

**EUROPEAN EXTERNAL ACTION SERVICE**



**Annex 1**

<p><b>European Union Police Mission in Afghanistan (EUPOL Afghanistan) 1-2016 Call for Contributions for Visiting Experts</b></p>				
<b>Organisation:</b>	<b>European Union Police Mission in Afghanistan (EUPOL Afghanistan)</b>			
<b>Job Location:</b>	<b>Kabul</b>			
<b>Employment Regime:</b>	<b>Seconded</b>			
<b>Job Titles/ Vacancy Notices:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded</u></b>			
	VE-A-01	<b>Senior Educational Expert for Monitoring&amp;Evaluation(M&amp;E) Directorate of Ministry of Interior Affairs(MoIA)</b>	Kabul	Mar-Nov 2016 (Maximum 6 months (2x3) within this period)
	VE-A-02	<b>Senior Evaluation &amp; Training Expert</b>	Kabul	Mar-Jun 2016 (Shorter period than 3 months is possible).
<b>Deadline for Applications:</b>	12 February 2016 at 17:00 hours (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	cpcc.eupolafghanistan@eeas.europa.eu			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p align="center"><b>Mr Juho Särkilä</b>  <b>cpcc.eupolafghanistan@eeas.europa.eu</b>  <b>+32 (0)2 584 32 89</b></p>			

**Seconded Personnel** – Only personnel nominations received through official channels from EU Member States will be considered. EU Member 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).

**Tour of Duty/Contract Period** – 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 visiting expert position for EUPOL Afghanistan, 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. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in the EU Member States.

**Language Skills**<sup>1</sup> – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

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

**Expertise, Knowledge and Skills** – The candidates must have documented knowledge and experience from work with evaluation on operational work. It is also a need that the candidates have experience of teaching basic and advanced evaluation methods and experience of teaching how to practice those methods. The candidates must have knowledge and experience of evaluation of policework.

#### **B. Recommendable Requirements**

**Knowledge of the EU Institutions** – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

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

**Training and Experience** – It's beneficial if the candidates have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

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

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

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

**Security Clearance required** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. Access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member State. A copy of this certification must accompany deployed seconded personnel.

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

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages 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 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** – The EU Member States will be informed about the outcome of the selection process after its completion.

<b>Position:</b> Senior Educational Expert for Monitoring&Evaluation(M&E) Directorate of Ministry of Interior Affairs (MoIA)	<b>Employment Regime:</b> Seconded	<b>Post Category:</b> N/A
<b>Ref. Number:</b> VE-A-01	<b>Location:</b> Kabul	<b>Availability:</b> Mar-Nov 2016 (Maximum 6 (2x3) months within this period)
<b>Component/Department/Unit:</b> MoI Reform Component/Ministry Reform Unit/Strategy and Policy	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Visiting Expert (VE) – Senior Educational Expert for Monitoring and Evaluation (M&E) General Directorate of Ministry of Interior reports to the Senior MoI Reform Adviser for Strategy and Policy.

### Main Tasks and Responsibilities:

- To analyse, assist and to develop the overall M&E Policy and M&E SOP for Ministry of Interior Affairs and the Afghan National Police;
- To assist the General Directorate for Monitoring and Evaluation in establishing a comprehensive Monitoring and Evaluation Framework for the Ministry of Interior Affairs;
- To support the implementation of a mechanism for Monitoring and Evaluation of Police affairs in the specific areas of Security Affairs (Provincial HQs – Centre and Provinces), Law Enforcement (Anti-Crime, Counter-Narcotics and Terrorism), Police Education, and provincial policing;
- To facilitate the Monitoring and Evaluation of the Ministry of Interior Strategy, Ministry of Interior's Strategic Plan, Policies, as well as Presidential and Ministerial decrees and instructions;
- To identify and advice on specific evaluation methods and tools in order to create a customised evaluation model based on current Afghan needs;
- To work jointly with General Directorate to deliver a presentation of the proposed draft of evaluation methods to the senior MoI/ANP managers and in cooperation with them will make necessary adjustments to tailor the curriculum to Afghan needs;
- To advice on the design and content of an M&E training package, evaluate it and further customise it together with MoI and ANP managers for local delivery.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma

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 officially recognising the equivalence to the education level mentioned above

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Law, Business, Social Science, Human Resources and Adult Education, Educational Science or Public Administration;
- Experience in projects related to Ministry of Interior reform;
- Excellent command of the English language;
- Proven ability to communicate his/her ideas to a range of Senior MoI/ANP officials.

#### Desirable

- Good interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Experience at a strategic level in a national organisation (ministry);
- Professional experience in national and/or international assignments in planning and assisting crisis management Missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

<b>Position:</b> Senior Evaluation & Training Expert	<b>Employment Regime:</b> Seconded	<b>Post Category:</b> N/A
<b>Ref. Number:</b> VE-A-02	<b>Location:</b> Kabul	<b>Availability:</b> Mar-Jun 2016 (Shorter period than 3 months is possible).
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component/Police Team Unit/Community and Command Team.	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Visiting Expert (VE) – Senior Evaluation Training Expert will report to the Project Manager.

### Main Tasks and Responsibilities:

- To work together with project manager in Sub-project 7.2: Critical incident recording and evaluation – Afghan National Policy capacity building;
- To be responsible for planning and delivery of the pilot course included in the project;
- To be responsible for creating the curriculum of the pilot course;
- To be responsible for the course evaluation and the distribution of the evaluation to the assigned Afghan National Police officers;
- Together with project manager conduct the need assessment and gap analysis of Afghan capacity and capabilities to record and assess critical incidents;
- During the course use and teach the Afghan stakeholders the method called After Action Review (AAR);
- To use and teach goal based evaluations during the course;
- To deliver a presentation of the proposed draft course curriculum to the senior MoI/ANP managers and in cooperation with them make necessary adjustments to tailor the curriculum to Afghan needs;
- After delivery of the pilot course, evaluate it and further customise it together with the MoI and ANP representatives;
- To prepare the handover of the course to ANP Training institutions in immediate adjacent to the pilot course completion, evaluation and assessment of further implementation and needed support.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma

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 officially recognising the equivalence to the education level mentioned above

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Law, Business, Social Science, Human Resources and Adult Education, Educational Science or Public Administration;
- Well documented experience with work related to practical operational evaluation;
- Well documented experience from pedagogical work in creating syllabuses and curricula;
- Experience in working with After Action Review method (AAR);
- Documented experience teaching AAR-method;
- Proven experience of teaching experienced senior police officers how to do professional evaluations in the area of major incidents, crisis and exercises;
- Experience in goal-based evaluations.

#### Desirable

- Experience of teaching in English;
- Good interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management Missions, particularly in Afghanistan or other areas within the similar geopolitical context.