

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Police Mission in the Palestinian Territories (EUPOL COPPS) 3-2016 Call for Contributions</b>			
<b>Organisation:</b>	<b>EUPOL COPPS</b>		
<b>Job Location:</b>	<b>Palestine</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>Availability:</b>
	<b><u>Seconded (16)</u></b>		
	PA03	Ministerial Strategic and Policy Adviser*	02 Apr 2017
	PA06	Ministerial Legal and Administration Adviser	ASAP
	PA07	Organisational Development / Human Resources Adviser	ASAP
	PA10	Senior Police Adviser Traffic	29 Mar 2017
	PA14	Senior Police Adviser Specialised Police Force	26 Mar 2017
	PA22	Senior Police Adviser Training	31 Jan 2017
	PA23	Police Adviser Training	22 Mar 2017
	PA26 PA27	Police Adviser Accountability (2 positions)	27 Jan 2017 02 Mar 2017
	PA28	Penitentiary Adviser	20 Apr 2017
	PR02	Programme Manager	ASAP
	RL02	Deputy Head of Rule of Law Section	ASAP
	RL09	Legislative Drafting Adviser	11 Jan 2017
	HM09	Political Adviser	04 Jan 2017
	MS11	Records Management Assistant	ASAP
	<b><u>Seconded/Contracted (4)</u></b>		
	RL06	Justice Adviser*	03 Mar 2017
	PR05	Programme Evaluation Manager	ASAP
	MS05	Chief of Finance	ASAP
HM10	Legal Adviser	ASAP	

<b>Deadline for Applications:</b>	Friday 14 October 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>

\*The availability of this position is subject to the non-confirmation of a request for extension.

**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.

**Communication Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

**Language Skills<sup>1</sup>** – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

**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.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail are essential.

**Training** – HEAT or equivalent.

**Education** – A recognised academic qualification under the European Qualifications Framework, (EQF)<sup>2</sup>, or equivalent, at a level specified in the individual job descriptions.

**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).

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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>

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

## **B. Desirable Requirements**

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

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

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

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

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

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

**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. 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**

**Gender Balance** - 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:

<b>Position Name:</b> Ministerial Strategic and Policy Adviser*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA03	<b>Location:</b> Ramallah	<b>Availability:</b> 02 Apr 2017
<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

#### 1. Reporting Line

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

#### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

#### 3. Mission Specific Tasks and Responsibilities

- To ensure alignment of the strategic objectives of the mission (with respect to security related matters) with those of the MoI.
- To assist with the development of efficient organisational structures within the MoI so as to ensure effective implementation of the security sector strategy.
- To support the MoI efforts to develop/elaborate an effective/proactive communication strategy.
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity.
- To advise other mission's advisors on MoI related matters.
- To contribute to the missions overall reporting on MoI related matters.
- To contribute to identify and report lessons and best practices within the respective field of responsibility.

- To support the Ministry of Interior (MoI) in reviewing its strategy with respect to security related matters, and assist with implementation and evaluation of the strategy.
- To support the MoI as part of its strategy in ensuring policing primacy of the Palestinian Civil Police (PCP) vis-a-vis the other security services.
- To train the incoming members of the CSDP Mission on MoI related matters.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 5 years of relevant professional experience, out of which a least 3 at a management level.
- Good knowledge of security sector reform processes, police reform and administration of police services from a comparative perspective.
- 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 of context.
- Experience of strategic planning and coordination and an understanding of the importance of the rule of law.
- 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.

#### **5. Desirable Qualifications and Experience**

- Experience in working with projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.

<b>Position Name:</b> Ministerial Legal and Administration Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA06	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<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

### 1. Reporting Line

The Ministerial Legal and Administration Expert reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To develop efficient organisational procedures so as to ensure effective implementation and evaluation of the security sector strategy.
- To develop institutionalized cooperation and coordination mechanisms with relevant institutions and different security services.
- To assist in the development of a legal/regulatory framework identifying and separating competencies of the Ministry of Interior (MoI) and other institutions in the security sector.
- To support the MoI in clarifying the responsibilities and authority of the police, through the development of one applicable police law.
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity.
- To support the MoI efforts to develop/elaborate an effective/proactive communication strategy.
- To identify project areas and develop projects to support the MoI.



- To provide support to the EUPOL COPPS MoI team in research, preparation, development and delivery of Ministry of Interior (MoI) related initiatives outlined in the Mission Implementation Plan.
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 8 years of relevant professional experience, out of which a least 3 at a management level.
- Excellent knowledge of security sector reform (SSR) processes, in particular police reform from a comparative perspective.
- Experience of aid management, programme/project implementation and strategic planning processes.
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds.
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity.

#### **5. Desirable Qualifications and Experience**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- International experience of working with police development in (SSR) context.

<b>Position Name:</b> Organisational Development / Human Resources Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA07	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<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

### 1. Reporting Line

The Organisational Development/Human Resources Adviser reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific 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 support the design of an organisational model to manage a modern and effective police service.
- To support the coordination of reform activities with other international stakeholders.
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing organisational reform and development in accordance with their policies and national plans.
- To advise and support PCP senior leadership the development of modern Human Resources Management model, that includes Human Resources policies and procedures (e.g. recruitment, performance appraisal, promotion, career planning, and related standard operating procedures, etc.).
- To support the PCP in clarifying respective structures, functions and responsibilities at the HQ and district level.
- To advise and mentor PCP senior leadership in change management, including implementation of reform and restructuring plans.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 5 years relevant professional experience in advising on or executing strategy implementation within the public sector police organisations or other security sector institutions.
- Good understanding of the concept of civilian policing and the primacy of the rule of law, Human Rights and Gender and the entire chain of criminal justice (from police/courts to prison) in an institution building and development context.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment;
- Proven experience in change management.
- Proven experience in planning and implementing projects.

#### **5. Desirable Qualifications and Experience**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- Long term working in police organisation.
- Proven experience in Human Resources Administration.

<b>Position Name:</b> Senior Police Adviser Traffic	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA10	<b>Location:</b> Ramallah	<b>Availability:</b> 29 Mar 2017
<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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific 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 identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility.
- 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 (MIP).
- To support the development and implementation of SOP's and manuals, especially in the field of traffic policing.
- To provide expertise to strengthen the capabilities of frontline operational police administrations with focus on traffic policing.
- To identify and advise on the capacity and training gaps of traffic police units.
- To assist in the development training curricula on traffic safety campaigns.

- 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 the PCP traffic administration and other relevant counterparts on strategies to enhance the traffic safety and cooperation.
- To support the PCP traffic police administration to identify the appropriate equipment and infrastructure needed.
- To advise the PCP Traffic administration to interact and coordinate with other police administrations both on district and HQ level.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 8 years of relevant professional experience, out of which a least 3 at a management level.
- Good understanding of the concept of civilian policing and the primacy of the rule of law, Human Rights & Gender and the entire chain of criminal justice (from police to prison) in an institution building and development context.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment.

#### **5. Desirable Qualifications and Experience**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- Project management experience.
- Training experience.

<b>Position Name:</b> Senior Police Adviser Special Police Force	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA14	<b>Location:</b> Ramallah	<b>Availability:</b> 26 Mar 2017
<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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to implementation of the mission's mandate 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 identify, analyse and disseminate outcomes and information on all policing activities within his/her area of responsibility.
- To support PCP Special Police Force identifying the appropriate equipment and infrastructure needed.
- To advise the Special Police Force to interact and coordinate with local police districts and HQ.
- To identify and advise on the capacity and training gaps of Special Police Force.
- To develop curricula and train-the-trainers programmes for Special Police Force.
- To develop and implement training scenarios for Special Police Force.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 8 years of relevant professional experience, out of which a least 3 at a management level.
- 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.

#### **5. Desirable Qualifications and Experience**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- International experience of working with Special Police Force.
- Project management experience.

<b>Position Name:</b> Senior Police Adviser Training	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA22	<b>Location:</b> Ramallah	<b>Availability:</b> 31 Jan 2017
<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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP).
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen the capabilities of the training administrations and the Palestinian College for Police Science (PCPS).
- To support the adoption of service-minded policing through the development and implementation of SOP's and manuals.
- To identify training gaps and support PCP in developing long-term training plans.
- To support PCP in developing of curricula for various fields of training and/or education.
- To support PCP in developing and implementing in-service trainings.
- To support the PCP training administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training.



#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 8 years of relevant professional experience, out of which a least 3 at a management level.
- Familiarity with modern training tools (for instance e-learning, virtual training systems, language labs).
- 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.

#### **5. Desirable Qualifications and Experience**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- Project management experience.

<b>Position Name:</b> Police Adviser Training	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA23	<b>Location:</b> Ramallah	<b>Availability:</b> 22 Mar 2017
<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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific 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 polices and guidelines and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen the capabilities of the training administrations and the Palestinian College for Police Science (PCPS).
- To support the adoption of service-minded policing through the development and implementation of SOP's and manuals.
- To advise PCP in identifying training gaps and support PCP in developing long-term training plans.
- To advise PCP in developing of curricula for various fields of training and/or education.
- To support PCP in developing and implementing in-service trainings.
- To support PCP training administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** A qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 5 years relevant professional experience.
- Familiarity with modern training tools, for instance e-learning, virtual training systems, language labs.
- 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.

#### **5. Desirable Qualifications and Experience**

- Proven experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- Project management experience.

<b>Position Name:</b> Police Adviser Accountability (2 positions)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA26, PA27	<b>Location:</b> Ramallah	<b>Availability:</b> 27 Jan 2017 02 Mar 2017
<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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP).
- To provide expertise to the accountability administrations/units within in Palestinian Civil Police (PCP).
- To support and provide strategic and operational advice to senior management of the PCP departments in implementing the PCP accountability strategy and implementation plan and in the overall development of the relevant accountability units.
- To support the PCP on the development and implementation of a public complaint mechanism, and support the institutionalisation of necessary organisational structures.
- To support the PCP on implementing and disseminating the PCP Code of Conduct and Disciplinary Code.
- To support the PCP develop the appropriate structures, mandates and job descriptions to carry out oversight and accountability functions.

- To support relationship-building and dialogue between the PCP and Civil Society Organisations.
- To identify and advise on the capacity and training gaps of the accountability units.
- To support the PCP accountability units to acquire skills and develop procedures and standards in line with international best practices.
- To advise the PCP in the development of a human rights training manual.
- To advise the PCP develop an efficient inspection regime.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 5 years relevant professional experience.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment.
- Knowledge of Internal inspections and/or public complaint mechanism and police disciplinary procedures.

#### **5. Desirable Qualifications and Experience**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- Training experience.
- Project management experience.

<b>Position Name:</b> Penitentiary Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA28	<b>Location:</b> Ramallah	<b>Availability:</b> 20 Apr 2017
<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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To support the Corrections and Rehabilitations Center Department (CRCD) of the Palestinian Civilian Police (PCP) with the development and delivery of training in a range of areas and with the establishment of training procedures.
- To liaise closely with the CRCD of the PCP on any matters which arise and provide advice and direction as required and coordinate with the relevant ministries (Ministry of Interior and Justice) and with the judicial authorities.
- To provide advice and guidance to CRCD on the spectrum of their activities, operations, organisation and administration, including reform and strengthening of the prison system and including issues relating to international human rights standards, implementation of strategic planning processes, development of legislation, policy and procedures, rehabilitation of facilities, management of prisoners in accordance with international guidelines, prison administration, budget management, human resource management, performance management and staff training.

- To establish and maintain contacts and effective relations with government officials, national prison professionals, international prisons training agencies and bilateral/multilateral donors concerned with strengthening prisons.
- To facilitate meetings of the Prisons coordination working group.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 5 years relevant professional experience within prison systems preferably in both field and headquarters.
- Well-developed consultation, negotiation and written communication skills and demonstrated planning and organisational skills.
- Proven experience on development and delivery of training courses for prison personnel.
- Demonstrated in-depth understanding of prison management; substantial and diverse experience in all facets of the job.
- Strong analytical skills combined with good judgment and knowledge of prison related international standards.
- Capacity to adopt a strategic approach to the development of a prison system.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.
- Proven ability to translate strategy into action and to work efficiently in a deadline driven environment.

#### **5. Desirable Qualifications and Experience**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- Project management experience.

<b>Position Name:</b> Programme Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PR02	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Programme and Evaluation Department	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. 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, OPLAN and the Mission Implementation Plan (MIP), through a programmatic approach in comprising benchmarking, monitoring and evaluation mechanisms.
- 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 analyse and assess the developments and achievements of Mission operational objectives.
- 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 undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- 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 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 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.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration; **AND**
- A minimum of 5 years of relevant professional experience.
- 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 a 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.

#### **5. Desirable Qualifications and Experience**

- Experience in evaluation and compliance procedures in a CSDP operation.
- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.

<b>Position Name:</b> Deputy Head of Rule of Law Section	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RL02	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Rule of Law Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Deputy Head of Rule of Law Section reports to the Head of Rule of Law Section.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP).
- In the absence of the Head of Unit, to lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation.
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission.
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility.
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit.
- To identify best practice and lessons learned within the field of responsibility.
- To undertake any other tasks as required by the line managers.

### 3. Specific Tasks and Responsibilities

- To provide support to the Head of the Rule of Law Section in managing the section so that it fulfils its tasks efficiently and effectively in accordance with the strategic goals of the Mission and the Mission Implementation Plan (MIP) in the area of criminal justice.
- To provide support to the Head of the Rule of Law Section in managing resource allocation within the section, planning activities and priorities, overseeing implementation of activities and assessing the work of the section.
- To draft and edit reports in relation to the activities of the section and providing support with respect to the preparation of briefing notes and memoranda for the Head of Mission's Office on the range of areas within the field of criminal justice.
- To oversee the implementation of the Mission implementation plan (MIP).
- To oversee daily logistical and administrative matters/issues and task staff accordingly.
- To oversee the implementation of Quick Impact Projects within the section.

- To provide support to the Head of the Rule of Law Section in liaising and coordinating activities with relevant officials at – *inter alia* – the Ministry of Justice, the High Judicial Council, the Office of the Attorney General and the Bar Association;
- To provide support to the Head of the Rule of Law Section in maintaining close, result-oriented contact with relevant local counterparts and with international organisations, donors and implementers operating in the field of criminal justice.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the field of Law; **AND**
- At least 6 years relevant professional experience out of which at least 3 years at management level;
- International experience of working with rule of law/criminal justice reform.
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment.
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment.
- Ability to plan, oversee and implement the MIP.

#### **5. Desirable Qualifications and Experience**

- Project management experience.

<b>Position Name:</b> Legislative Drafting Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RL09	<b>Location:</b> Ramallah	<b>Availability:</b> 11 Jan 2017
<b>Component/Department/Unit:</b> Rule of Law Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Legislative Drafting Adviser reports to the Head of Rule of Law Section.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to:
  - Supporting the development of a coherent legislative drafting process and monitoring relevant legislative developments in the field of criminal justice.
  - Reviewing and evaluating criminal justice and police related legislation and supporting the relevant Palestinian authorities in this regard. This includes inter alia the draft Police Law, the Criminal Procedure Code, and the Judicial Authority Law.
- To coordinate efforts with respect to reporting on particular tasks and provide advice to the Head of the Rule of Law Section on these tasks.
- To liaise with the criminal justice institutions including the Ministry of Justice, the Ministry of Interior, the Legal Office of the Council of Ministers and other relevant legislative structures; Coordinate when necessary the Mission's activities with donors who are active in providing advice on legislative drafting.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree. The qualification should be in Law; **AND**
- A minimum of 5 years of relevant professional experience in drafting and revising legislation particularly in the area of criminal justice institutions.
- Substantial knowledge of the roles of the different justice institutions and criminal justice systems.
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment.

#### **5. Desirable Qualifications and Experience**

- Project management experience.
- Experience in comparative police law or criminal justice law.
- Professional experience in a court, prosecutor's office or Ministry of Justice or Ministry of Interior.

<b>Position:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> HM09	<b>Location:</b> Ramallah	<b>Availability:</b> 04 Jan 2017
<b>Department:</b> HoM's Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Political Adviser reports to the Deputy Head of Mission (DHoM)/Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation.
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments.
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation.
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.
- To contribute to the preparation of briefings and notes as requested.
- To prepare records of meetings attended.
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested.
- To conduct briefings for Mission staff and other individuals or groups as appropriate.
- To contribute to lessons learned identification.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To support, assist and advise the HoM and Senior Management in relation to the political environment within which the Mission operates.
- To monitor global, regional and national diplomatic and political events which may impact on the political situation in the Middle East, with specific reference to the Israel/Palestinian conflict and follow closely related developments.
- To support the Mission through regular working level contacts with local authorities and close cooperation and co-ordination with international organisations and experts.
- To assist in conducting and co-coordinating official visits according to the established protocol rules.
- To assist in drafting press releases and act as the alternative Mission public spokesperson when required.
- To assist in the conduct and co-coordination of press conferences.
- To prepare precise summaries and reports concerning political issues arising the Mission's area of operation and advising Mission members accordingly.

- To be responsible for the provision of advice, guidance and training to all Mission members regarding the Middle East, with particular reference to national political structures and current political issues involving Israel and the occupied Palestinian territory.
- To support, assist and advise the EUBAM (European Union Border Assistance Mission) Head of Mission in all political advisory functions in tasks that will be limited in function, time, and location (from MoU).

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Social Sciences etc **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration; **AND**
- A minimum of 5 years of relevant professional experience.
- International experience preferable, particularly in crisis area with multinational and international organisations, preferably in a political advisory capacity.
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol.
- To be able to exercise good interpersonal and diplomatic skills in interaction with governmental officials in the Middle East at all levels and with the representatives of local, national and international actors, in particular the diplomatic Missions of the Member States, the EU and of Third States, international organisations, NGO's.

#### **5. Desirable Qualifications and Experience**

- Experience in liaison with military, police, the judiciary, prosecution and defence authorities and courts of justice.
- Experience in matters relating to Middle East and knowledge of the language, history, culture and the social and administrative structures of the area.

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

### 1. Reporting Line

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

### 2. 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 administer relevant reports and required information to internal and external functions.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- 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.

### 4. Essential Qualifications 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.
- 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.

#### **5. Desirable Qualifications and Experience**

- 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 positions:

<b>Position Name:</b> Justice Adviser*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> RL06	<b>Location:</b> Ramallah	<b>Availability:</b> 03 Mar 2017
<b>Component/Department/Unit:</b> Rule of Law Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

#### 1. Reporting Line

The Deputy Head of Rule of Law Section reports to the Head of Rule of Law Section.

#### 2. Main Tasks and Responsibilities

- To act as the Mission focal point for Rule of Law/Justice matters.
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To monitor and analyse the RoL/Justice situation in the host state.
- To liaise with and advise the host state justice authorities and relevant security sector reform actors.
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system.
- To act as a trainer on RoL/justice related matters for the police/internal security forces of the host state if applicable.
- To liaise with other international actors.
- To ensure timely reporting and information flow on RoL/justice issues.
- To contribute to identify and report on lessons and best practices within the field of RoL/justice.
- To undertake any other tasks as required by the line managers.

#### 3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, the OPLAN and the Mission Implementation Plan (MIP), in particular with respect to the following:
  - Capacity building of judges with regard to the adjudication of criminal cases in an efficient and effective manner;
  - To support the Palestinian Judicial Institute (PJI) in becoming a well-functioning institution which delivers training in an efficient and sustainable manner;
  - To support a review of the recruitment and promotion procedures for judges.
  - To develop and implement programmatic projects in support of the tasks of the MIP.
- To coordinate other efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives.
- To liaise closely with the High Judicial Council (HJC) and the PJI on any matters which arise (particularly with respect to training initiatives) and provide advice and direction as required;
- To coordinate the Mission's activities with donors who are active with respect to supporting the HJC and the PJI.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in law; **AND**
- At least 5 years relevant professional experience as a judge, prosecutor or lawyer.
- Experience of working on training matters for judges.
- Experience or working on measures to deal with court delays and/or on protective custody/pre trial detention and/or fair trial strategies and/or access to formal justice.
- International experience of working with rule of law and criminal justice system issues (desirable).
- 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.

#### **5. Desirable Qualifications and Experience**

- Project management experience.

<b>Position Name:</b> Programme Evaluation Manager	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> PR05	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Planning and Evaluation Department	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To assist and advise the Head of Planning and Evaluation Department (PED) in 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, evaluation and compliance mechanism reporting.
- To collect and analyse reports and assessments relevant for the Mission activities drawn from various sources within the Mission and from partner organisations, with the aim to action an efficient and steady evaluation process for Mission programmes/projects.
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of PED accordingly.
- To act as a resource for the development of data aggregation tools (MIP Information System and other databases) to better manage programme inputs (operational inputs) and programme outputs, and concurrent reporting.
- To assist in developing and maintain analysis for programmes stakeholders to gauge programmes impact.
- 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 evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To support, on behalf of the Head of PED, the Programme Managers of the Department in assessing the impact of the Mission activities as outlined in the MIP;
- Together with the Operational Sections, to compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law structures/activities relevant for the Mission.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma in law, Economics, Business Administration or in any other relevant field **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework

**OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration; **AND**

- At least 5 years of relevant professional experience (operational planning/project management).
- 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.
- Proven experience in evaluation and compliance procedures in a CSDP operation.
- Fluency in English (speaking, reading, writing, understanding).
- 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 rule of law procedures, development and institution/capacity building.
- Ability to perform under stress and in difficult circumstances.

#### **5. Desirable Qualifications and Experience**

- Thorough knowledge of Microsoft Office Excel;
- Proven experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.

<b>Position Name:</b> Chief of Finance	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category :</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> MS05	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Finance Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Chief of Finance reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the Finance Unit.
- To ensure the sound and effective financial management of the CSDP Mission and the development of the essential internal policies and procedures for finance.
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions.
- To approve financial obligations, payments and disbursements.
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting.
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors.
- To carry out external audits and implement audit recommendations.
- To manage and monitor budget implementation and recommend reallocation of funds as necessary.
- To identify needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement.
- To undertake any other related tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To prepare regular treasury forecasts for potential budget readjustments and ensures that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation.
- To support the implementation of external audits.
- To supervise the staff responsible for the sound financial management of designated funds allocated to the Mission.

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma; **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework; **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g., Bachelor's degree. The qualification should be in any of the fields of Human Resources, Public Administration, Business Administration,

Finance, Economics, Law, Accounting, Logistics, Engineering, Audit or other relevant subject; **OR** police or military equivalent education or training and rank; **AND**

- A minimum of 6 years of relevant professional experience with at least 5 years of finance, budget business administration or related work experience and 3 years of experience at management level.
- Ability to operate computerised European accounting systems.
- Good understanding of the political, cultural and security situation of the region.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Excellent analytical, research and problem-solving skills.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics.
- Excellent level of written and spoken English and proven experience in reporting and drafting of memoranda and procedures.

#### **5. Desirable Qualifications and Experience**

- Knowledge of EU budget procedures and financial management rules.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Previous professional accounting/audit certification.

<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category :</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> HM10	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Legal Adviser reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

### 2. Main Tasks and Responsibilities:

- To provide advanced legal expertise and advice for the HoM on legal issues pertaining to the Mission and its legal framework, status and mandate;
- To draft legal guidelines for the Mission in accordance with HoM instructions;
- If required to ensure his/her involvement in all relevant legal aspects of the Mission, including but not limited to operational issues, contracts relating to any legal or financial aspects, contracts of employment, and other personnel management related or administrative legal issues;
- To coordinate and liaise with other components of the Mission on issues where legal expertise is required;
- To liaise with other international and local stakeholders in the area of the above-mentioned legal issues;
- To contribute to induction and other trainings with regard to general legal issues related to the Mission, its legal framework and its mandate and status;
- To undertake any other related tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To draft assessments and recommendations for the HoM and/or duly authorised delegates in relation to internal disciplinary and administrative proceedings;
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements, including for facilitating the supply of equipment, goods and services to the Mission and its beneficiaries.

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma in Law **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a Qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g., Bachelor's degree. The qualification should be law; **AND**
- A minimum of 5 years of relevant professional experience.
- Proven knowledge of and experience in international law, labour law, contract law, procedural law, constitutional law and administrative law.
- Proven skills and experience in drafting laws, Standard Operating Procedures, other regulations and assessments.



- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment.
- Excellent level of written and spoken English, including legal English.

#### **5. Desirable Qualifications and Experience**

- Solid knowledge of and experience in CSDP Mission-related personnel and administrative procedures, including internal investigations and disciplinary proceedings.