

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### European Union Police Mission in the Palestinian territories

#### (EUPOL COPPS)

#### 1-2016 Call for Contributions for Visiting Experts

<b>Organisation:</b>	EUPOL COPPS			
<b>Job Location:</b>	Palestine			
<b>Employment Regime:</b>	Seconded			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post</b>	<b>Location:</b>	<b>Proposed Period of Deployment:</b>
	VE 01	Visiting Expert Cybercrime	Ramallah	1 March 2016 – 29 April 2016
	VE 02	Visiting Expert Penitentiary	Ramallah	1 March 2016 – 29 April 2016

<b>Deadline for Applications:</b>	<b>Friday 5 February January 2015 at 17:00 (Brussels time)</b>
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.eupolcopps@eeas.europa.eu</b>
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Mr Jørn Laursen</b> <b>E-mail: cpcc.eupolcopps@eeas.europa.eu</b> <b>+32 (0)2 584 3289</b>

**Seconded Personnel** – Only personnel nominations received through official channels from EU Member States will be considered. The Mission pays the daily allowances for Visiting Experts, the travel costs to and from the place of deployments reserved by the Mission and any duty travel undertaken by Visiting Experts while on deployment. Each EU Member State bears the salary and other costs related to the Visiting Experts put at the Mission's disposal, according to the Council documents 8551/12 (4 April 2012) 9084/13 and 9084/13 (30 April 2013).

**Tour of Duty** – The duration of the deployment is indicated in the Job Description.

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

## **A. Essential Requirements**

EU Member 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** – The candidates must be citizens of an EU Member State.

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

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

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. 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 personnel should, in principle, be under the normal age of retirement in EU Member States.

**Language Skills**<sup>1</sup> – Language requirements are specified in the job description.

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

**Training** – e-HEST or equivalent is required.

**Education** – European Qualifications Framework (EQF)<sup>2</sup>.

**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.

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<sup>1</sup> [http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment\\_grid/assessment\\_grid\\_english.pdf](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment_grid/assessment_grid_english.pdf)

<sup>2</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

## **B. Recommended 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 and Equipment for Selected Candidates**

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

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

**Required Personnel 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 descriptions. The original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. Access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

**Medical certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing 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 EU Member 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 interviewed by phone, before the final selection is made.

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

<b>Position Name:</b> Visiting Expert Cybercrime	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VE01	<b>Location:</b> Ramallah	<b>Availability:</b> 01/03/2016 – 29/04/2016
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to contributing third States:</b> No

### Reporting Line:

The Visiting Expert Cybercrime will report to the Head of Police Advisory Section.

### Main tasks and Responsibilities:

- To provide expertise to strengthen the capabilities of the administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP administrative and internal support administration/units;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To support the adoption of service-minded policing through the development and implementation of SOPs, manuals, and policies;
- To enhance the capacities, skills and knowledge of the Cybercrime Department of the PCP's Criminal Investigation Department (CID);
- To monitor and advise recommendations and set up for the IT equipment (expenditures, budget projections, etc.) within the PCP/CID;
- To enhance the cooperation between prosecution and police in the area of cybercrime in drafting relevant SOP's and guidelines;
- To deliver relevant training in the field of fight against cybercrime to PCP police officers or Public Prosecutors;
- To liaise with stakeholders and key actors in the capacity building of the cybercrime unit through advising and share of information;
- To perform any other tasks assigned by the Head/Deputy Head of Police Advisory Section.

### Education and Experience:

#### Essential

- 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;

#### Specification of Education and Experience

- Experience in forensic digital examination related to crime scene;
- Experience in computer networks, computer science, programmes etc. from a police organisation;
- Experience in operational fight against cybercrime at national/international level;
- Excellent level of written and spoken English;
- Ability to effectively manage change in difficult and tense environments;
- Strong liaison inter-personal skills and ability to process and analyse information and data.

#### Desirable

- C1 driving license;
- Training experience;
- International experience, particularly in crisis areas with multi-national and international organizations;
- Project management experience.

<b>Position:</b> Visiting Expert Penitentiary	<b>Employment Regime:</b> Seconded	<b>Post Category:</b> N/A
<b>Ref. number:</b> VE02	<b>Location:</b> Ramallah	<b>Availability:</b> 01/03/2016 – 29/04/2016
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to third contributing States:</b> Yes

### Reporting Line:

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

### Main Tasks and Responsibilities:

- To support the Mission with the development and delivery of training in a range of areas and with the establishment of training procedures for the Corrections and Rehabilitations Center Department (CRCD) of the Palestinian Civilian Police (PCP);
- To liaise closely with the CRCD of the PCP on any matters which arise and provide advice and direction as required and coordinate with the relevant ministries (Ministry of Interior and Justice) and with the judiciary;
- To provide advice and guidance to CRCD on the spectrum of their activities, operations, organisation and administration, including reform and strengthening of the prison system and including issues relating to international human rights standards, implementation of strategic planning processes, development of legislation, policy and procedures, rehabilitation of facilities, management of prisoners in accordance with international guidelines, prison administration, budget management, human resource management, performance management and staff training;
- To establish and maintain contacts and effective relations with government officials, national prison professionals, international prisons training agencies and bilateral/multilateral donors concerned with strengthening prisons;
- To facilitate meetings of the Prisons coordination working group;
- To undertake any other related tasks as requested by the Head/Deputy Head of Police Advisory Section.

### Education and Experience:

#### Essential

- Graduated from a relevant 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 relevant academy/college may be considered;
- AND
- After fulfilling the above requirements, a minimum of 3 years of relevant professional experience.

#### Specification of Education and Experience

- Well-developed consultation, negotiation and written communication skills and demonstrated planning and organisational skills;
- Proven experience on development and delivery of training courses for prison personnel;
- Demonstrated in-depth understanding of prison management; substantial and diverse experience in all facets of the job;
- Strong analytical skills combined with good judgment and knowledge of prison related international standards;
- Capacity to adopt a strategic approach to the development of a prison system;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment.

#### Desirable

- C1 driving licence to drive armoured vehicles B6;

- Project management experience.