

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union Police Mission in the Palestinian territories  
(EUPOL COPPS)  
1-2016 Call for Contributions**

<b>Organisation:</b>	<b>EUPOL COPPS</b>		
<b>Job Location:</b>	<b>Palestine</b>		
<b>Employment Regime:</b>	<b>As indicated below</b>		
	<b>Ref.</b>	<b>Name of the post</b>	<b>Availability</b>
	<b><u>Seconded (14)</u></b>		
	PA01	Head of Police Advisory Section	ASAP
	PA07	Senior Police Adviser Institutional Development Human Resources	ASAP
	PA08	Ministerial Strategic and Policy Expert	05.06.2016
	PA09	Senior Police Adviser Community Policing	ASAP
	PA12	Senior Police Adviser Frontline Policing	ASAP
	PA17	Police Adviser Criminal Investigation Department (CID)	10.07.2016
	PA18	Senior Police Adviser Forensic	ASAP
	PA19	Police Adviser Family Protection and Juvenile Unit	22.08.2016
	PA24	Police Adviser Logistics	24.07.2016
	PA25	Senior Police Adviser Accountability	ASAP
	PA28	Penitentiary Adviser	ASAP
	RL03	Prosecution Expert	02.08.2016
	RL08*	Defence Counsel Expert	22.06.2016
	PR08	Gender Expert	03.04.2016
	<b><u>Seconded/Contracted (1)</u></b>		
	MS10	Senior Software Development Officer	ASAP
<b>Deadline for applications:</b>	Friday 11 March 2016 at 1700 Brussels time		
<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eupolcopps@eeas.europa.eu</b>		

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p style="text-align: center;"><b>Mr Jørn Laursen</b>  E-mail: <a href="mailto:cpcc.eupolcops@eeas.europa.eu">cpcc.eupolcops@eeas.europa.eu</a>  +32 (0)2 584 3289</p>
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**\* The availability of this position is pending on the confirmation of 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 State<sup>1</sup>.

**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. 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.

<sup>1</sup>Canada, Norway and Turkey

**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.

**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 (14)

<b>Position Name:</b> Head of Police Advisory Section	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA01	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of Police Advisory Section reports to the Deputy Head of Mission (DHoM)/Head of Mission (HoM).

### Main Tasks and Responsibilities:

#### General

- To lead and manage the Police Advisory Section and as part of the missions senior management Team represent the Mission;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular regard to strengthening the capabilities of the Ministry of Interior (MOI) and Palestinian Civilian Police (PCP);
- To provide strategic advice and assistance to the Ministry of Interior (MOI) in strengthening security governance and overall functions of the ministry;
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development and transformation, specifically to senior officials at District and Headquarters, in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide overall management and direction to the Police Advisory Section so that it fulfils its tasks efficiently and effectively and implements its agreed objectives;
- To identify, under the overall guidance of the HoM/DHoM, the overall objectives of the Section, and contribute to the development of the Mission implementation plan in accordance with the Mission's Mandate;
- To ensure appropriate management of the human and financial resources of the section;
- To review, assess and report on the work and activities of the section;
- To seek continuous development of the section and ensure the highest working standards, be maintained through appropriate communication, coordination and co-operation within the section, the mission and external actors;
- To maintain close, result-oriented working relationships with relevant local counterparts and other international stakeholders active in the civilian Security Sector Reform;
- To maintain working relationships with local civil society actors in the civilian Security Sector Reform, in particular those promoting human rights in policing;
- To facilitate and provide overall guidance in the implementation of projects within the Section;
- To closely collaborate with the Programme and Evaluation Department on donor-coordination, evaluation and the implementation of projects;
- To undertake any other tasks assigned by the HoM/DHoM.

### Education and Experience:

#### Essential

- Successful completion of university studies of at least 3 years attested by a diploma in police sciences, law, public administration or 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 education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent;

AND

- A minimum of 7 years professional experience in a managerial position within the Police, Ministry of Interior or other relevant government body responsible for internal security and policing.
- Good understanding of the concept of civilian policing and primacy, rule of law, human rights, gender the entire chain of criminal justice (from police to prison), in an institution building and development context;
- Ability to provide advice with a full understanding for the concept of local ownership;
- 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

- Previous training and experience on gender mainstreaming;
- International experience of working with police development in Security Sector Reform (SSR) context;
- Project management experience (e.g. steering groups, project member/manager from projects focused on implementing new working methods or development in general).

<b>Position Name:</b> Senior Police Adviser Institutional Development Human Resources	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA07	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Police Adviser Institutional Development Human Resources reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities:

- 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 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, standard operating procedures for various police units/administrations, including at the district level;
- To advise PCP senior management, in conjunction with the PCP Human Resources Administration and Strategic Planning Unit, in developing Human Resources related policies and procedures (e.g. recruitment, performance appraisal, promotion, career 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 requested by the Head/Deputy Head of the Police Advisory Section.

### Education and Experience:

Essential

- Successful completion of university studies of at least 3 year 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 education;

AND

- After fulfilling the above requirements a minimum of 5 years in advising on strategy implementation and strengthening civilian oversight within a ministry or other security sector institution;

- 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;
- Proven experience in planning and implementing projects on gender.

Desirable

- Proven experience in human resources administration;
- Project management experience.



<b>Position Name:</b> Ministerial Strategic and Policy Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA08	<b>Location:</b> Ramallah	Availability: 05.06.2016
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Ministerial Strategic and Policy Expert reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities:

- To provide support to the MoI team in research, preparation, development and delivery of Ministry of Interior (MoI) related initiatives outlined in the Mission implementation plan;
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes;
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity;
- To develop efficient organisational procedures so as to ensure effective implementation and evaluation of the security sector strategy;
- To support the MoI as part of its strategy in ensuring policing primacy of the PCP vis-a-vis the other security services;
- To assist in the development of a legal/regulatory framework identifying and separating competencies of the MoI and other institutions in the security sector;
- To support the MoI in clarifying the responsibilities and authority of the police, through the development of one applicable police law;
- To develop institutionalised cooperation and coordination mechanisms with relevant institutions and between the different security services;
- To undertake any other tasks required on behalf of the Head/Deputy of Police Advisory Section.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 year attested by a diploma in International Development, Public Administration, Political Science;

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 eg. 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 fulfilling the above requirements a minimum of 5 years in advising on strategy implementation and strengthening civilian oversight within a ministry or other security sector institution.
- Excellent knowledge of security sector reform (SSR) processes, in particular police reform from a comparative perspective;
- Experience of aid management, programme / project implementation and strategic planning processes;
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds;
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity.

Desirable

- International experience of working with police development in (SSR) context.

<b>Position Name:</b> Senior Police Adviser Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA09	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Police Adviser Community Policing reports to the Head of Police Advisory Section

### Main Tasks and Responsibilities:

- 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 in accordance with their policies, procedures 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 liaise with fellow police advisors on related community policing projects i.e. Intelligence-led policing, in order to ensure that the PCP benefits from a holistic and coordinated approach to change improvement interventions;
- To build and maintain strategic and operational reform within the PCP frontline policing administrations;
- To support the adoption of community centric policing through the development and implementation of standardized operational procedures, manuals and policies;
- To enhance the concept of Community Policing in all PCP frontline policing administration;
- To assist the PCP in their efforts to develop a shared understanding of Community Policing across the entire PCP organisation;
- To identify Community Policing training needs and advise on cost effective solutions to meet those needs;
- To advise PCP on the development and management of public partnerships and the identification and resolution of community based problems;
- To establish and develop professional working relationships with relevant authorities and civil society organizations;
- To develop long-term Community Policing plans in conjunction with district and/or specialized branch police units;
- To support the PCP frontline operational administrations identify the appropriate equipment and infrastructure needed to deliver effective community policing;
- To collaborate with international actors, in the follow up of prior projects in community policing;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 year attested by a diploma in law, police science political science or other 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 fulfilling the above requirements a minimum of 5 years 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.

Desirable

- Experience from gender mainstreaming in implementing and planning projects;
- Project management experience;
- International experience of working with police development in Security Sector Reform (SSR) context;
- Possess a C1 driving licence to drive armoured vehicles B6 class.

<b>Position Name:</b> Senior Police Adviser Frontline Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA12	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Police Adviser Frontline Policing reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities

- To contribute on strategic and operational level 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 Management of the Palestinian Civil Police (PCP) in implementing their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide expertise to strengthen the capabilities of frontline operational police administrations;
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility;
- To develop policies and plans to enhance the capacities of command and control, patrol, first responders and community policing units;
- To identify and advise on the capacity and training gaps of frontline policing units;
- To assist in the implementation of local training activities for frontline policing units;
- To support the PCP frontline operational police administrations identify the appropriate equipment and infrastructure needed to deliver effective policing;
- To perform other tasks as required by the Head/Deputy Head of Police Advisory Section.

### 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 or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 5 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.

Desirable

- Training experience;
- Project management experience;
- International experience of working with police development in Security Sector Reform (SSR) context.

<b>Position Name:</b> Police Adviser Criminal Investigation Department (CID)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA17	<b>Location:</b> Ramallah	<b>Availability:</b> 10.07.2016
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Police Adviser Criminal Investigation Department reports to the Head of Police Advisory Section

### Main Tasks and Responsibilities:

- 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 frontline operational administrations, in particular the Criminal Investigation Department (CID) and other investigation units;
- To develop and establish working relationships with relevant authorities (Attorney General's Office, Ministry of Justice, Civil Society Organisations etc.) to strengthen their interaction and coordination with the PCP, with focus on police-prosecution cooperation;
- To support the adoption of criminal investigation methodology through the development and implementation of SOP's and manuals;
- To develop procedures, trainings and curricula for crime scene management, seizure/handling and storage of evidences
- To develop the capabilities of PCP CID on felony cases investigation
- To develop and implement the capabilities of PCP CID on surveillance, search and wiretapping
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

### Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma in police science or any other related degree;

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 education requirements, a minimum of 3 years of relevant professional experience;
- Experience on felony cases, crime scene management and handling of evidences;
- 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

- Experience in analysis of criminal data;
- Project management experience;
- Experience from gender mainstreaming in implementing and planning project;
- Training experience;
- International experience of working with police development in Security Sector Reform (SSR) context.

<b>Position Name:</b> Senior Police Adviser Forensic	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA18	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Senior Police Adviser Forensic reports to the Head of Police Advisory Section.

**Main Tasks and Responsibilities:**

- 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 Forensic Science Laboratory 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 laboratory examinations of evidence, including firearms and tool mark examination, drug analysis, document examination;
- To maintain accountability for the activities in the forensic laboratory, identifying developmental needs of lab staff;
- 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 work in close cooperation with other forensic experts and mentors, especially from the medical forensic laboratory;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

**Education and Experience:**

Essential

- Successful completion of university studies of at least 3 years attested by a diploma in Forensic Science and other relevant degree;

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 education requirements, a minimum of 5 years of relevant professional experience in an ISO 17025 accredited forensic laboratory;
- Experience in performing and supervising laboratory examinations of evidence in firearm and tool mark examination, drug analysis and/or document examination;
- Experience in supervising a team of forensic scientists on different disciplines such as ballistic, forged documents and money, drug analysis, etc. to ISO 17025 standards;



- 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

- Budgeting and performance monitoring;
- Project management experience;
- International experience of working with police development in Security Sector Reform (SSR) context.

<b>Position Name:</b> Police Adviser Family Protection and Juvenile Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA19	<b>Location:</b> Ramallah	<b>Availability:</b> 22.08.2016
<b>Component/Department/Unit:</b> Police Advisory	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Police Adviser Family Protection and Juvenile Unit reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities:

- 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 frontline operational police units, in particular the Family Protection and Juvenile Units;
- To advise and support the development of the Family Protection and Juvenile Unit;
- To support and advise PCP in developing procedures/techniques to work against Juvenile delinquency crimes;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To advise in chain of investigation from crime scene up to trial in all cases related to family/juvenile protection;
- To liaise with prosecution related to family/juvenile protection cases;
- To develop and implement of preventive policies regarding family/juvenile protection;
- To deliver of trainings (e.g. child interview techniques);
- To assist in the implementation of local training;
- To advise on risk identification and assessment connected with family/juvenile protection;
- To perform other tasks as required by the Head/Deputy Head of the Police Advisory Section.

### Education and Experience:

#### Essential

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

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 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 education requirements, a minimum of 3 years of relevant professional experience;
- Proven experience with domestic violence, juvenile delinquency and child interview technique;
- 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

- Training experience;
- Project management experience;
- International experience of working with police development in Security Sector Reform (SSR) context.

<b>Position Name:</b> Police Adviser Logistics	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA24	<b>Location:</b> Ramallah	<b>Availability:</b> 24.07.2016
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Police Adviser Logistics reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities:

- 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 administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- To analyse the PCP logistics administration to identify organisational gaps;
- To support the PCP in development and implementation of procedures in the field of logistics;
- To support PCP in developing long-term logistic and purchase plans;
- To advise and support the PCP in implementing externally funded projects/initiatives;
- To advise the administrative and internal support units on strategies to interact and coordinate with districts and police HQ;
- To perform other tasks as required by the Head/Deputy Head of the Police Advisory Section.

### Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma in Police 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 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 education 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.

Desirable

- Project management experience;
- International experience of working with police development in Security Sector Reform (SSR) context.

<b>Position Name:</b> Senior Police Adviser Accountability	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA25	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Police Adviser Accountability reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities:

- 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 the 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 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 training its members on the PCP Code of Conduct and Disciplinary Code;
- To support the PCP development of structures, mandates and job descriptions to carry out oversight and accountability functions;
- To identify and advise the PCP on the capacity and training gaps of the accountability units;
- To support the PCP accountability units to acquire skills and develop procedures and standards consistent with international best practices;
- To advise the PCP in the development of a human rights training manual;
- To advise the PCP in the development of an efficient inspection regime;
- To support relationship-building and dialogue between the PCP and Civil Society Organisations;
- To perform other tasks as requested by the Head and/or the Deputy Head of the Police Advisory Section.

### Education and Experience:

#### Essential

- 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 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 education requirements, a minimum of 5 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.

Desirable

- Training experience;
- Experience from gender mainstreaming in implementing and planning projects;
- Project management experience.
- International experience of working with police development in Security Sector Reform (SSR) context.

<b>Position Name:</b> Penitentiary Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA28	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Penitentiary Adviser reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities:

- To support the Corrections and Rehabilitations Center Department (CRCD) 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 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 perform other tasks as required by the Head/Deputy Head of the Police Advisory Section.

### Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma in law, social 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 education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent;

AND

- Minimum 5 years professional relevant experience within prison systems preferably in both field and headquarters locations as well as sound and proven strategic and minimum of 2 years operational prison management 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

- Experience from gender mainstreaming in implementing and planning projects;
- Project management experience.



<b>Position Name:</b> Prosecution Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RL03	<b>Location:</b> Ramallah	<b>Availability:</b> 02.08.2016
<b>Component/Department/Unit:</b> Rule of Law	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Prosecution Expert reports to the Head of Rule of Law Section.

### Main Tasks and Responsibilities:

- 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), in particular with respect to develop the operational capacity of the Office of the Attorney General in terms of delivering fair, prompt and proportionate justice;
- To increase the effectiveness of the investigation and prosecution of crimes through enhancing police/prosecutor cooperation;
- To contribute to the efforts to develop the capacity and skills of police and prosecutors to undertake effective and efficient investigation;
- To support the Palestinian prosecution service with respect to the protection of victims and witnesses;
- To support cooperation between the prosecution and the criminal investigation components of the police, especially through assisting in the organisation of joint activities;
- To liaise closely with the Police Advisory Section of the Mission in order to coordinate efforts with respect to the enhancement of police/prosecutor cooperation and with respect to the other matters listed above;
- To liaise closely with the Office of the Attorney General on any matters which arise and provide advice and direction as required;
- To coordinate the Mission's activities with donors who are active with respect to supporting the Office of the Attorney General;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

### Education and Experience:

Essential

- Successful completion of university studies of at least 4 years attested by a diploma in law;

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 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. Master's degree;

AND

- Minimum 8 years professional experience (minimum 5 years as a prosecutor) in the field of rule of law, as a judge, prosecutor, lawyer or legal adviser;
- Experience of working on police/prosecutor coordination;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Experience from gender mainstreaming in implementing and planning projects.

#### Desirable

- International experience of working with rule of law and criminal justice system issues;
- Experience of working on issues related to the protection of victims and witnesses;
- Experience of training prosecutors on a range of relevant matters;
- International experience of working with rule of law and criminal justice system issues;
- Experience from gender mainstreaming in implementing and planning projects;
- Project management experience.

<b>Position Name:</b> Defence Counsel Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RL08	<b>Location:</b> Ramallah	<b>Availability:</b> 22.06.2016
<b>Component/Department/Unit:</b> Rule of Law	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Defence Counsel Expert reports to the Head of Rule of Law Section.

### Main Tasks and Responsibilities:

- 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), in particular with respect to:
  - Developing the organisational and administrative structures at the Palestinian Bar Association (PBA);
  - Supporting defence attorneys and the PBA in terms of acquiring the appropriate knowledge and skills to defend criminal cases in an efficient and effective manner;
  - Encouraging the adoption of measures so as to reduce delays in terms of the defence attorneys;
  - Supporting the PBA in enhancing the efficiency and transparency of disciplinary proceedings against lawyers.
- To liaise closely with the PBA on all matters which arise and provide advice and direction as required;
- To coordinate the Mission's activities with donors who are active with respect to supporting the PBA;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

### Education and experience:

#### Essential

- Successful completion of university studies of at least 4 years attested by a diploma in law;
- OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 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. Master's degree;

#### AND

- Minimum of 8 years professional experience as a lawyer or as a judge, prosecutor or legal adviser;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment.

#### Desirable

- Experience as lawyer member of a bar association;
- Experience of working on the structure of bar associations (structure, memberships, disciplinary procedure, etc.) and in particular on disciplinary processes;
- Experience from gender mainstreaming in implementing and planning projects;
- Experience of working on training matters for lawyers;
- International experience of working with rule of law and criminal justice system issues;
- Project management experience.

<b>Position Name:</b> Gender Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PR08	<b>Location:</b> Ramallah	<b>Availability:</b> 03.04.2016
<b>Component/Department/Unit:</b> Planning and Evaluation Department	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Gender Expert reports to the Head of Planning and Evaluation Department

### Main Tasks and Responsibilities:

- To contribute to the Mission's Mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to advising on mainstreaming gender issues within the Ministry of Interior (MOI) Palestinian Civilian Police (PCP) and criminal justice institutions in line with EU commitments;
- To advise Mission management and Mission members on gender and gender mainstreaming, in line with European Union's Gender Policy for CSDP in relation to Mission activities;
- To provide advice to the PCP and criminal justice institutions on the development of strategies with respect to gender issues and the implementation of strategic objectives once defined;
- To liaise with the criminal justice institutions, the PCP, relevant ministries, civil society and with the Independent Commission on Human Rights with respect to gender issues;
- To coordinate when necessary the Mission's activities with donors who are active in providing advice on gender issues. This may involve participating in working groups;
- To actively work with the Human Rights experts who on cross-cutting human rights and gender related issues;
- To ensure development of and oversight over the implementation of the Mission internal Gender Strategy;
- To perform any other tasks as required by the Head of Planning and Evaluation Department.

### Education and Experience:

#### Essential

- Successful completion of university studies of at least 3 years attested by a diploma in law, human rights or 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;

AND

- A minimum of 8 years of working on gender issues, preferably in an international context;
- Knowledge of different methodologies for promoting gender equality;
- Proven ability to design, develop and conduct training on gender and gender mainstreaming;
- Knowledge of security and justice sector reform;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment.

#### Desirable

- Project management experience;
- International experience of working with rule of law and criminal justice system issues.

## Seconded/Contracted Positions (1)

<b>Position Name:</b> Senior Software Development Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category :</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> MS10	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> 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.

### Education and Experience:

Essential

- Successful completion of university studies of at least 3 years 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 Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent;

OR

- A minimum of 8 years of equivalent professional experience might be considered in lieu of the above mentioned required educational qualifications;

AND

- After having fulfilled the above requirements, a minimum of 3 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;
- Proved practical experience in creating web based online applications using all the technologies above and following best practises to build secure software;
- 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);
- Knowledge of CSS, HTML, JavaScript with ability to amend/create codes on the spot.

Desirable

- Knowledge of PHP programming language and MySQL administration;
- International experience, particularly with multi-national and international organisations.