

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 2-2017 Call for Contributions			
Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	<u>Seconded (7)</u>		
	PA03	Ministerial Strategic and Policy Adviser	ASAP
	PA09	Senior Police Adviser Community Policing	ASAP
	PA17	Police Adviser Criminal Investigation Department	ASAP
	PA28	Penitentiary Adviser	ASAP
	PA29	Senior Police Adviser District Coordinator	ASAP
	RL11	Ministerial Strategic and Policy Adviser	30-09-2017
	PR08	Gender Adviser	ASAP
	<u>Seconded/Contracted (4)</u>		
	RL10	Legislative Drafting Adviser	ASAP
	PA07	Senior Police Adviser Institutional Development and Human Resources	ASAP
	HM12	Mission Security Officer Operation Room	ASAP
	MS09	Communication & Information Systems Officer	ASAP
Deadline for Applications:	Thursday 27 July 2017 at 17:00 (Brussels time)		
E-mail Address to send the Job Application Form to:	<u>cpcc.eupolcopps@eeas.europa.eu</u> or <u>https://goalkeeper.eeas.europa.eu/registrar/</u> (for seconded candidates by EU Member States only)		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Simona SORA <u>cpcc.eupolcopps@eeas.europa.eu</u>		

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.

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.

¹ Common European Framework of References for Languages

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

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 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. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website>. Privacy Statement.

F. 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: Ministerial Strategic and Policy Adviser	Employment Regime: Seconded	
Ref. Number: PA03	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: 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 related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To be part of the EUPOL COPPS Ministry of Interior (MoI) team and provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development of their respective strategic plans;
- To advise and mentor counterparts on the effective implementation of strategic plans;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and PCP;
- To support the development of efficient organisational procedures and structures related to strategic planning;
- To work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and PCP in clarifying the responsibilities and authority of the police;

- To support the Palestinian MoI to further enhance its oversight and governance structures and processes;
- To advise the Mission on MoI related matters.

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 6 years of relevant professional experience, including experience of policing and/or working in a Ministry (Interior/Justice or other relevant field) and technical knowledge in strategic planning methodology, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of policing and strategic planning;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Knowledge of security sector reform.

6. Desirable Qualifications and Experience:

- A minimum of 3 years of professional experience at management level;
- Experience in designing and delivering training;
- Experience in project management;
- Experience in monitoring and evaluation/performance management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of institutional development process and developing governance structures.

Position Name: Senior Police Adviser - Community Policing	Employment Regime: Seconded	
Ref. Number: PA09	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Community Policing 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 related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise at the strategic level and assist the Palestinian Civil Police(PCP) in implementing a shared concept of Community Policing across the organization;
- To advise and develop Community Policing plans with the PCP leaderships in line with their strategic priorities;
- To identify and deliver Community Policing training needs;
- To advise the PCP on the development and management of public partnerships;
- To ensure that Community Policing activities align with the Mission's strategic objectives, including Information-Led Policing, Accountability, etc.
- To advise other international actors supporting Community Policing initiatives and assist in the coordination of relevant activities;
- To support PCP frontline administrations effectively deliver policing services.

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 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 Degree OR equivalent and attested police or/and military education or training or equivalent rank; AND
- A minimum of 8 years of relevant professional experience, including professional experience in policing and in developing and/or implementing community policing initiatives, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;

6. Desirable Qualifications and Experience:

- A minimum of 3 years of professional experience at management level;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Police Adviser Criminal Investigation Department	Employment Regime: Seconded	
Ref. Number: PA17	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Police Adviser Criminal Investigation Department 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 related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide strategic and operational advice at the HQ and Districts level on criminal investigations;
- To advise and mentor in the adoption of modern criminal investigation methodology through the development of policies, manuals and procedures;
- To support the Palestinian Civil Police PCP carry out crime mapping and conduct analysis of the findings;
- To advise the PCP on the optimal use of resources for the purpose of crime prevention and detection;
- To support police-prosecution cooperation through identifying lessons learned and adoption of common procedures;

- To identify and support the delivery of training needs of the various criminal investigation department/units, including prosecution staff.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including experience in policing, analysis of criminal data, felony cases, crime scene management and handling of evidence, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of criminal investigation protocols, policies;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Penitentiary Adviser	Employment Regime: Seconded	
Ref. Number: PA28	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: 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 related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise and mentor the Corrections and Rehabilitation Center Department (CRCD) of the Palestinian Civil Police (PCP) on the spectrum of their activities, to operate in a manner consistent with international prison and human rights standards;
- To advise and mentor in the adoption of policies, manuals and procedures related to the work of the CRCD (e.g. management of prisoners, prison management, etc.);
- To identify and support the delivery the training needs of the CRCD and the Corrections and Rehabilitation Centres (CRCs);

- To advise and support the development of relevant policies and procedures for the CRCD, with relevant actors, including ministries (Ministry of Interior/Justice);
- To advise other international and national actors concerned with the subject matter and assist in the coordination of relevant activities;

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 OR equivalent and attested police or/and military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Experience and in-depth knowledge of prison management, with substantial and diverse experience in all facets of the job;
- Ability to adopt a strategic and pragmatic approach to the development of a prison system.

6. 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.

Position Name: Senior Police Adviser District Coordinator	Employment Regime: Seconded	
Ref. Number: PA29	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser District Coordinator 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 related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advice and support the development of the Palestinian Civil Police (PCP) within the 11 districts of the West Bank, in order to meet service demands and implement the PCP strategic plan;
- To coordinate mentoring and advising efforts of the Police Advisory Section with relevant District Commanders and their senior staff;
- To support the PCP, particularly in close coordination with the Head of Districts and the Research, Planning and Development Administration, in the area of operational planning;
- To support the implementation of key strategic concepts at the district level, including but not limited to the community policing concept, information-led policing, and police accountability;
- To advise and provide analytical support to relevant counterparts in the PCP in the area of Command and Control (including Operation Rooms and Patrolling);

- To establish and maintain key relationships with key stakeholders, including senior members of the PCP and other local partners, including civil society representatives;
- To closely coordinate and communicate with relevant international actors and donors supporting the PCP particularly at the district level;
- To advise and actively support the PCP to coordinate and adopt tools which strengthen civilian police primacy.

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 8 years of relevant professional experience, including mentoring/advisory experience and working with the operational and administrative sides of managing police districts, also strategic and operational planning, business development, administration, human resources, training and reporting, etc., after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and wide experience on a variety of aspects related to civilian policing, particularly related to command and control, frontline/uniform policing;
- Negotiation skills in a multi-national context;
- Knowledge of the entire chain of criminal justice (from police to prison).

6. Desirable Qualifications and Experience:

- Experience working in an international organisation operating in a conflict or post-conflict situation;
- Experience in negotiation;
- Experience in managing staff and resources;
- Educational background in Public Administration, Management/Leadership or other related subjects;
- Experience in programme and project management;
- Experience working in the Middle East;

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of international development concepts and principles;
- Knowledge and understanding of human rights and gender concepts;
- Language skills of Arabic;
- Ability to conduct trainings;
- Ability to incorporate gender and human rights consideration into police work.

Position Name: Ministerial Strategic and Policy Adviser	Employment Regime: Seconded	
Ref. Number: RL11	Location: Ramallah	Availability: 30-09-2017
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Ministerial Strategic and Policy Adviser reports to the Head of Rule of Law

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 related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide expertise and advice on monitoring and evaluating the Justice Sector Strategy and its implementation within the Ministry of Justice (MOJ);
- To support and advise on external policy issues including the relationship of the Ministry of Justice (MoJ) with the other main criminal justice institutions;
- To cooperate with the Legislative Drafting Expert(s) for the improvement and clarification of the legislative drafting process and the initiation or reviewing of legislation in the field of criminal justice;
- To support the process of amendment of the legislative framework pertaining to the criminal justice institutions;
- To support the implementation of reforms of key units within the MoJ, in particular the units on planning, human rights, gender, international legal cooperation and forensic;
- To support the building and enhancing of units with an accountability or oversight task also on international obligations;
- To provide continuous technical advice at strategic level to strengthen key justice functions within the Ministry of Justice;

- To support the implementation of the restructuring of the Ministry of Justice through training, workshops, study visit, etc.;
- To support the planning, monitoring and evaluation of all project and tasks serving the public;
- To support and advise the Palestinian members of the Israeli-Palestinian Joint Legal Committee as appropriate;
- To contribute to identify and report lessons and best practices within the respective field of responsibility.

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 in Law OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, including working experience in advising justice institutions on policy and reform in developing or emerging states, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Knowledge of the importance of rule of law and human rights in an institution building and developmental context;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Working experience of minimum 8 years within a Ministry of Justice or other criminal justice institution advising on policy and external relations;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Knowledge skills of Arabic.

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. number: PR08	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Mission HQ Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: Yes

1. Reporting Line:

The Gender Adviser reports to the Head of Mission (HoM) through the Deputy HoM/Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender and gender mainstreaming issues;
- To advise on gender and gender mainstreaming issues within the Mission as well as throughout the Mission's activities;
- To advise on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- In close coordination with the Mission's operational components, to advise on the promotion of gender equality and gender-sensitive policy among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent in the Mission's Implementation Plan;
- To monitor and analyse the gender situation in the host state;
- To advise on the development and management of strategic communications with regards to gender issues;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To liaise with the local and international entities involved in the promotion of gender equality and gender mainstreaming;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to identify and report on lessons and best practices within the field of gender;
- To contribute to the induction training of Mission's staff members as required;
- To perform any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute to the Mission's mandate implementation in line with the Operation Plan, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to advising on mainstreaming gender issues within the Ministry of Interior (MoI), Palestinian Civil Police (PCP) and criminal justice institutions in line with EU commitments;

- To advise Mission management and Mission members on gender and gender mainstreaming, in line with the EU Gender Action Plan and the European Union's Gender Policy for CSDP in relation to Mission activities;
- To provide advice to the PCP and criminal justice institutions on the development of strategies with respect to gender issues and the implementation of strategic objectives once defined;
- To liaise with the criminal justice institutions, the PCP, relevant ministries, civil society and with the Palestinian Independent Commission on Human Rights with respect to gender issues;
- To coordinate when necessary the Mission's activities with donors who are active in providing advice on gender issues. This may involve participating in working groups;
- To actively work with the Human Rights Advisers who on cross-cutting human rights and gender related issues;
- To ensure development of and oversight over the implementation of the Mission internal Gender Strategy, including gender focal point system.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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; AND
- A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ Security Sector Reform process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical and advocacy skills on gender issues;
- Negotiations skills;
- Ability to establish and maintains relationships with a board range of people to understand needs and gain support;
- Proactive in developing strategies to accomplish objectives;
- Knowledge of different methodologies for promoting gender equality;
- Ability to design, develop and conduct training on gender and gender mainstreaming;
- Knowledge of security and justice sector reform;
- Ability to translate strategy into action and to work effectively in a deadline driven environment.

6. Desirable Qualifications and Experience: N/A

7. Desirable Knowledge, Skills and Abilities: N/A

Position: Legislative Drafting Expert	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. number: RL10	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Rule of Law Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Legislative Drafting Expert 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.

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 Operation Plan 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;

- To coordinate when necessary the Mission's activities with donors who are active in providing advice on legislative drafting;
- To undertake any other tasks on behalf of the Head/Deputy Head of Rule of Law Section.

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. 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 institution, after having fulfilled the education requirements,

5. Essential Knowledge, Skills and Abilities:

- Knowledge of the roles of the different justice institutions and criminal justice systems;
- Ability to translate strategy into action and to work effectively in a deadline driven environment.

6. 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.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Senior Police Adviser - Institutional Development and Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. Number: PA07	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Institutional Development and Human Resources 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 related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise and support the Palestinian Civil Police (PCP) senior leadership on the development of a modern Human Resources Management model;
- To advise and support the PCP in clarifying respective structures, functions and responsibilities at the HQ and district level;
- To provide strategic advice to the PCP in implementing organisational reform in accordance with their policies and national plans;
- To advise and mentor PCP senior leadership in change management, including the implementation of strategic and reform plans;
- To advise and support the PCP at the district level to analyse their staffing needs;
- To mentor the staff of the Human Resource Department to acquire skills related to Human Resources policies and procedures (e.g. recruitment, performance appraisal, promotion, career planning, etc.).

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 6 years of relevant professional experience in Human resources administration and in executing strategies and change management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of Institutional Development and Human Resources;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Knowledge of the civilian policing concept and/or security sector reform.
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6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Mission Security Officer Operations Room Manager	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff Management Level
Ref. number: HM12	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Head of Mission Office/Mission Security Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Operations Room Manager reports to the Senior Mission Security Officer (SMSO)

2. Main Tasks and Responsibilities:

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

- To run the Missions Operations Rooms and ensure its effectiveness;
- To manage the Operations Room staff;
- To develop relevant Standard Operating Procedures;
- To ensure the effective monitoring of the location and movement of all Mission personnel deployed in the field;
- To ensure the collection, analysis distribution and archiving of all incoming security and operational reports; and of information from different sources including the media;
- To monitor the media and relevant open sources and distribute relevant information and to contribute in the situational awareness of the Mission;
- To prepare and disseminate situation summaries for the Mission in a timely manner;
- To review incoming messages and alerts, determine urgency and inform the relevant mission elements and responsible staff members;
- To ensure the proper registration of all activities and in particular in case of incident;
- To alert and inform key security personnel and senior management of important developments;
- To contribute to identifying lessons learned and best practices in his/her respective field of competence;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To conduct the roles and responsibilities of a Mission Security Officer as appropriate
- To perform the tasks of the Duty Security Officer (DSO) when required; being the point of contact for any report of a significant security incident and taking the command and control until relieved by the SMSO.
- To be available to attend and deal, at any time, with unforeseen/unexpected security events or incidents within the area of operations;
- To ensure timely dissemination of relevant information to the SMSO, to the Mission Security Analyst or/and to all staff members as deemed appropriate.

- Liaison with the Guard Supervisor to ensure that the security guards perform their duties professionally and effectively.
- To identify staff training needs in security related areas.

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 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 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 relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements, out of which a minimum 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Computer skills; proficient in the use of GPS Navigation systems.
- Knowledge of operation of alarm management systems and other security software;
- Ability to make independent decisions;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Organizational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

6. Desirable Qualifications and Experience:

- Previous work experience in the region;
- Previous international experience in ESDP/CSDP Missions or multi-national/international organizations.
- Successful completion of EU Mission Security Officer Certification Course or equivalent.
- Certified Fire & Safety expert.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Language skills in Arabic;
- Civilian driving licence class C.

Position Name: Communication & Information Systems Officer	Employment Regime*: Seconded/Contracted	Post Category for Contracted* : Mission Support Staff Management Level
Ref. number: MS09	Location:	Availability: As soon as possible
Component/Department/Unit: Mission Support/CIS Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The CIS Officer reports to the Chief of CIS.

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Chief of CIS;
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardized release management procedures;
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations;
- To install and commission all standard communications equipment in the Mission including but not limited to: UHF Motorola GP systems, UHF vehicular equipment, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

* Choose the appropriate option in accordance with the Mission Deployment Plan and, where it is the case, with the Guidelines on the main principles of classification of posts and grading of international contracted staff and other regulations in force.

3. Mission Specific Tasks and Responsibilities:

- To implement appropriate security mechanisms in order to protect EUPOL COPPS's CIS infrastructure from all kinds of electronic threats;
- To provide technical advice on all CIS matters to EUPOL COPPS staff;
- To support the Chief of CIS to conduct research, analysis and evaluation of goods, services and new technologies. Make recommendations for their deployment, as well as handling all aspects of drafting tender specifications, contract administration, including collaboration with EUPOL COPPS's Procurement Team in order to establish service level agreements or framework contracts with vendors.
- To maintain an adequate number of CIS equipment and spares while originating requisitions for equipment, spare parts and supplies and maintain the appropriate budget control and accountability for CIS spending – Organise repair and replacement as necessary;
- To produce precise reports concerning CIS issues and to recommend improvements for future acquisitions;
- To support the Chief of CIS to continuously seek cost-effective solutions for CIS hardware and software according to the EUPOL COPPS's requirements;
- To organise the prompt delivery of technical services by assigning the available technical resources, including providing Office Automation as help desk support, standardisation, preparation and maintenance of applications;
- To support in the establishment of the technical liaison and coordination with other international organizations within the mission area with regards to CIS;
- To support in preparation/drafting the budget for CIS equipment and services;
- To support the establishment of Standard Operating Procedures containing policies and directives relating to all CIS issues, use and management of CIS equipment and produce technical documents regarding disaster recovery and network/server documentation;
- Assist both EUPOL COPPS and EUBAM Missions in all aspects related to CIS;
- To deputise the Chief Communication and Information Systems in his absence.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification 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 Information Technology, Computer Science, Communications, Engineering or other related fields; AND
- A minimum of 4 years of relevant professional experience in the field of Information systems and networking. Advanced knowledge and experience in installation, configuration and management of Microsoft Windows Server 2012, Exchange server 2013, Active Directory Domain Services, Certification Authority, VM hosts, Backup solutions, VPN, DMZ, Firewalls, Routers, Switches, network printers, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Advanced knowledge in installation, management and configuration of servers (Microsoft Windows Server 2012, Exchange server 2013 and newer, Active Directory Domain

Services, VM hosts, Backup solutions), workstations, VPN, DMZ, Firewalls, Routers, Switches (Cisco network devices and IOS) and other network equipment; Relevant certifications are an asset;

- Advanced knowledge in networking: TCP/IP/LAN/WAN/WLAN including installation, administration and management;
- Knowledge and experience in communications (VHF, UHF, HF, Satellite systems “THURAYA” and “IRIDIUM”, GSM, PBX), as well as software;
- Knowledge regarding electronic threats, malware, ransomware, ways to detect and defend;
- Problem solving skills and analytical ability to analyse complex technical customer issues, and manage the same on a day to day basis;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues;
- Ability to effectively provide CIS guidance and support to Mission Members;
- Ability to effectively manage a team of IT local staff when acting as Chief of CIS;
- Effective project management skills;
- Punctuality, ability to perform under stress, willingness to work flexible working hours;
- Ability to perform under stress and in difficult circumstances.

6. Desirable Qualifications and Experience:

- Microsoft Operating Systems technologies certifications;
- Certificate for Ethical Hacker, Penetration tester or Security analyst.

7. Desirable Knowledge, Skills and Abilities:

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge in Information Technology Infrastructure Library (ITIL) and implementation of the same in a support structure;
- Knowledge in installation, configuration and administration of MS SQL 2012 or newer;
- Knowledge regarding FORTINET security systems (FORTIGATE, FORTIMAIL, FORTIWEB) in terms of installation and management;
- Knowledge about SINA BOX, NOMAD, ACID, NAGIOS, NETASQ, SPLUNK, PANDORA, YUBIKEY;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to prioritize and manage a high workload;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.