line with international best practices;
- To advise the PCP in the development of a human rights training manual
- To advise the PCP develop an efficient inspection regime;
- To support relationship-building and dialogue between the PCP and Civil Society Organisations;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

Qualifications and Experience:

- Graduated from a Police academy/college of any EU Member States or third contributing State. An equivalent relevant professional experience of 2 years after successful completion of secondary education in lieu of the Police academy/college may be considered;
- A minimum of 3 years of relevant professional experience;
- 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;
- Proven experience in integrating the notion of gender within the concept of accountability.
- Previous training on gender mainstreaming highly desirable;
- C1 driving license desirable;
- Training experience desirable;
- Project management experience desirable.

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| Position Name: Penitentiary Adviser | Employment Regime: Seconded | |
| Ref. Number: PA28 | 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 Penitentiary Adviser reports to the Head of Police Advisory Section.

Main Tasks:

- To support the Corrections and Rehabilitations Centre 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 (3 years full time studies) in law, social science or any other relevant field. An equivalent relevant professional experience of 3 years after successful completion of secondary education in lieu of the required university degree may be considered;
- A minimum of 5 years of relevant professional experience with at least 3 years at middle management level;
- Well-developed consultation, negotiation and written communication skills and demonstrated planning and organizational 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 experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Previous training on gender mainstreaming desirable;
- C1 driving license desirable;
- Project management experience desirable.

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| Position Name: Police Adviser Public Order Management | Employment Regime: Seconded | |
| Ref. Number: PA29 | 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 Public Order Management 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 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 (MIP);
- To support the development and implementation of SOP's and manuals, especially in the field of public order management;
- To provide expertise to strengthen the capabilities of frontline operational police administrations with focus on public order management;
- To identify and advise on the capacity and training gaps SPF and PGU;
- To assist in the development training curricula on public order management and crowd control;
- To support the PCP SPF to identify the appropriate equipment needed;
- To advise the PCP SPF administration 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 from a Police academy/college of any EU Member States or third contributing State. An equivalent relevant professional experience of 2 years after successful completion of secondary education in lieu of the Police academy/college may be considered;
- A minimum of 3 years of relevant professional experience;
- Good understanding of the concept of civilian policing and the primacy of the rule of law, Human Rights & gender and the entire chain of criminal justice (from police to prison) in an institution building and development context;
- 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;
- Previous training on gender mainstreaming desirable;
- A C1 driving licence desirable;
- Project management experience desirable;
- Training experience desirable.

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| 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);
- To support the development of a coherent legislative drafting process and monitoring relevant legislative developments in the field of criminal justice;
- To review and evaluate criminal justice and police related legislation and support 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 3 years full time studies) in law;
- A minimum of 7 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;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- 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;
- Project management experience desirable.

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| Position Name: Head of Planning and Evaluation Department | Employment Regime: Seconded | |
| Ref. Number: PR01 | Location: Ramallah | Availability: As soon as possible |
| 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 Resources, Planning, Development Administration within the Palestinian Civilian Police (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 8 years of relevant professional experience at the policy making / senior management levels of a police or wider criminal justice sector organisation;
- Highly developed management, interpersonal and communication skills, both written and oral;
- Proven experience in evaluation and compliance procedures;
- Proven experience in gender mainstreaming of planning, evaluation and programming;
- Previous training on gender mainstreaming highly desirable;

- Professional experience in administrative and operational aspects of Programme Management, within a CSDP Mission environment is desirable.

Seconded/Contracted positions:

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| Position Name: Mission Security Officer | Employment Regime: Seconded/Contracted | Post Category : Mission Support Staff Management Level (MSML) |
| Ref. Number: HM05 | Location: Ramallah | Availability: As soon as possible |
| Component/Department/Unit: HoM's Office/Security | Level of Security Clearance: EU SECRET | Open to contributing third States: No |

Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

Main Tasks:

- To manage the security and safety of CSDP staff deployed in the Mission area, through the design and implementation of appropriate security policies and procedures;
- To liaise with other international and national authorities with the aim to assess the security situation, make security recommendations, and adopt the security measures as appropriate;
- To carry out the daily work according to the job description for a CSDP Mission's Security Office;
- To be responsible, in line with the EEAS Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission's security plans;
- To ensure that the security policies and procedures are followed according to the SOP's of EUPOL COPPS and EUBAM Rafah when required;
- To ensure timely and accurate security reporting including real time reporting from potential trouble spots;
- To respond to security incidents and events as directed by the SMSO, if necessary by deploying to the field, including acting as a first responder, particularly for first aid incidents;
- To contribute under the supervision of the SMSO to security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To contribute under the supervision of the SMSO to the production of daily SITREPs', WOS, monthly and six monthly reports;
- To ensure personal security advice is given to members of Mission staff as required. In this regard, to provide a security-briefing package for staff members with regard to security situations to be expected or encountered in West Bank, Gaza strip, East Jerusalem and Israel;
- To ensure an effective system of security reviews in relation to CSDP Mission(s) property and buildings and recommend changes if necessary;
- To ensure (under the SMSO authority) protection of EU classified information (EUCI) within the Mission and thereby ensure information is handled in accordance with EEAS rules;
- To identify staff training needs in security related areas in line with standards set by the EEAS Field Security Policy and supporting documents;
- Ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUPOL COPPS and EUBAM Rafah when required;
- To alternate with the SMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- To undertake any other tasks required by the SMSO or Head of Mission in support of the objectives of the Mission.

Qualifications and Experience:

- University Degree (minimum 3 years full time studies) in Police Sciences, Military Sciences, Social Sciences, Security or related fields; equivalent military/police education can be considered as appropriate;

- Minimum of 5 years relevant professional experience; In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Proven experience at management level in the civilian security sector or in the military/police;
- 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;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Driving license C1 required;
- Knowledge of the Middle East area and potential security threats desirable;
- Experience in planning and implementing projects desirable;
- International experience of a CSDP Mission or experience of multi-national and international organizations/Missions desirable.

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| Position Name: Legal Adviser | Employment Regime: Seconded/Contracted | Post Category : Mission Support Staff Management Level (MSML) |
| Ref. Number: HM10 | Location: Ramallah | Availability: As soon as possible |
| 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.

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| Position Name: Human Resources Officer | Employment Regime: Seconded/Contracted | Post Category : Mission Support Staff Management Level (MSML) |
| Ref. Number: MS03 | Location: Ramallah | Availability: 01/03/2016 |
| Component/Department/Unit: Mission Support | Level of Security Clearance: EU Confidential or equivalent | Open to contributing third States: Yes |

Reporting Line:

The Human Resources Officer reports to the Chief Human Resources.

Main Tasks:

- To participate in the management and co-ordination of all human resources related issues for the Mission as requested by the Chief Human Resources;
- To advise and guide concerning Human Resources/Personnel policies and procedures;
- To prepare job descriptions for every position, as well as the call for contributions as part of the force generation process;
- To process applications and maintain rosters and databases as appropriate;
- In coordination with the CPCC to organize the Mission recruitment and selection process of qualified applicants for the vacant positions (all international experts and local staff);
- To handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures;
- To organize the planning and to advise in the development of training for personnel;
- To prepare and follow up the deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of Mission, attendance records, duty rosters, leaves and all other personnel related issues and documents;
- To support the Chief HR in the development and implementation of the existing personnel administration rules;
- To coordinate the performance management regime for the Mission;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.

Qualifications and Experience:

- University Degree (minimum 3 years full time study) in Social Sciences, Human Resources, Business Administration or in other relevant field; E
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- To have a minimum of 4 years of broad professional experience in legal, administrative and operational aspects of human resources and training;
- Thorough knowledge of MS Office Excel and Word in particular;
- To have experience in the implementation of EU processes and regulations in Human Resources desirable;
- International experience, particularly in crisis areas with multi-national and international organizations desirable.

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| Position Name: Senior Software Development Officer | Employment Regime: Seconded/Contracted | Post Category : Mission Support Staff Management Level (MSML) |
| Ref. Number: MS10 | 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 Senior Software Development Officer reports to the Head of Mission Support.

Main Tasks:

- To assist the Head of Mission Support in assessing the needs of the Mission in terms of Software, Information Management and Flow in order to develop and maintain a reliable inter-departmental information flow, ensuring accuracy of data and avoiding redundancy of information and unnecessary paperwork;
- To assist, plan, analyse, design, program and implement web-based and desktop interfaces;
- To plan, design, develop and maintain the Mission’s software applications (web-based or desktop), particularly the Management Information System of the Mission;
- To plan, design, develop and maintain complex databases;
- To import and transform data from other formats into SQL Server or required formats;
- To identify needs and define application/database requirements, develop applications and databases, organize and implement user training, troubleshoot problems and assist with change requests;
- To test software and databases for ease of use, accuracy and bugs before release, ensuring their integrity;
- To administer the SQL Servers and perform the data backup procedures.
- To advice on improvements and compatibility between operating systems and database management systems;
- To perform regular data checks and data quality control;
- To troubleshoot emerging users issues;
- To train users on applications when required;
- To work in direct coordination with IT Department;
- To work in coordination with the other relevant administration departments under the guidance of the Head of Mission Support;
- To produce all the documentation related with the assigned duties including schematics, procedures, user manuals and disaster recovery plan.
- To perform any other duties related to his/her assignment.

Qualifications and Experience:

- University degree (minimum 3 years full time study) in relevant fields is required;
- Equivalent military/police education in the aforementioned fields can be considered as appropriate;
- A minimum of 6 years of progressively responsible experience in software/database development, design, management and implementation of complex database systems and software applications;
- Experience in data modelling, data base optimization, understanding and implementation of schemas and the ability to interpret and write complex SQL queries and scripts;
- Advanced knowledge of relational database systems, including SQL server administration and support, SQL programming (stored procedures and triggers);
- Ability to manage a small team of staff;
- Effective project management skills;
- Ability to prioritize and manage exceptionally high workloads and willingness to work flexible working hours;
- Knowledge of PHP programming language and MySQL administration is an asset;

- Proved practical experience in creating web based online applications using all the technologies above and following best practises to build secure software ;
- Knowledge of CSS, HTML, JavaScript with ability to amend/create codes on the spot. Relevant certifications are desirable;
- Advanced knowledge of Database Management Systems, in particular Microsoft SQL Server (2012/2014), relational databases design and Rapid Application Development tools (in particular Microsoft Development Studio 2012 and/or 2014). Relevant certifications are desirable;
- International experience, particularly with multi-national and international organizations desirable.