

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Police Mission in the Palestinian Territories (EUPOL COPPS) 2-2016 Call for Contributions for Visiting Experts</b>			
<b>Organisation:</b>	EUPOL COPPS		
<b>Job Location:</b>	Palestine		
<b>Employment Regime:</b>	As indicated below		
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>
	<b><u>Seconded (1)</u></b>		
	VE03	Visiting Expert Fleet Management	Ramallah
			03 Oct 2016 – 16 Nov 2016
<b>Deadline for Applications:</b>	9 September 2016 at 17:00 hours (Brussels time)		
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.eupolcopps@eeas.europa.eu</b>		
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Mr Jørn Laursen</b> <b>cpcc.eupolcopps@eeas.europa.eu</b> <b>+32 (0)2 584 32 89</b>		

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

**Tour of Duty** – The duration of the deployment is indicated in the job description.

The Civilian Operations Commander requests that Contributing States propose candidates for the following international expert position 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** – The candidates must be citizens of an EU Member State or a contributing third State.

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

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

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

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

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

**Language Skills**<sup>1</sup> – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic 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.

**Training** – e-Hest<sup>2</sup> or equivalent.

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

**Driving licence** – The selected 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.

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

<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

<sup>3</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

## **B. Recommended Requirements**

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

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

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

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

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

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

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

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

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

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

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages 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 interviewed by phone, before the final selection is made.

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

<b>Position Name:</b> Visiting Expert Fleet Management	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VE03	<b>Location:</b> Ramallah	<b>Availability:</b> 03 Oct 2016 – 16 Nov 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 Visiting Expert Fleet Management reports to the Head of Police Advisory Section.

### Main Tasks and Responsibilities:

- To provide expertise to strengthen the capabilities of the Palestinian Civil Police (PCP) Fleet Management administration;
- To conduct a complete root and branch review of the PCP Fleet and the associated fleet management practices;
- To develop a future orientated, prioritised vehicle needs requirement, based on PCP strategic priorities and public demands on the police service;
- To develop a long term fleet management strategy to optimise the PCP fleet over a realistic period and to ensure its sustainability;
- To supports the adoption of service-minded policing through the development and implementation of Standard Operating Procedures, manuals, and policies on fleet management.

### Education and Experience:

Essential

- Level of Secondary Education attested by a diploma

AND either

- Relevant specialised training

OR

- In lieu of relevant specialised training, professional experience of 1 year counted after the date of award of a secondary education diploma

AND

- after having fulfilled the above mentioned requirements, a minimum of 6 years proven relevant professional experience of 6 years in the field of Fleet Management, Transport or Logistics;
- Capable to use Microsoft office Package (excel, word, PowerPoint & Outlook).

Desirable

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