

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 2-2017 Extraordinary Call for Contributions				
Organisation:	EUPOL COPPS			
Availability:	As indicated below			
Job Location:	Palestine			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (2)</u>			
	HM07	Senior Reporting Officer	Ramallah	10 Aug 2017
	PR04	Programme Manager	Ramallah	ASAP
	<u>Seconded/Contracted (2)</u>			
	MS01	Head of Mission Support Department	Ramallah	1 Jul 2017
	MS02	Chief of Human Resources	Ramallah	1 Jul 2017
Deadline for Applications:	Friday 23 June 2017 at 17:00 Brussels time			
E-mail Address to send the Job Application Form to:	cpcc.eupolcopps@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Andre KONZE cpcc.eupolcopps@eeas.europa.eu			

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

The following are essential requirements in respect of civilian international experts to the Missions.

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 Skills¹ – 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.

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

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)², 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).

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 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 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 freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

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

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

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).

Position Name: Senior Reporting Officer	Employment Regime: Seconded	
Ref. number: HM07	Location: Ramallah	Availability: 10 Aug 2017
Component/Department/Unit: Deputy Head of Mission/Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

2. Main Tasks and Responsibilities:

- To coordinate and manage the Planning, Evaluation and Reporting Department and to give the necessary directions;
- To lead, direct and manage the work and staff of the Department, so as to produce the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To observe internal and external developments relating to the Mission in order to contribute to Mission impact analysis and progress assessment and advice senior management accordingly;
- To support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- To ensure, in close cooperation with the DHoM, that the Mission's reporting products are timely, quality-checked, focused and value-added vis-a-vis Mission decision making and goals;
- To contribute to internal Mission planning processes in liaison with the Planning and Evaluation Department;
- To supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;

- To support the HoM/DHoM in preparing background papers for meetings and related subject, in coordination with operational sections and external counterparts as needed;
- To liaise with external counterparts, as necessary, in order to enhance information collection and analysis;
- To undertake any other related tasks as requested by the Line Manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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' degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and profound knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Drafting skills, self-driven and ability to work in a methodical manner;
- Time management and ability to prioritise multiple tasks;

6. Desirable Qualifications and Experience:

- Experience in the area of knowledge management, organisational learning or policy development related working experience.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Programme Manager	Employment Regime: Seconded	
Ref. number: PR 04	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Planning, Analysis, Reporting and Evaluation	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Programme Manager reports to the Head of Planning, Analysis, Reporting and Evaluation.

2. Main Tasks and Responsibilities:

- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's operational component and unit heads in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with operational component and unit heads and Mission's Finance Office;
- In close coordination with the Mission's Coordination and Cooperation Capability, to establish and maintain contacts with International Organizations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and proper administration accordance with EU regulations;
- Upon project completion, to ensure that post-project reporting and evaluation have been completed;
- To maintain and develop project management procedures;
- To develop best practices on project management, make training recommendations and record lessons learned;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

N/A

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 3 years of experience at management level;

- Experience in planning, implementation and evaluation of projects (such as development cooperation).

5. Essential knowledge, skills and abilities:

- Team management skills;
- Leadership and problem solving skills;
- Negotiation and risk management skills;
- Project management skills;

6. Desirable Qualifications and Experience:

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context.

7. Desirable knowledge, skills and abilities:

- Knowledge of and/or experience in working with EU Financial Regulations.

Position Name: Head of Mission Support Department	Employment Regime: Seconded/Contracted	Post category for Contracted: Expert Level
Ref. number: PR04	Location: Ramallah	Availability: 1 Jul 2017
Component/Department/Unit: Mission Support	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Mission Support Department reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To assist and advise the HoM on all administrative and general support issues;
- To lead, direct and manage the Mission Support Department (usually comprising Human Resources, Procurement and Contracting, Finance, General Services, Communication Information Systems, Information Technology and Software Development);
- To ensure that the functions above support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and instructions issued by the HoM;
- To be responsible for the implementation of the budget in accordance with the Financial Regulations applicable to the General Budget of the European Union and its implementing Rules and the internal guidelines created for the Mission;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To supervise the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To coordinate on strategic and operative Mission Support matters with internal, external and relevant EU functions;
- To coordinate the set-up of the Mission Support Management Information System;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission on the administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts relating with the acquisitions and maintenance/service contracts, including insurance issues;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To plan and set up Mission-specific human resources related core functions in the build-up phase of the Mission;
- To plan and execute Mission's downsizing process in accordance with strategic guidance from CPCC and the Mission's Senior Management.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs.

6. Desirable Qualifications and Experience:

- Knowledge of and/or working experience in EU financial management and EU procurement rules;
- University/master degree/MBA in Business Administration, Management, Project Management or/and international certification in management/leadership/project management.

7. Desirable Knowledge, Skills and Abilities:

N/A

Position Name: Head of Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number:	Location:	Availability: 1 Jul 2017
Component/Department/Unit: Mission Support/Human Resources	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States:

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Human Resources Unit;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures;
- To ensure an effective and transparent Human Resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient Human Resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that line managers of the Mission get the necessary advice and support in Human Resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the EU Commission (FPI) as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on Human Resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact, on matters affecting staff members, and to facilitate bringing closer the concerns of staff to the Senior Management;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To plan and set up Mission-specific Human Resources related core functions in the build-up phase of the Mission;
- To plan and execute Mission's downsizing process in accordance with strategic guidance from CPCC and the Mission's senior management.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 7 years of human resources management working experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;

6. Desirable Qualifications and Experience:

- University/Master degree/MBA in human resources management or/and an international certification in human resources management;
- Knowledge and/or experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

N/A