

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission in the Palestinian Territories (EUPOL COPPS) 1-2015 Extraordinary Call for Contributions			
Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	<u>Seconded (3)</u>		
	PA 22	Senior Police Adviser Training	ASAP
	PA 26, 27	Police Adviser Accountability	ASAP
	<u>Seconded/Contracted (2)</u>		
	MS 10	Senior Software Development Officer	ASAP
	HM 03	Senior Mission Security Officer	ASAP
Deadline for Applications:	Friday 11 December 2015 at 17:00 hours (Brussels time)		
E-mail Address to send the Job Application Form to:	cpcc.eupolcopps@eeas.europa.eu		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Jørn Laursen cpcc.eupolcopps@eeas.europa.eu +32 (0)2 584 32 89		

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 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).

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.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

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

A. Essential Requirements

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

Citizenship – Citizenship of an EU Member State or of a contributing third State (Canada, Norway and Turkey).

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. 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.

Language Skills¹ – 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 – Skills in word processing, spreadsheet and e-mail are essential. Knowledge of other IT tools will be an asset.

Training – e-Hest² or equivalent.

Education – European Qualifications Framework (EQF)³.

Driving Licence – The candidates must be in possession of a valid - including Mission area - civilian driving licence 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.

Required Security Clearance (PSC) – 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

¹ [Common European Framework of References for Languages](#)

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

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

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 shortlisted 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

Position Name: Senior Police Adviser Training	Employment Regime: Seconded	
Ref. Number: PA22	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 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:

- Successful completion of University studies of at least 3 years attested by a diploma in law, police science, political science or any other relevant field;

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework;

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree;

OR

- Equivalent Police/Military academy education and, 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);

AND

- After fulfilling the above requirements, 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);
- Knowledge on developing training plans and/or curricula;

- 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;
- C driving license desirable;
- Project management experience desirable.

Position Name: Police Adviser Accountability	Employment Regime: Seconded	
Ref. Number: PA26, PA27 (2 positions)	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 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 institutionalisation 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;

OR

- An equivalent relevant professional experience of 2 years after successful completion of secondary education in lieu of the Police academy/college may be considered;

AND

- After fulfilling the above requirements, 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;
- Knowledge of Internal inspections and/or public complaint mechanism and police disciplinary procedures;
- C driving license desirable;
- Training experience desirable;
- 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 University studies of at least three years attested by a diploma in a security related field;

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework;

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree;

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent;

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 CSDP Missions or multi-national/international organisations would be an advantage;

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 of 3 years studies attested by a diploma in relevant fields;
- OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework;
- OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree;

OR

- Equivalent military/police education attested by a diploma in the aforementioned fields;

AND

- After having fulfilled the above requirements, 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 optimisation, 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 prioritise 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 organisations is desirable.