

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission in the Palestinian Territories (EUPOL COPPS) 2-2016 Call for Contributions			
Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	<u>Seconded (9)</u>		
	HM04	Mission Security Analyst	01 Nov 2016
	HM07	Senior Reporting Officer	14 Oct 2016
	PA04	Senior Police Adviser/Analyst	04 Jul 2016
	PA20	Police Adviser Anti-Narcotics and Organised Crimes	21 Sep 2016
	PA30	Cyber Crime Expert*	ASAP
	RL12	Ministerial Legal and Administration Expert	ASAP
	PR03	Programme Manager	ASAP
	PR08	Gender Expert	ASAP
	MS11	Records Management Assistant*	ASAP
	<u>Seconded/Contracted (1)</u>		
MS02	Chief of Human Resources	01 Jul 2016	
Deadline for Applications:	Friday 10 June 2016 at 17:00 hours (Brussels time)		
E-mail Address to send the Job Application Form to:	cpcc.eupolcopps@eeas.europa.eu		

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr Jørn Laursen cpcc.eupolcops@eeas.europa.eu +32 (0)2 584 32 89</p>
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* The availability of this position is subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

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

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

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

A. Essential Requirements

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

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

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

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

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

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

Language Skills¹ – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic or Hebrew will be an asset.

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

Education – European Qualifications Framework (EQF)².

Driving Licence – The candidates must be in possession of a valid - including Mission area - civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable).

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable Requirements

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

Knowledge of the Middle East – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

C. Essential Documents for Selected Candidates

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

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

Passport – The support of the contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedoms of movement within the Mission area (including both Israel and oPT).

Visas – The Mission shall facilitate the obtaining of visas for selected personnel with EU citizenship once the Mission Members have been deployed in the country. Therefore a visa prior to the deployment is not required.

Required Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. 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 shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing States will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – The contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

E. Job Descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

SECONDED POSITIONS

Position: Mission Security Analyst	Employment Regime: Seconded	
Ref. Number: HM04	Location: Ramallah	Availability: 01 Nov 2016
Department: Mission Security and Safety Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) the Mission Security Analyst Officer (MSAO) will report to the Senior Mission Security Officer (SMSO).

Main Tasks and Responsibilities:

- 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 analyses all relevant information;
- To generate and elaborate precise and accurate reports on information received that impact upon the mission, and provides 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 ensures that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To conduct or initiate security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise as directed and co-operates 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 ensures 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 above requirements, a minimum of 5 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets.

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, Security Science or other relevant field;
- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical- and drafting skills;
- 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;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory.

Desirable

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

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. Number: HM07	Location: Ramallah	Availability: 14 Oct 2016
Component/Department/Unit: Main HQ	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

Reporting Line:

The Senior Reporting Officer reports to the Deputy Head of Mission (DHoM)/Head of Mission (HoM).

Main Tasks and Responsibilities:

- To observe internal and external developments relating to the Mission in order to contribute to Mission impact analysis and progress assessment and advice senior management accordingly;
- To support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- To ensure, in close cooperation with the DHoM, that the Mission's reporting products are timely, quality-checked, focused and value-added vis-a-vis Mission decision making and goals;
- To implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To develop measures with the objective to systematically improve the productivity, efficiency and efficacy of the Mission's reporting system;
- To contribute to drafting and editing the Mission's report for EU institutions in Brussels and Member State capitals;
- To contribute to internal Mission planning processes in liaison with the Planning and Evaluation Department;
- To supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- To be responsible for providing daily support to the Mission Headquarters;
- To support the HoM/DHoM in preparing background papers for meetings and related subject, in coordination with operational sections and external counterparts as needed;
- To act as the Mission's lessons learned focal point;
- To liaise with external counterparts, as necessary, in order to enhance information collection and analysis;
- To contribute to induction and other training with regard to reporting mechanism of the Mission;
- To undertake any other related tasks as requested by the Line Manager.

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 above requirements at least 6 years of relevant professional experience in a related area of work, including positions supporting and advising senior management.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: political science, journalism, literature or any other relevant field;
- Substantial and broad understanding of activities within security sector reform with a particular focus on policing and rule of law;
- Proven analytical capacity, political awareness and judgement;
- Very high proficiency in writing, reading and speaking English;
- Very high proficiency in drafting and writing reports;
- Ability to include mainstreaming of human rights, gender and other relevant cross cutting issues into the reporting;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

Desirable

- International experience with multi-national and international organisations/Missions;
- Previous CSDP mission experience.

Position Name: Senior Police Adviser/Analyst	Employment Regime: Seconded	
Ref. Number: PA04	Location: Ramallah	Availability: 04 Jul 2016
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Third Contributing States: Yes

Reporting Line:

The Senior Police Adviser/Analyst 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 advise on and assist the development of projects, liaising on a daily basis PCP/Research and Planning Department; especially in the field of police information management;
- To advise on the process of performing business requirements analysis across the whole organisation;
- To evaluate actions to improve the operation of a business system;
- To support properly documenting the police business requirements;
- To advise PCP on strategies to participate in police/security cooperation schemes or initiatives;
- To support activities and tools and coordinate schemes which strengthen civilian police primacy;
- To undertake any other related tasks as requested by the Line Manager.

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 educational requirements, a minimum of 5 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: Law, Police Sciences or in any other relevant field;
- Programme and Project management experience, within the context of Security Sector Reform, including the design, drafting, implementation and evaluation of programmes and projects;
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;

- Good knowledge 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;
- Good knowledge of data protection rules, processing of police information, police information flow and the life cycle of data in a police context;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

Desirable

- Experience from gender mainstreaming in planning and implementing projects highly desirable;
- Experience in working in a ministry is highly desirable;
- Training experience;
- International experience of working in crisis areas with multi-national and international organisations.

Position Name: Police Adviser Anti-Narcotics and Organised Crime	Employment Regime: Seconded	
Ref. Number: PA20	Location: Ramallah	Availability: 21 Sep 2016
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or	Open to Contributing Third States: Yes

Reporting Line:

The Police Adviser Anti-Narcotics and Organised Crime 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 support the adoption of criminal intelligence methodology through the development and implementation of SOP’s and manuals;
- To develop and enhance the capabilities of PCP anti-narcotic units related to drugs, trafficking and criminal network;
- To support PCP anti-narcotic units in complex drug related crime investigations;
- To identify and advise on the capacity and training gaps of the PCP anti-narcotic units;
- To support the PCP investigative units identify the appropriate equipment and infrastructure;
- To develop and establish working relationships with relevant authorities (Attorney General’s Office, Ministry of Justice etc.);
- To undertake any other related tasks as requested by the Line Manager.

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 educational requirements, a minimum of 3 years of relevant professional experience in leading anti-narcotic investigations.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Police Sciences or in any other relevant field;
- Broad experience in working with prosecutors and judges in drug combatting operations;

- Comprehensive knowledge about public drug awareness programs;
- Experience in working with social workers, probation officers and civil society organisations in the field of drug abuse prevention programs;
- 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.

Position Name: Cyber Crime Expert	Employment Regime: Seconded	
Ref. Number: PA30	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Cyber Crime Expert reports to the Head of Police Advisory Section.

Main Tasks and Responsibilities:

- To provide expertise to strengthen the capabilities of the administrative and internal support policing administrations/units in the Palestinian Civil Police (PCP);
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP administrative and internal support administration/units;
- To contribute on the operational level and in his/her field of expertise, aligned to the Mission’s mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan;
- To support the adoption of service-minded policing in the Cybercrime Unit through the development and implementation of SOPs, manuals, and policies;
- To enhance the capacities, skills and knowledge of the Cybercrime Department of the PCP/criminal investigation department;
- To monitor, advise and make recommendations to the PCP/CID department in all areas regarding IT equipment needs;
- To enhance the cooperation between prosecution and police in the area of cybercrime in drafting relevant SOP’s and guidelines;
- To deliver relevant training in the field of fight against cybercrime to PCP police officers or Public Prosecutors;
- To liaise with stakeholders and key actors in the capacity building of the cybercrime unit through advising and share of information;
- To undertake any other related tasks as requested by the Line Manager.

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 educational requirements, a minimum of 3 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: Law, Police Sciences or in any other relevant field;
- Experience in forensic digital examination related to crime scene;
- Experience in computer networks, computer science, programmes etc. from a police organisation;
- Experience in operational fight against cybercrime at national/international level;
- Excellent level of written and spoken English;
- Ability to effectively manage change in difficult and tense environments;
- Strong liaison inter-personal skills and ability to process and analyse information and data.

Desirable

- Training experience;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Project management experience.

Position Name: Ministerial Legal and Administration Expert	Employment Regime: Seconded	
Ref. Number: RL12	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Rule of Law	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Ministerial Legal and Administration Expert reports to the Head of Rule of Law Section.

Main Tasks and Responsibilities:

- To support the implementation of the Justice Sector Strategy, its legal framework and the restructuring of the internal organisation in the Ministry of Justice (MoJ);
- To support and assist the MoJ units that are in charge of project management, monitoring and evaluation, the organisation of implementing legislation reform, the Justice Sector Strategy, the achievement on the transformation of the performance of staff members and the ministry's service to the public;
- To identify, plan, develop, and implement projects aiming at enhancing both, the collective and individual capacities of staff members of the MoJ;
- To identify funding sources for the implementation of capacity building projects for the MoJ;
- To facilitate joint projects with other institutions or organisations aiming at enhancing the capacities of the MoJ;
- To assist the MoJ, and relevant officials within the MoJ in their efforts to improve transparency in their decision making processes;
- To provide continuous technical advice at operational level to strengthen key functions within the MoJ;
- To identify, plan, develop, and implement projects and training with respect to the enhancement of team work, performance, communication and information sharing within the Ministry;
- To assist the Legislative Drafting Expert with the review of any proposed amendments or new draft laws and its organisational implications;
- To serve as the focal point for advice to the Head of the Rule of Law Section on all internal matters relating to the MoJ;
- To perform any other tasks requested by the Line Manager.

Education and Experience:

Essential

- Successful completion of university studies of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience as a lawyer or legal advisor;

Specification of Education and Experience

- The above mentioned university degree must be in law;
- Experience within a Ministry of Justice or other similar institution advising on administrative reform:

- Good knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- 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

- Knowledge of Arabic highly desirable;
- Project management experience;
- Training experience.

Position Name: Programme Manager	Employment Regime: Seconded	
Ref. Number: PR03	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Programme and Evaluation Department	Level of Security Clearance: EU Confidential or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Programme Manager reports to the Head of Planning and Evaluation Department.

Main Tasks and Responsibilities:

- To assist and advise the Head of Planning and Evaluation Department (PED) on the Department's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS and OPLAN and the Mission Implementation Plan (MIP), including through a programmatic approach comprising benchmarking, monitoring and evaluation mechanism;
- To support, on behalf of the Head of PED, the management of the Police Advisory and Rule of Law Sections in translating the benchmarks and objectives of the MIP into their work;
- To ensure that PED initiatives and planning are followed-up on and properly recorded for purposes of institutional learning and internal accountability, in coordination with the Police Advisory and Rule of Law Sections;
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of PED accordingly;
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law and security structures/activities relevant for the Mission;
- To analyse and assess the developments and achievements of Mission operational objectives;
- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and evaluation mechanisms;
- To ensure timely and accurate monitoring, evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To contribute, as appropriate, to the Mission's support and advise to counterpart institutions in the security and justice sectors in their planning, monitoring and evaluation activities;
- To contribute, as appropriate, to the Mission's support to security sector and justice sector co-ordination mechanisms as well as thematic coordination mechanisms;
- To develop best practices on project management and make training recommendations;
- To record and diffuse internally – as appropriate - lessons learnt;
- To advise project leaders in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc;
- To actively participate in the efforts of the co-location team embedded in the Palestinian Civil Police (PCP) as per modalities decided by the Head of PED;
- To undertake any other tasks as requested by the Line Manager.

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 educational requirements, a minimum of 5 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: Law, Economics, Business Administration or in any other relevant field;
- Professional experience in operational aspects of Programme Management and report writing;
- Very good interpersonal and communication skills, both written and oral;
- Excellent editing and drafting skills;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in an CSDP operation;
- Proven understanding of complex organisations and organisational change management processes;
- Sound understanding and proven experience in with justice and/or security sector reform, development and institution/capacity building;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity.

Desirable

- Experience in evaluation and compliance procedures in a CSDP operation.

Position Name: Gender Expert	Employment Regime: Seconded	
Ref. Number: PR08	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning and Evaluation Department	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: 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 the EU Gender Action Plan and the 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 undertake any other related tasks as requested by the Line Manager.

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 educational requirements, a minimum of 8 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: Law, Human Rights or in any other relevant field;

- 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.

Position Name: Records Management Assistant	Employment Regime: Seconded	
Ref. Number: MS11	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Records Management Assistant reports to the Head of Mission Support (HoMS).

Main Tasks and Responsibilities:

- To manage the Mission's records and archives appropriate and effectively;
- To assist the Mission with preparation and management of various metrics/reports - perform document collection, archiving and filing of various records;
- To maintain office services by organising office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions;
- To register and distribute all official incoming and outgoing communications in the correspondence registration database;
- To assist in the identification, development and implementation of appropriate policies, procedures and guidelines and keep these up to date;
- To ensure secure destruction for "restricted" records authorised for destruction;
- To facilitate in the development of single centralised filing system and maintaining it to meet organisational requirements;
- To identify, develop and maintain effective relationships and networks with information, knowledge, records and archives management;
- To store arrange and index classified records;
- To research new technologies, automation and new soft- and hardware for archives and records unit;
- To ensure the security, integrity and optimal performance of the document management system;
- To assist HoMS in developing and sustaining relevant SOP's, directives, policies and Administrative Notes in the Mission Mission Support Unit, ensuring coherence of various administrative documents;
- To do due diligence and verify reports, data and information in the Mission Support reporting structure;
- To liaise with CPCC in Brussels to ensure consistency with the CSDP Document Management guidelines and directives;
- To administer relevant reports and required information to internal and external functions;
- To undertake any other related tasks as required by the Line Manager.

Education and Experience

- Level of secondary education attested by a diploma
And either
 - Relevant specialised training
- OR
- Relevant professional experience of 5 years counted from the date of award of a secondary education diploma.

Specification of Education and Experience

- The above mentioned secondary education must be in at least one of the following fields of expertise: Public Administration or Social Sciences;
- Experience in administration in an archiving management role;
- Document registry and archive experience;
- Knowledge of records management practices;
- Good understanding of application of records management practices including an understanding of computerised records management systems;
- Tact in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Considerable knowledge of contemporary archival and records management principles and practices;
- Considerable knowledge of creating and maintaining databases, preferably Microsoft Access.

Desirable

- International Administrative experience, particularly in crisis areas with multi-national and international organisations;
- Well-developed PC skills with a good knowledge of MS Office and PowerPoint applications, internet and email applications;
- Strong presentation and reporting skills.

SECONDED/CONTRACTED POSITION

Position Name: Chief Human Resources	Employment Regime: Seconded/Contracted	Post Category : Mission Support Management Level (MSML)
Ref. Number: MS02	Location: Ramallah	Availability: 01 Jul 2016
Component/Department/Unit: Mission Support	Level of Security Clearance: EU Confidential or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Chief Human Resources reports to the Head of Mission Support.

Main Tasks and Responsibilities:

- To report to the Head of Mission Support regarding all personnel related issues;
- To manage and co-ordinate all Human Resources issues;
- To develop and update the Human Resource Policy for International and National staff in accordance with the OPLAN and the Standard Operating Procedures;
- To maintain, update and follow up the deployment plan for the deployment of the Mission Members;
- To provide advice and support to the HoM and DHoM, Line Managers as well as all Mission Members on Human Resources related matters;
- To develop, manage and follow up the Human Resources database, lists and files for the Mission Members as well as to provide statistics and figures about Mission Members;
- To ensure that all Mission Members are covered by an appropriate health and accident insurance on the expense of the Mission;
- To coordinate the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission Members in accordance with the CPCC Staff Selection Procedures;
- To organise the planning and to advise in the development of the training for personnel;
- To lead/coordinate and follow up the deployment of personnel, the contracts, the selection letters, the contract extensions, the termination/ends of mission, the leave and sick leave files;
- To collaborate with the finance unit for all relevant finance personnel related issues, including payroll, insurances, etc;
- To develop the guidelines for transparent and objective performance assessment and evaluation system for the mission;
- To set-up and follow up an appropriate system for local staff representation;
- Responsible for the weekly, monthly and six monthly reports concerning all Human Resources and personnel issues;
- To liaise with the CPCC and the European Commission on Human Resources related issues;
- To handle all special projects relating to personnel issues;
- To manage and supervise the Human Resources staff;
- To undertake any other related tasks as requested by the Line Manager.

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

AND

- After having fulfilled the educational requirements, a minimum of 6 years of professional experience in legal, administrative and operational aspects of Human Resources training and a minimum of 3 years of Human Resources Management experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Human Resources, Business Administration, Social Sciences or other relevant field;
- International experience, particularly from the CSDP and other international missions in crisis areas as well as from multi-national and international organisations is highly desirable;
- Experience in planning and implementing projects in the area of Human Resources.