

## EUROPEAN EXTERNAL ACTION SERVICE



### Annex 1

<b>European Union Police Mission in Afghanistan (EUPOL Afghanistan) 2-2016 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUPOL Afghanistan</b>			
<b>Job Location:</b>	<b>Kabul</b>			
<b>Employment Regime:</b>	<b>As indicated below</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/Contracted (2)</u></b>			
	KA-C-12	Deputy Senior Mission Security Officer (D/SMSO)	Kabul	ASAP - 31 Dec 2016
	KA-C-30	Mission Security Officer (MSO)	Kabul	ASAP - 31 Dec 2016
	<b><u>Seconded (5)</u></b>			
	KA-C-09*	Press and Public Information Officer (PPIO)	Kabul	02 Aug - 31 Dec 2016
	KA-C-15*	Mission Security Analyst Officer	Kabul	02 Aug - 31 Dec 2016
	KA-P-45*	Chief of Police Teams Unit	Kabul	02 Aug - 31 Dec 2016
	KA-P-59*	Police Adviser Crime Management College (Team Leader)	Kabul	02 Aug - 31 Dec 2016
	BSE-C-01	BSE Human Resources (HR) and Administrative Adviser/Officer	Brussels	01 Jul- 31 Dec 2016
<b>Deadline for applications:</b>	25 May 2016 at 17:00 hours (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.eupolafghanistan@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><b>Mr Juho SÄRKILÄ</b>  <b>cpcc.eupolafghanistan@eeas.europa.eu</b>  <b>+32 (0)2 584 24 75</b></p>
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\*Pending approval from the seconding Member State.

**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.

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 approving the appropriate Budgetary Impact Statement and availability of the post due to the restructuring process, the duration of the deployment should as indicated in each job description.

**Living and working conditions-** Please be informed that the EUPOL Mission to Afghanistan is a Non-family mission and that accommodation and work is in a camp with very limited freedom of movement.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUPOL Afghanistan, 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, New Zealand, Norway and Serbia).

**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). 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 contributing States.

**Language Skills**<sup>1</sup> – The candidates must be fully fluent in written and spoken English. Report-writing skills are especially needed. Knowledge of local languages will be an asset.

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

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

**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 driving licence is desirable or as specified in the respective job description.

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 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** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission.

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

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

### **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** – Contributing 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.

**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 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 State. 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. CPCC encourages 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 most suitable candidates will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission, by VTC or phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing State 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). Based on the outcome of the experimental phase regarding training positions, reporting lines might be subject to revision.

## SECONDED/CONTRACTED POSITIONS

<b>Position:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> KA-C-12	<b>Location:</b> Kabul	<b>Availability:</b> ASAP – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Deputy Senior Mission Security Officer (D/SMSO) reports directly to the Senior Mission Security Officer and in his/her absence to the Head of Mission (HoM) and liaises closely with the CPCC Chief of Staff Office.

### **Main Tasks and Responsibilities:**

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To assist the Senior Mission Security Officer and replace him/her in his/her absence;
- 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 to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide 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 supervise the recruitment of new staff to the Mission Security and Safety Office/Department;
- To monitor and assess the security situation and to provide 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 to recommend 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 to provide recommendations as necessary;
- To alternate with the Senior Mission Security Officer (SMSO), and to be 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 to conduct security duties;
- To collaborate and report to CPCC Security Office (CPCC SO) on all security related matters and ensures the adequate implementation of the CPCC SO'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.

### **Education and Experience:**

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

#### OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

#### AND

- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience with at least 2 years of experience in management level.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security management or business administration, political/social or science or international relations with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class B and C is mandatory.

#### Desirable

- 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 organisational, 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;
- Previous work experience in Afghanistan;
- Previous international experience in CSDP Missions or multi-national/international organisations.

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level
<b>Ref. number:</b> KA-C-30	<b>Location:</b> Kabul	<b>Availability:</b> ASAP – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to maintain updated all security related documents;
- To conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the mission;
- To assist the SMSO in reviewing the security level and state of alert;
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- To provide assistance and appropriate response to mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank



AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security management or business administration, political/social or science or international relations with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class C mandatory.

#### Desirable

- 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;
- Firearms trained;
- 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);
- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course;
- Previous international experience in CSDP Missions or multi-national/international organisations.

## SECONDED POSITIONS

<b>Position:</b> Press and Public Information Officer (PPIO)	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> KA-C-09	<b>Location:</b> Kabul	<b>Availability:</b> 02 Aug 2016 - 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Press and Public Information Officer (PPIO) reports to the Chief of Press and Public Information.

### **Main Tasks and Responsibilities:**

- To take responsibility to be pro-active in the generation of a variety of media to produce (writing articles, features, provide pictures, videos) to promote the activities of EUPOL on the website and all social media platforms. This includes reporting from Kabul;
- To promote and track the EUPOL brand and the work of the organisation through social media networks. Scan and engage in online communities and forums in the most appropriate format;
- To further develop the current social media strategy and policy for Mission use;
- To further develop the current crisis communications strategy for Mission use;
- To develop and maintain the crisis communications preparedness and skill of HoM, DHoM, selected spokespersons, PPIO team and volunteers who support PPIO in crisis communications situations;
- To organise media visits;
- To assist in conducting and coordinating official/media visits according to the established protocol rules;
- To pro-actively networking with all appropriate national and international stakeholders and organisations to capture media-content suitable for EUPOL's use;
- To draft press releases in a timely fashion and to meet agreed deadlines as required, often in close coordination with international partners and the MoI;
- To be personally responsible for the monthly newsletter in terms of its research, drafting, editing, layout and final delivery by deadlines set by the Chief of PPIO who will have final editorial control of the content;
- To be personally responsible for the procurement of all items required for the press office in consultation with the Chief of PPIO, including all requisite paperwork in accordance with EUPOL guidance;
- To supervise, create, develop and carry out daily updates of the intranet (Sharepoint);
- To be responsible for means-testings, choosing and designing promotional items as well as initiating the procurement process of those items;
- To take personal responsibility for the EUPOL website to ensure that all content is current on a daily basis and where appropriate be creative and pro-active;
- To be responsible for attending agreed briefings and provide accurate and timely summaries of meetings;
- To be responsible for improving and updating the existing archive for documents and pictures;
- To organise roundtables with Afghan and international media;
- To be responsible for the drafting of the weekly, monthly, six-monthly reports;
- To assist in conducting and coordinating press conferences;
- To undertake any other tasks as required on behalf of the Chief of PPIO.

## **Education and Experience:**

### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

### OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

### AND

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

### Specification of Education and Experience

- Above mentioned progressive professional experience should be in Public Information domain;
- Web-site admin skills;
- Proficient with social media networks: Facebook, Twitter, Flickr, LinkedIn, YouTube;
- Excellent analytical abilities and drafting skills.

### Desirable

- Good interpersonal skills and ability to communicate effectively, establish and maintain relationships with a variety of multi-national, international and Afghan stakeholders;
- Knowledge of political, cultural and media specifics of Afghanistan;
- Experience in crisis management missions, preferable connected to Afghanistan;
- Adequate knowledge of the functioning of the EU, in particular the CSDP;
- Experience from working in the police/justice field;
- Able to use Microsoft Publisher, Photoshop and video-editing software;
- Proficient with Microsoft Sharepoint;
- Knowledge of Dari, Pashtu;

<b>Position:</b> Mission Security Analyst Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> KA-C-15	<b>Location:</b> Kabul	<b>Availability:</b> 02 Aug 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

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

### Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To generate and elaborate precise and accurate reports on information received impacting upon the Mission, and to provide appropriate analyses and assessment of all pertinent information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers;
- To prepare security incident background papers;
- To produce long-term assessments and forecasts of the security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area;
- To conduct risk analysis and threat assessments on security developments in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EUCI and security clearances and to act on his/her behalf in his/her absence;
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and ensure that all necessary actions are taken, particularly in emergency cases;
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security engineering, international affairs, international relations, political science and security related;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class C mandatory.

Security clearance

- Be in a situation to effectively hold or obtain an EU-Secret security clearance in a maximum timeframe of 6 months following the date of the candidature.

Desirable

- 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;
- Previous work experience in the region;
- Firearms trained;
- Successful completion of EU Mission Security Officer Certification Course;
- Previous international experience in multi-national/international organisations.

<b>Position:</b> Police Adviser Crime Management College (Team Leader)	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> KA-P-45	<b>Location:</b> Kabul	<b>Availability:</b> 02 Aug 2016 - 31 Dec 2016
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Police Adviser (Team Leader) of the Crime Management College (CMC) reports to the Chief of the Training Unit.

### Main Tasks and Responsibilities:

- To act as an adviser to the Afghan senior management team at the CMC lead and manage a team of Mission Advisers and local national staff working within the CMC
- To maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP Head of the CMC, by effective advising at a strategic level;
- To advise the senior management team at the ANP CMC to enhance their strategic capacity and capability within the CMC;
- To enhance ANP standards in the areas outlined above through strategic guidance;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To undertake any other tasks as required by the Chief of the Training Unit.

### Education and Experience:

#### Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

#### OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

#### AND

- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience

#### Specification of Education and Experience

- Experience at a managerial level of criminal investigations.

#### Desirable

- International experience, particularly from the CSDP and other international Missions in the crisis areas as well as from multinational and international organisations is highly desirable;
- Managerial experience at a police training college;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

<b>Position:</b> Chief of Police Teams Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> KA-P-59	<b>Location:</b> Kabul	<b>Availability:</b> 02 Aug 2016 - 31 Dec 2016
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Chief of the Police Unit reports to the Deputy Head of Component.

### Main Tasks and Responsibilities:

- To lead and manage all Police Unit activities on the strategic level;
- To advise the Afghan Head of Uniform Police;
- To provide advice at a strategic level in relation to the development and implementation of the criminal investigation and intelligence led policing models, strategies and policies;
- To provide advice at a strategic level in relation to the development and implementation of Community policing and command and control models, strategies and policies;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To assist the Afghan Head of Uniform Police in implementing an effective coordination with other departments of the ANP as well as an effective coordination with the judicial system;
- To undertake any other tasks as required by the senior management team of the ANP Professionalisation and Training Component.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank
- AND
- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience

Specification of Education and Experience

- Above mentioned experience must be at management level in working in partnership with communities, liaising with community groups and individuals.

Desirable

- International experience, particularly from the CSDP and other international Missions in the crisis areas as well as from multinational and international organisations is highly desirable;
- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation;



<b>Position:</b> BSE Human Resources (HR) and Administrative Adviser/Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> BSE-C-01	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jul 2016 - 31 Dec 2016
<b>Component/Department/Unit:</b> Head of Mission/Brussels Support Element (BSE)	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The HR and Administration (BSE) reports to the Chief of Staff in EUPOL Afghanistan but is embedded in the CPCC in Brussels and functionally cooperates closely with the Mission Administration Team.

### Main Tasks and Responsibilities:

- To prepare the Calls for Contributions and to participate in its distribution;
- To participate in the recruitment, selection, deployment and rotation of international seconded staff in coordination with the EEAS/CPCC;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate;
- To establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions;
- To advise in the development of Standard Operating Procedures;
- To implement the selection staff policies and processes job applications as per CPCC rules;
- To maintain records related to the staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To perform other related tasks in the BSE team or as required by the Chief of Staff.

### Education and Experience:

Essential

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

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

#### Specification of Education and Experience

- Above mentioned professional experience should be in recruitment, administrative and operational aspects of human resources.

#### Desirable

- International experience, particularly from the CSDP and other international Missions in the crisis areas as well as from multinational and international organisations is highly desirable;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Experience in planning and supervising personnel logistics.