

## EUROPEAN EXTERNAL ACTION SERVICE



### Annex 1

European Union Police Mission in Afghanistan (EUPOL Afghanistan) 3-2015 Call for Contributions				
<b>Organisation:</b>	EUPOL Afghanistan			
<b>Job Location:</b>	Kabul			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles / Vacancy notices:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (18)</u></b>			
	KA-A-02	Chief of Staff	Kabul	01 Jan – 31 Dec 2016
	KA-A-05	Head of Strategic Planning, Analysis and Reporting (SPAR/MAC)	Kabul	17 Oct 2015 – 31 Dec 2016
	KA-C-08	Chief of Press and Public Information Office (PPIO)	Kabul	ASAP – 31 Dec 2016
	KA-C-09**	Press and Public information Officer	Kabul	ASAP – 31 Dec 2016
	KA-A-07	SPAR/MAC Analysis and Reporting Officer	Kabul	01 Jan – 31 Dec 2016
	KA-A-12	SPAR/MAC Planning and Evaluation Officer	Kabul	01 Oct 2015 – 31 Dec 2016
	KA-C-88	Medical Officer	Kabul	ASAP – 31 Dec 2016
	KA-A-31	Head of MoI Reform Unit	Kabul	06 Nov 2015 – 31 Dec 2016
	KA-A-42 KA-A-43 KA-A-44	MoI Reform Adviser	Kabul	ASAP – 30 Jun 2016 ASAP - 31 Dec 2016 01 Jan – 30 Jun 2016
	KA-P-28	Head of International Support Coordination Unit	Kabul	01 Jan – 31 Dec 2016
	KA-P-30	Head ANP Professionalisation and Training Component	Kabul	01 Nov 2015 – 31 Dec 2016
	KA-P-31	Deputy Head ANP Professionalisation and Training Component	Kabul	23 Sep 2015 – 31 Dec 2016

	KA-P-61	Senior CID Expert	Kabul	01 Jan – 31 Dec 2016
	KA-P-59	Chief of Police Teams Unit	Kabul	12 Jan – 31 Dec 2016
	KA-P-77 KA-P-78	Community Expert	Kabul	ASAP – 31 Dec 2016 ASAP – 30 Jun 2016
<b><u>Seconded/Contracted (11)</u></b>				
	KA-A-25	Police Adviser (AC)	Kabul	ASAP - 30 Jun 2016
	KA-A-33 KA-A-35	MoI Reform Adviser	Kabul	01 Jan – 31 Dec 2016
	KA-C-13	Information Security Officer	Kabul	ASAP – 31 Dec 2016
	KA-C-35*	Head of Mission Support	Kabul	01 Nov 2015 – 31 Dec 2016
	KA-C-38	Camp Management Assistant	Kabul	01 Nov 2015 – 31 Dec 2016
	KA-C-63 KA-C-66	Finance Assistant Finance Assistant	Kabul Kabul	01 Jan – 31 Dec 2016 01 Jan – 31 Dec 2016
	KA-C-83**	Medical Officer/Doctor	Kabul	01 Jan – 31 Dec 2016
	KA-C-109	Senior Rule of Law Adviser	Kabul	01 Jan – 31 Dec 2016
	KA-R-01	Senior Rule of Law Adviser (Human Rights & Gender/ Anti-Corruption)	Kabul	01 Feb – 31 Dec 2016
<b>Deadline for applications:</b>	21 October 2015 at 17:00 hours (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.eupolafghanistan@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 Joern LAURSEN/Mr Juho SÄRKILÄ</b> <b>cpcc.eupolafghanistan@eeas.europa.eu</b> <b>+32 (0)2 584 32 89/+32 (0)2 584 24 75</b>			

\* The availability of the position is pending extension of the contract.

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

**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.

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 approving the appropriate Budgetary Impact Statement and availability of the post due to the restructuring process, 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 Afghanistan, 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, New Zealand, Norway and Serbia).

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

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

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

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

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

**Language Skills**<sup>1</sup> – The candidates must be fully fluent in written and spoken English. Report-writing skills are especially needed. Knowledge of local languages will be an asset.

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

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

**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 driving licence is desirable or as specified in the respective job description.

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

## **B. Recommendable Requirements**

**Knowledge of the EU Institutions** – The candidates should have 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 Mission Area** – The candidates should have good knowledge of the history, culture, social and political situation of the region as well as knowledge of the police, judiciary and governmental structures.

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

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

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

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

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job

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

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

description. 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 State. A copy of this certification must accompany deployed seconded/contracted personnel.

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

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

**Selection Process** – The most suitable candidates will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission, by VTC or phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing State 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). Based on the outcome of the experimental phase regarding training positions, reporting lines might be subject to revision.

## Seconded

<b>Position Name:</b> Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-A-02	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

Chief of Staff is reporting to the Head of Mission.

### **Main Tasks and Responsibilities:**

- To elaborate of Mission Command and Control activities through the coordination of the Mission Headquarters staff;
- To coordinate staff actions among the command enabling capabilities to ensure that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of Mission activities;
- To ensure a coordinated flow of information;
- To oversee component performance;
- To deputise for the HoM and D/HoM;
- To manage the Office of Chief of Staff;
- To ensure the relevant coordination whenever a direction or instruction requires multifunctional approach;
- To ensure the drafting of SOPs, directives, and instructions to be approved by the HoM, in close cooperation with the D/HoM and/or other relevant Mission staff;
- To ensure that HoM's instructions are issued to the field and control their implementation;
- To oversee the conduct of Mission formal reporting, including reports via CivOpsCdr to Contributing States;
- To promote and supervise good police conduct, Mission spirit and discipline within the Mission;
- To conduct any other tasks and assignments on request of the HoM;
- To observe internal and external developments relating to the Mission and its management in order to fully brief the HoM and provide him/her with well-established advice and recommendations.

### **Qualifications and Experience:**

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Diplomacy, Social Sciences or Business Administration where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

#### OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 11 years of relevant and proven full-time Police experience.

## Specification of Experience

A minimum of 10 years of relevant professional experience in public administration or international organisations, in the field of law-based and regulated security functions, including 5 years in a senior management position, especially at staff level.

### Advantageous

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Good understanding of the political, cultural and security situation of Afghanistan;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good knowledge and/or experience in strategic management and/or public administration;
- Experience in liaison with police, the judiciary, prosecution and customs authorities;
- Proven ability to establish priorities and to plan, coordinate and monitor work of others;
- Strong management and leadership skills and willingness to assume responsibility;
- Ability to work on his/her own initiative and as a part of a team;
- Ability to work methodically, accurately and efficiently with limited supervision and strict deadlines;
- Prior CSDP or equivalent Mission experience in a Mission management position.

<b>Position Name:</b> Head of Strategic Planning, Analysis and Reporting Department (SPAR)/MAC	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-A-05	<b>Location:</b> Kabul	<b>Availability:</b> 17 Oct 2015 - 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office/Strategic Planning, Analysis and Reporting (SPAR)	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

Under the authority of the Chief of Staff, the Head SPAR/MAC presides over the entire planning, analysis, reporting, evaluation and information gathering processes as well as internal capacity building activities in close cooperation with the relevant Components, Departments/Unit. He/she reports to the Head of Mission through the Chief of Staff.

### Main Tasks and Responsibilities:

- To support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- To oversee and coordinate the Mission planning activities to facilitate achievement of Mission`s tasks and desired outcomes;
- To develop a strategic process for the Mission in close cooperation with the senior management;
- To provide guidance on the development of new projects according to the Mission;
- To develop management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- To ensure, in close cooperation with the Chief of Staff, that Components`/Departments` output is timely, quality-checked, focused and value added vis-à-vis Mission decision-making and goals;
- To coordinate with senior management prioritise Components`/Departments` tasks;
- To supervise information analysis and develop/implement/improve analytical methods;
- To implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To supervise SPAR`s information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- To coordinate regular meetings and exchange with Political Advisers, Gender Adviser, Security Office, Press and Public Information Office, and other key analytical functions for optimised coordination and synergy;
- To liaise with external partners in order to enhance information collection and analysis;
- To undertake any other task as required by the HoM and the Chief of Staff.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Political Science, International Relations, Management, or related studies, where the normal duration of university education in the country awarded is 4 year`s or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.



### Specification of Experience

- Previous experience in crisis management Missions, including in the area of policing, rule of law, or diplomacy and/or international strategic planning and programme management;
- Professional fluency in English with excellent drafting skills;
- Excellent analytical capability and profound knowledge of information collection and analytical methods;
- Thorough understanding of the functioning of European Institutions and the CSDP framework;

### Advantageous

- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Knowledge of the political, military, economic, social, and infrastructure of Afghanistan and the region;
- Ability to work under stress in a hostile environment;
- Deep knowledge and understanding of staff management;
- High standards of integrity.
- Good computing skills (e.g. Word, Power Point, Excel and Access).

<b>Position Name:</b> Chief of Press and Public Information Office (PPIO)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-C-08	<b>Location:</b> Kabul	<b>Availability:</b> ASAP - 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office/Chief of Staff Office/Press & Public Information Office (PPIO)	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Chief of PPIO will review and advise Head of Mission on all press and public information issues. Reporting to the Head of Mission through the Chief of Staff.

### Main Tasks and Responsibilities:

- To advise HoM on issues dealing with information activities, including preparation for interviews;
- Lead the PPIO;
- To develop and run an Information campaign in line with the Information Strategy approved by the PSC;
- To establish a close coordination with Press and Public Information or similar offices of all the EU actors on-site;
- To keep permanent contact with Spokesperson SG/HR and DG F in Brussels to get updated master messages and to report immediately to these offices in Brussels in case of any event that may have media impact;
- To coordinate with PPIO of the Afghan MoI;
- To coordinate public information activities with Press and Public Information Offices of Resolute Support Mission, UNAMA and other international organisations in Kabul working with Afghan National Police and other issues related to the EUPOL mandate;
- To establish contacts with local and international journalists in Kabul and in the country;
- To undertake any other tasks required by the HoM, or the Executive officer in support of the objectives of the Mission;
- To act as a Spokesperson for the Mission;
- To advise staff members on how to deal with media/provide guidance and media guidelines;
- To undertake any other related task as required by the Head of Mission and the Chief of Staff.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related studies, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.

## Specification of Experience

- Above mentioned progressive professional experience should be in Public Information domain with a minimum of 3 years at management level.
- Experience in crisis management missions, preferable connected to Afghanistan or other areas within the same geopolitical context;

## Advantageous

- Excellent analytical abilities and drafting skills;
- Extensive knowledge and experience in Public Information domain;
- Knowledge of political, cultural and media specificities of Afghanistan;
- International experience essential;
- Adequate knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Experience from working in the police/justice;
- Knowledge of local languages will be an asset.

<b>Position Name:</b> Press and Public Information Officer (PPIO)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-C-09**	<b>Location:</b> Kabul	<b>Availability:</b> ASAP - – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office/Chief of Staff Office/Press & Public Information Office (PPIO)	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Chief Press and Public Information Officer and will be responsible for the following tasks:

### Main Tasks and Responsibilities:

- To take responsibility to be pro-active in the generation of a variety of media to produce (writing articles, features, provide pictures, videos) to promote the activities of EUPOL on the website and all social media platforms. This includes reporting from Kabul;
- To promote and track the EUPOL brand and the work of the organisation through social media networks. Scan and engage in online communities and forums in the most appropriate format;
- To further develop the current social media strategy and policy for Mission use;
- To further develop the current crisis communications strategy for Mission use;
- To develop and maintain the crisis communications preparedness and skill of HoM, DHoM, selected spokespersons, PPIO team and volunteers who support PPIO in crisis communications situations;
- To organise media visits;
- To assist in conducting and coordinating official/media visits according to the established protocol rules;
- To pro-actively networking with all appropriate national and international stakeholders and organisations to capture media-content suitable for EUPOL's use;
- To draft press releases in a timely fashion and to meet agreed deadlines as required, often in close coordination with international partners and the MoI;
- To be personally responsible for the monthly newsletter in terms of its research, drafting, editing, layout and final delivery by deadlines set by the Chief PPIO who will final editorial control of the content;
- To be personally responsible for the procurement of all items required for the press office in consultation with the Chief PPIO, including all requisite paperwork in accordance with EUPOL guidance;
- To supervise, create, develop and carry out daily updates of the intranet (Sharepoint);
- To be responsible for means-testings, choosing and designing promotional items as well as initiating the procurement process of those items;
- To take personal responsibility for the EUPOL website to ensure that all content is current on a daily basis and where appropriate be creative and pro-active;
- To be responsible for attending agreed briefing and provide accurate and timely summaries of meetings;
- To be responsible for improving and updating the existing archive for documents and pictures;
- To organise roundtables with Afghan and international media;

- To be responsible for the drafting of the weekly, monthly, six-monthly reports;
- To assist in conducting and coordinating press conferences;
- To undertake any other tasks required on behalf of the Chief of PPIO.

### **Qualifications and Experience:**

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a Master's degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences where the normal duration of university education in the country awarded is 3 years or more and, after having obtained the university degree at least 6 years of relevant and proven full-time professional experience;

#### OR

Successful completion of a full course of university studies attested by a degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience.

#### Specification of Experience

- Above mentioned progressive professional experience should be in Public Information domain;
- Web-site admin skills;
- Proficient with social media networks: Facebook, Twitter, Flickr, LinkedIn, YouTube;
- Excellent analytical abilities and drafting skills.

#### Advantageous

- Excellent interpersonal skills and ability to communicate effectively, establish and maintain relationships with a variety of multi-national, international and Afghan stakeholders;
- Knowledge of political, cultural and media specifics of Afghanistan;
- Experience in crisis management missions, preferable connected to Afghanistan;
- Adequate knowledge of the functioning of the EU, in particular the CSDP;
- Experience from working in the police/justice field;
- Able to use Microsoft Publisher, Photoshop and video-editing software;
- Proficient with Microsoft Sharepoint.
- Knowledge of Dari, Pashtu;

<b>Position Name:</b> SPAR/MAC Analysis and Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-A-07	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office/ Strategic Planning, Analysis and Reporting (SPAR)/ Mission Analytical Capability (MAC) Department	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

Under the authority of the Head of SPAR/MAC, the SPAR/MAC Analysis Officer supports and assists the objectives of the SPAR/MAC Department. He/she reports to the Head of SPAR/MAC.

### Main Tasks and Responsibilities:

- To analyse and assess the development and progress of Mission's performance against the Mission's mandate, tasks and desired outcomes set in the Mission Implementation Plan;
- To analyse and assess the state of play and performance of the Afghan National Police (ANP) and relevant justice institutions, and the Mission's impact on the same;
- To analyse and assess the development and progress of police and rule of law reform in Afghanistan as well as the progress of cooperation of the ANP with the justice system;
- To collect and collate information from across the Mission for analysis, including requesting information in order to fill identified gaps or focus information collection on prioritised areas of analysis;
- To produce quantitative and qualitative analysis of mandate implementation and Afghan progress, taking into account local cultural, social and political dimensions;
- To monitor and collect information about phenomena and events that may have an impact on the Mission, including external mission critical issues;
- To provide analytical support to the Mission's operations;
- To produce analytical Special Reports for submission to the chain of command on Mission critical developments and issues;
- To produce/contribute to the drafting of periodic and ad-hoc reports for submission to the chain of command;
- To assist in SPAR's information management, ensuring rapid retrieval of documents and information, including access to classified material;
- To contribute to the identification of and reports on lessons learned and best practices;
- To liaise regularly with Mission operational staff, Political Advisers, Gender Adviser, Security Office, Press and Public Information Office and other key analytical functions – including external sources – for information exchange, coordination, and cooperation on relevant analytical issues;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To prepare and hold presentations and produce presentations and speeches on behalf of others;
- To undertake any other tasks as required by the Head of SPAR/MAC.

## **Qualifications and Experience:**

### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in political science, international relations, business administration, management, law or related studies, where the normal duration of university education in the country awarded is 3 years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

### OR

Successful completion of a full course of university studies attested by a degree in political science, international relations, business, administration, management, law or related studies, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience.

### Specification of Experience

- Professional fluency in English with excellent drafting, report compilation and editing skills;
- Good analytical capability;
- Good understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access);
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

### Advantageous

- Experience in international police and rule of law reform or international relations;
- International experience, particularly in crisis areas with multinational organisations;
- Knowledge of the political, military, economic, social, and infrastructure of Afghanistan and the region;
- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Ability to work under pressure in a hostile environment.

<b>Position Name:</b> SPAR/MAC Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-A-12	<b>Location:</b> Kabul	<b>Availability:</b> 01 Oct 2015 – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office/ Strategic Planning, Analysis and Reporting (SPAR)/ Planning and Evaluation Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The SPAR/MAC Planning and Evaluation Officer supports and assists the objectives of the SPAR/MAC Department. He/she reports to the Head of SPAR/MAC, through the Chief of Planning and Evaluation Unit.

### Main Tasks and Responsibilities:

- To develop, implement and improve the planning, benchmarking and evaluation methods for the Mission;
- To elaborate plans to facilitate achievements of Mission`s tasks and desired outcomes to be submitted to the Head of Mission;
- To maintain, update/upgrade the Mission Implementation Plan (MIP) and related work plans in close cooperation with the relevant Heads of Department and other key stakeholders;
- To identify Objectively Verifiable Indicators in close cooperation with the Mission, collect and analyse the data for the indicators in order to assess the status of impact;
- To assist the Chief of Planning and Evaluation Unit in the study and proposal of management and organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission with a special emphasis on the MIP as well as progress in relation to benchmarking;
- To draft reports on a regular basis in relation to planning, benchmarking and evaluation for the chain of command;
- To liaise with key Mission staff and regarding the strategic direction of the Mission and to ensure all activities are in line with the tasks and desired outcomes of the Mission;
- To support the collection and collation of information from across the Mission for routine reporting on and analysis of the Mission activities against the Mission`s tasks;
- To attend regular meetings and exchanges with Political Advisers, Gender Adviser, Security Office, Press and Public Information Office and other key functions for optimised coordination and synergy;
- To liaise frequently with external partners in order to enhance coordination and synergy;
- To follow internal and external developments relating to the MIP and brief the Head of SPAR accordingly;
- To give presentations and also to produce presentations and speeches on behalf of others;
- To undertake any other tasks required by the Chief of Planning and Evaluation Unit.

### Qualifications and Experience:

Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in project management, business administration or related studies, where the normal duration of university education in the



country awarded is 3 years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course of university studies attested by a degree in project management, business administration or related studies, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience.

#### Specification of Experience

- Knowledge of project planning, implementation and evaluation;
- Professional fluency in English with excellent drafting, report compilation and editing skills;
- Good analytical capability;
- Good understanding of the functioning of European institutions and the CSDP framework;
- Good computing skills (e.g. Word, Power Point, Excel and Access);
- Profound knowledge of information collection and analytical methods;
- High standards of integrity.

#### Advantageous

- Previous experience from international policing and rule of law reform, development policy, or international relations is considered an asset;
- Broad international experience, particularly in crisis areas with multinational and international organisations, and knowledge of the political, military, economic, social, infrastructure, and information structures of Afghanistan and the region are highly desirable;
- Excellent interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner.

<b>Position Name:</b> Medical Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-C-88	<b>Location:</b> Kabul	<b>Availability:</b> ASAP - 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Support Division/Medical Office (MED)	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Medical Officer will assist Chief of Medical Office in fulfilling the duties set in support of the EUPOL mandate and reports to the Chief of Medical Office.

### Main Tasks and Responsibilities:

- To assist, advise and replace (when absent and if required) the Chief of Medical Office;
- To assist and advise in close cooperation with the Chief of Medical office on all the medical evacuation issues and other emergency medical support matters;
- To establish diagnosis and take decisions on methods of treatment (preventive or curative) of patients;
- To assist in training exercises and medical emergency assistance for all the emergency included mass causality cases in theatre, and all the other issues related to repatriation and further treatment even in the home country;
- To asses, manage and undertake the daily clinical duties (24/7 hours) even in case of critical injuries or severe emergency cases;
- To assess on a regular basis existing and outpatient medical treatment facilities and update the availability of the list;
- To perform medical briefings and Pre Hospital Trauma Care training for the Mission Members;
- To explore options for joint procurement and warehousing of medical equipment and supplies;
- To gather all the information related to security and health insurance including all the necessary administrative procedures;
- To keep detailed statistics and reports updated to the Chief of Medical Office;
- To undertake any other tasks as required by the Chief of Medical Office.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Medicine, Nursing or Health Sciences, where the normal duration of university education in the country awarded is 3 years or more and, after having obtained the university degree at least 6 years of progressive relevant and proven full-time professional experience.

#### OR

Successful completion of a full course of university studies attested by a degree in Medicine, Nursing or Health Sciences, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 5 years of progressive relevant and proven full-time professional experience.

#### Specification of Experience

- Above mentioned experience should be in Emergency Care/Pre Hospital Trauma Care and/or

Anaesthesia/Intensive Care units;

- Licence for practice and/or certificate for good standing.

#### Advantageous

- Diploma in Pre Hospital Trauma Life Support (PHTLS) or Advanced Medical Life Support (AMLS) or Advanced Cardiac Life Support (ACLS) or Advanced Trauma Life Support (ATLS);
- Experience in organising/planning MEDEVAC/CASEVAC;
- Instructor diploma in Cardio Pulmonary Resuscitation (CPR) Support;
- Experience in developing and/or delivering medical/nursing training in emergency medicine, trauma care and health care;
- International experience, particularly in crisis areas with multinational and international organisations;
- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and to maintain effective working relationships as a team member;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Head of MoI Reform Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-A-31	<b>Location:</b> Kabul	<b>Availability:</b> 06 Nov 2015 - 31 Dec 2016
<b>Component/Department/Unit:</b> MoI Reform Component/ Ministry Reform Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of MoI Reform Unit shall assist the Deputy Head of MoI Reform Component in performing effective advising in favour of the MoI in strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity. In the areas relevant to the strengthening of civilian police force, entailing improved leadership and management skills; increased capacity to produce/revise legislation and to develop and implement policies; increased capability to manage force resourcing and incorporate gender issues into policies. Reporting to Head of MoI Reform Component.

### Main Tasks and Responsibilities:

- To act as the line manager for the all advisers of the Ministry Reform team;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To support the HoM in the decision making process by drafting and submitting, through reports to the Head of MoI Reform Component, relevant proposals for a coherent advising strategy in favour of the MoI;
- To liaise closely with the other members of the Advisers Team in order to implement a joint coherent advising strategy;
- To engage with the Head of MoI Reform Component in weekly briefings on MoI developments to the Head of Mission;
- To undertake any other tasks required by the line managers in support of the objectives of the Mission;
- To undertake any other related tasks as required by the Head of MoI Reform Component.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Police Science, Law, Business or Public Administration, International relations or in Social Sciences where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

#### OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 11 years of relevant and proven full-time Police experience.

#### Specification of Experience

- Senior rank in a police service, with at least 8 years of effective police experience in programmes and projects related to police reform;
- Operational and or management background in the following areas of activity within the team:

general policing, criminal investigation, training, logistics, administration, legal affairs, advising;

- Experience in strategic management and/or public administration.

#### Advantageous

- Proven leadership and management skills;
- Ability to manage and coordinate a diverse and multidisciplinary team of advisers;
- Substantive knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management Missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical regional;
- Ability to deal with potentially sensitive situation;
- Experience in international co-operation and in strategic liaison with international partners;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

<b>Position Name:</b> MoI Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-A-42, 43 and 44	<b>Location:</b> Kabul	<b>Availability:</b> ASAP – 30 Jun 2016 ASAP – 31 Dec 2016 01 Jan – 30 Jun 2016
<b>Component/Department/Unit:</b> MoI Reform Component/Ministry Reform Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The EUPOL Afghanistan MoI Reform Adviser shall assist the Head of Ministry Reform Unit in performing effective advising in favour of the Deputy Ministers of Interior (MoI). Reporting to Head of Ministry Reform Unit.

### Main Tasks and Responsibilities:

- To implement the projects and activities of designated team responsible for advising in favour of the respective Deputy Minister of Interior (MoI) in relation strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity in the areas relevant to the strengthening of civilian police force;
- To assist the counterpart in improving his/her managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the ANP;
- To assist the counterpart in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing as well as in elaborating and implementing policing strategies and best practice, including the fight against misuse of power, improvement of the quality of police personnel, facilities, systems and processes;
- To assist the Deputy Ministers of the Interior of Afghanistan in elaborating and implementing, through their chain of command within MoI, an effective coordination between all the different pillars of the ANP, other Afghan National Security Forces and the judicial system;
- To support the HoM in the decision making process by drafting and submitting, through reports to the Head of Ministry Reform Unit, relevant proposals for a coherent advising strategy in favour of the MoI;
- To liaise closely with the other members of the Advisers Team in order to implement a joint coherent advising strategy;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To enhance and progress the work already undertaken by EUPOL in progressing sustainable development within the MoI;
- To undertake any other related tasks as required by the Head of Ministry Reform Unit.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 6 years of relevant and proven full-time Police experience.

Specification of Experience

- At least 6 years of experience at strategic level in a national Police organisation in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

<b>Position Name:</b> Head International Support Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-P-28	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> MoI Reform Component/ International Support Coordination Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of International Support Coordination Unit will act as Adviser to Director of Foreign Relations within the Afghan MoI and shall advise/support the Director of Foreign Relations in coordination, performance management, and facilitation to assist in achieving the results related to Foreign Relation's mandate. He/she reports to the Head of MoI Reform Component and is responsible for the delivery on enhancing the institutional reform and capacities within the MoI relevant for civilian policing, in particular in relation to improving the MoI's capacity to coordinate international support.

### Main Tasks and Responsibilities:

- To support the Director of Foreign Relations in facilitating coordination efforts within MoI, with international communities, and other ministries in relation to the successful implementation of MoI ten years vision, National Police Strategy and National Police Plan;
- To support the Director of Foreign Relations in strategic planning, implementation, monitoring and evaluation of related activities including the following:
- To follow up the strategic management and external communication (with other ministries and international communities);
- To plan/monitor the training and capacity building of Afghan Police Personnel within and outside the country;
- To support Director of Foreign Relations in staff capacity building including:
  - Review of the training needs assessment of staff;
  - Provide comments on the results of performance management;
- To support Director of Foreign Relations in leading all related protocol affairs of MoI;
- To support Director of Foreign Relations in representation in major international and national events/workshops/ meetings:
  - Critically review travel and administrative procedures including reviewing nominations for international and national workshops/meetings and trainings;
  - Critical review of speeches and other relevant documents developed by Foreign Relations staff;
- To support Director of Foreign Relations in risk management and mitigation:
  - Inputs to Director on assessing the work processes;
  - Advise Director on how to effectively manage information and knowledge;
  - Advise Director on external communication processes;
- To support in documentation of lessons learned and good practices;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.



## **Qualifications and Experience:**

### Essential Education and Experience

Master/postgraduate (degree/diploma) in management, advocacy, public relations or social sciences with a minimum 8 years of relevant experience in police management, public relations or any related field.

### Specification of Experience

- Familiarity with the Afghanistan context including political and diplomatic relations at international level;
- Proven ability to work with diverse group of professionals including diplomats;
- Excellent oral and writing skills in English with proven knowledge of proposal/report and diplomatic writing;
- Strong analytical skills specially in relation to the political and diplomatic context;
- Advanced computer literacy;
- Extensive experience in the use of MS office and databases.

### Advantageous

- International experience, preferably in hazardous, conflict, hardship environments;
- Knowledge of EU Council working procedures in civilian CSDP missions;
- Excellent verbal and written communication skills;
- Proven knowledge of diplomatic affairs.

<b>Position Name:</b> Head of ANP Professionalisation and Training Component	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-P-30	<b>Location:</b> Kabul	<b>Availability:</b> 01 Nov 2015 – 31 Dec 2016
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Head of ANP Professionalisation and Training Component will have responsibility for the leadership, management and all areas of business of the Training Unit, Field Unit and Police Unit, in relation to strengthening the civilian policing approach and improving leadership skills within the Afghan National Police. The Head of ANP Professionalisation and Training Component will report to the Deputy Head of Mission.

### Main Tasks and Responsibilities:

- To oversee the ongoing development and delivery of the Training Unit, Field Unit and Police Unit. In addition, the Head of Component will have responsibility for overseeing advising at the strategic level in the above three units;
- To manage and lead the ANP Professionalisation and Training Component through the development and delivery of a new organisational structure ensuring the organisation is resourced with people who have the appropriate skills and abilities to deliver and achieve EUPOL aims and objectives. In addition, to provide all staff with appropriate personal support and services to maintain and improve their individual performance;
- To assess, develop and implement strategies to support the aims and objectives of the ANP Professionalisation and Training Component, including all aspects of HR activity (i.e. resource management, succession planning, talent management, performance management, learning and development, leadership development, equality and diversity and organisational development);
- To provide strategic advice to other members of the EUPOL Senior Management Team and senior stakeholders by recommending and developing effective policies and procedures which are aligned to organisational goals, support organizational values and conform to all relevant legislation;
- To contribute, as a member of the EUPOL Senior Management Team, to the maintenance of strategies, management of risks and associated challenges in relation to the ANP Professionalisation and Training Component, by reviewing performance, developing succession planning and the endorsement of associated strategy;
- To monitor policy, legislative and national developments and advise other members of the EUPOL Senior Management Team in relation to any associated implications;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To assume, as a member of the Senior Management Team, joint responsibility for strategic direction and development of the organisation in relation to ANP Professionalisation and Training Component and the impact upon the wider Mission;
- To manage finance and resources in line with budgetary constraints to ensure effective service provision;
- To evaluate and measure ANP Professionalisation and Training Component activity and progress through an effective performance management framework to improve organisational delivery and the sharing of good practice with partners;

- To develop and implement an executive ANP Professionalisation and Training Component media strategy and actively promote, and represent, the organisation across the wider international arena;
- To develop effective liaison with the Afghan National Police and all international partners and stakeholders at a strategic level;
- To work with internal departments and external partners to ensure all appropriate Risk Management strategies, including Business Continuity and Disaster Recovery plans, are in place to provide the organisation and its customers with appropriate service resilience;
- To ensure that existing service provision is consistently assessed for effective delivery and value. To advise and make recommendations on requirements to satisfy the principles of best value and associated efficiency targets and participate in organisational reviews;
- To actively lead or participate in change management projects as required to achieve continuous improvement in organisational performance in relation to the ANP Professionalisation and Training Component;
- To participate as an Executive EUPOL specific point of contact (SPoC) for external stakeholders;
- To ensure compliance with all EUPOL policies and procedures;
- To undertake any other related tasks as required by the Deputy Head or the Head of Mission.

### **Qualifications and Experience:**

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Law, Social or Human Sciences, Criminology or Police Studies, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained a university degree at least 12 years of relevant and proven full-time senior professional experience;

OR

Successful completion of a full course in a Police Academy with duration of 3 years or more, or, at least 13 years of relevant and proven full-time senior Police experience.

#### Specification of Experience

This is a senior management post, and the successful applicant will be able to demonstrate a CV which reflects holding a senior police leadership role, including independent command.

#### Advantageous

- Experience in Peacekeeping missions or in CSDP Missions at senior level;
- Professional experience in national and/or international assignments in planning and assisting crisis management Missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation in Afghanistan or other areas.

<b>Position Name:</b> Deputy Head of ANP Professionalisation and Training Component	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-P-31	<b>Location:</b> Kabul	<b>Availability:</b> 23 Sep 2015 – 31 Dec 2016
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Deputy Head of ANP Professionalisation and Training Component will be responsible for acting as Head of Component in the absence of the substantive post holder. He/she will be the line manager for the chiefs of the Training Unit, Field Unit and Police Unit and oversee the effective delivery, management and organisation in all areas of component business, specifically for ensuring that the civilian policing approach is strengthened and leadership skills within the Afghan National Police improve.

The Deputy Head of ANP Professionalisation and Training Component will be responsible for the development, delivery and enhancement of internal strategic direction and operational management. He/she will advance the overall delivery of EUPOL aims and objectives as required by the Head of Component and will achieve customer expectations and satisfaction. He/she will maintain, manage and develop key external stakeholder relationships and ensure key timelines, priorities and budgets that underpin the delivery of all services by the component are achieved. He/she will report to the Head of Component.

### Main Tasks and Responsibilities:

- To manage and provide clear leadership in relation to all aspects of business delivery across the component. In addition, to provide all staff with appropriate personal support and services to maintain and improve their individual performance;
- To assess, develop and implement strategies to support the aims and objectives of ANP Professionalisation and Training Component;
- To contribute to maintaining strategies, managing risks and associated challenges in relation to the Component, by reviewing performance, developing succession planning and implementing associated strategy or procedures;
- To manage the developmental and organisational change in terms of Human Resources ensuring they are aligned to EUPOL organisational strategic objectives, to deliver high quality performance and continuous improvement;
- To measure, evaluate, and report upon component activity and progress through the design and delivery of an effective performance management framework to improve organisational delivery and the sharing of good practice with partners;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To assist in the development and implementation of an executive ANP Professionalisation and Training Component media strategy;
- To develop effective liaison with the Afghan National Police and all international partners and stakeholders to improve service delivery on a strategic level;
- To actively lead and participate in change management projects as required to achieve continuous improvement in organisational performance;

- To undertake any other related tasks as required by the Head of ANP Professionalisation and Training Component.

### **Qualifications and Experience:**

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree , where the normal duration of university education in the country awarded is 3 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

#### OR

Successful completion of a full course in Police Academy with a duration of 3 years or more or at least 10 years of relevant and proven full-time senior Police experience.

#### Specification of Experience

This is a senior management post, and the successful applicant will be able to demonstrate a CV which reflects holding a senior police leadership role, including independent command.

#### Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organisations is highly desirable;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

<b>Position Name:</b> Senior CID Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-P-61	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component/Police Unit/ Investigations and Intel Team	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior CID Expert will advise the Afghan Head of CID. He/she will assist the Investigation and Intel Team Leader in developing the capacity and capability of Anti-Crime within Afghan National Police (ANP) through effective advising, at a strategic level. The Senior CID Expert will assist the Investigation and Intel Team Leader in all aspects connected to the mentioned area of specialisation. He/she will report to the Investigation and Intel Team Leader.

### Main Tasks and Responsibilities:

- To deputise for the Investigation and Intelligence Team Leader;
- To advise the ANP Head of CID on the implementation of the national strategy for criminal investigation and enhance organisational standards in this area in close cooperation with the prosecution and judicial system;
- To monitor, in the relevant area, the ANP compliance with Afghanistan's obligations under the international human rights law as well as the ANP working within the framework of the rule of law;
- To maintain continuous liaison with the relevant Experts or advises deployed within the Field Unit, and synchronise action in all anti-crime related issues;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To attend regular coordination meetings with Afghan/International partners;
- To undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

#### OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 10 years of relevant and proven full-time Police experience.

#### Specification of Experience

- At least 6 years of experience at strategic level in a national Police organisation in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

## Advantageous

- Substantive knowledge of the functioning of the EU Institutions;
- Strong managerial and decision-making skills, flexibility and ability to establish priorities;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Highly resilient under physical and mental pressure and stress-resistant;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good computer skills;
- Experience in the field of Rule of Law.

<b>Position Name:</b> Chief of Police Teams Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-P-59	<b>Location:</b> Kabul	<b>Availability:</b> 12 Jan 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component/Police Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The EUPOL Chief of the Police Unit, reporting to the Deputy Head of Component, will be responsible for leading and managing all Police Unit activities on the strategic level. He/she will advise the Afghan Head of Uniform Police. He/she will be the line manager of the Team leaders deployed within the Police Unit. The Chief of the Police Unit will also cover in an acting role within the component senior management team if and when required.

### Main Tasks and Responsibilities:

- To provide advice at a strategic level in relation to the development and implementation of the criminal investigation and intelligence led policing models, strategies and policies;
- To provide advice at a strategic level in relation to the development and implementation of Community policing and command and control models, strategies and policies;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To assist the Afghan Head of Uniform Police in implementing an effective coordination with other departments of the ANP as well as an effective coordination with the judicial system;
- To undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree Law, Psychology or Social Science, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 12 years of relevant and proven full-time professional experience;

#### OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 13 years of relevant and proven full-time Police experience.

#### Specification of Experience

- Above mentioned experience must be at management level in working in partnership with communities, liaising with community groups and individuals.

#### Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organisations is highly desirable;



- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation;
- Good working knowledge of MS Office and MS Excel.

<b>Position Name:</b> Community Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> KA-P-77 and 78	<b>Location:</b> Kabul	<b>Availability:</b> ASAP – 31 Dec 2016 ASAP – 30 Jun 2016
<b>Component/Department/Unit:</b> ANP Professionalisation and Training Component/ Police Unit/ Community and Command Team	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Community Policing Expert will assist the Community Police Expert Team Leader through effective and efficient advising at a strategic level in all aspects connected to Community Policing. He/she will report to the Community Police Expert Team Leader.

### Main Tasks and Responsibilities:

- To monitor and advise the ANP counterpart at a strategic level on the implementation of the national strategy for community policing to enhance standards in this area, in close cooperation with the prosecution and judicial system;
- To monitor, in the relevant area, the ANP compliance with Afghanistan's obligations under the international human rights law as well as the ANP working within the framework of the rule of law;
- To maintain continuous liaison with the other Criminal Investigation Departments at a strategic level deployed within the same area of responsibility;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To undertake any other tasks required by the senior management team of the ANP Professionalisation and Training Component.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree Law, Psychology or Social Science, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

#### OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 10 years of relevant and proven full-time Police experience.

#### Specification of Experience

Above mentioned experience should be at management level in working in partnership with communities, liaising with community groups and individuals.

#### Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organisations is highly desirable;

- Good drafting and reporting skills;
- Ability to deal with potentially sensitive situation;
- Good working knowledge of MS Office and MS Excel.

### Seconded/Contracted

<b>Position Name:</b> Police Adviser (AC)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> KA-A-25	<b>Location:</b> Kabul	<b>Availability:</b> ASAP – 30 Jun 2016
<b>Component/Department/Unit:</b> MoI Reform Component/ Police MoI Oversight and Accountability Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Police Adviser (AC) shall assist the Head of Police MoI Oversight and Accountability Unit in all relevant areas in relation to advancing institutional reform and capacities within the MoI relevant for civilian policing, in particular as regards strengthening the MoI's oversight and accountability mechanisms. Reporting to Head of Police MoI Oversight and Accountability Unit.

#### **Main Tasks and Responsibilities:**

- To conduct advising and monitoring for the Senior management and leadership of the MoI, in particular the Inspector General's Office, and the Attorney General's Office (Anti-Corruption Unit), while fostering cooperation between police and prosecutors throughout his/her activity;
- To work as part of a team to provide technical and strategic advice on transparency and accountability measures to the Ministry of Interior (MoI) on development and implementation of national and sector policies, internal structures within the MoI/ANP and Standard Operating Procedures;
- To advise in relevant areas, as required by the Afghan counterparts, with emphasis on processes and mechanisms within the MoI on Oversight and Accountability, Professional standards, as well on management and leadership issues.
- To support all common international activities/meetings/working groups to ensure a consistent approach of international organisations in the area of oversight and accountability;
- To collaborate closely with the Anti-Corruption Unit within the AGO, EUSR/EUDEL, UN and Mission Resolute Support and other external partners on all intelligence related AC matters;
- To report to the Head of Police MoI Oversight and Accountability Unit on a daily and weekly basis on the developments and results of the activities undertaken;
- To undertake any other tasks required by the Head of Police MoI Oversight and Accountability Unit;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility.

#### **Qualifications and Experience:**

##### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Police Sciences or Law, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 7 years of relevant and proven full-time professional experience;

OR

Successful completion of equivalent Police education and/or training giving rise to a minimum rank of Inspector (or equivalent) and, having fulfilled this requirement, at least 7 years of relevant and proven full-time Police experience.

## Specification of Experience

- A minimum of five years experience as a police officer, lawyer or prosecutor with significant experience in Anti-corruption or police discipline (professional standards);
- Excellent oral and written communications skills;
- Experience with project management and proposal writing;
- Proven ability to establish constructive working relationships with a wide range of national and international stakeholders, with a range of interests;
- Sound decision-making skills, political judgement and ability to influence;
- Ability to work properly and fully perform as part of a team of diversified and multidisciplinary professionals;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations of all levels, including those at a strategic level, as well as with national partners;
- Strong analytical, conceptual and management skills;
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management and previous CSDP experience;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region.

## Advantageous

- Experience with project management and proposal writing;
- Experience in the field of anti-corruption, in particular on processes and mechanisms on oversight and accountability and professional standards;
- International experience, particularly in crisis areas with multinational and international organisations.
- Be able to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

<b>Position Name:</b> MoI Reform Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> KA-A-33 and 35	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan 2016 – 31 Dec 2016 no extension
<b>Component/Department/Unit:</b> MoI Reform Component/ Ministry Reform Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The EUPOL Afghanistan MoI Reform Adviser shall assist the Head of Ministry Reform Unit in performing effective advising in favour of the Deputy Ministers of Interior (MoI). Reporting to Head of Ministry Reform Unit.

### Main Tasks and Responsibilities:

- To implement the projects and activities of designated team responsible for advising in favour of the respective Deputy Minister of Interior (MoI) in relation strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity in the areas relevant to the strengthening of civilian police force;
- To assist the counterpart in improving his/her managerial capabilities and general comprehension of tasks and responsibilities related to the current function, with special reference to the responsibilities over the ANP;
- To assist the counterpart in enhancing his/her ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing as well as in elaborating and implementing policing strategies and best practice, including the fight against misuse of power, improvement of the quality of police personnel, facilities, systems and processes;
- To assist the Deputy Ministers of the Interior of Afghanistan in elaborating and implementing, through their chain of command within MoI, an effective coordination between all the different pillars of the ANP, other Afghan National Security Forces and the judicial system;
- To support the HoM in the decision making process by drafting and submitting, through reports to the Head of Ministry Reform Unit, relevant proposals for a coherent advising strategy in favour of the MoI;
- To liaise closely with the other members of the Advisers Team in order to implement a joint coherent advising strategy;
- To monitor and advise as regards ANP/MoI compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To enhance and progress the work already undertaken by EUPOL in progressing sustainable development within the MoI;
- To undertake any other related tasks as required by the Head of Ministry Reform Unit.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Police Sciences, Law, Business or Public Administration or in social sciences where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience;

OR

Successful completion of a full course in Police Academy with duration of 3 years or more and, at least 6 years of relevant and proven full-time Police experience.

#### Specification of Experience

- At least 6 years of experience at strategic level in a national Police organisation in a senior rank;
- Experience in projects related to police reform and in criminal investigations.

#### Advantageous

- Substantial knowledge of the functioning of the EU, in particular the CFSP and CSDP;
- Excellent interpersonal skills and ability to communicate internally and to relate with multinational and international organisations as well as international partners;
- Professional experience in national and/or international assignments in planning and assisting crisis management missions, particularly in Afghanistan or other areas within the same geopolitical context;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Diploma on CEPOL Strategic Planning Course for EU Police Missions, CEPOL Commanders Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.

<b>Position Name:</b> Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> KA-C-13	<b>Location:</b> Kabul	<b>Availability:</b> ASAP – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Management and Chief of Staff Office/Mission Security Department	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Information Security Officer reports to the Senior Mission Security Officer (SMSO).

### Main Tasks and Responsibilities:

- To develop and to ensure application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations;
- To liaise in conjunction with the SMSO, Chief of Communications and Information Systems and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incidents;
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective;
- To assume responsibilities as the Crypto Custodian for EUPOL Afghanistan;
- Ensuring registration, protection and transfer of accountable security items (crypto devices, smartcard, keys, etc.);
- Informing immediately the EU Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise;
- To be the Mission focal point for information security compromise or suspicion of compromise;
- In coordination with the SMSO to develop and to ensure the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems;
- To report to the SMSO any IT security related incidents;
- To be the Mission focal point for Data Protection issues;
- To develop awareness with regard to IT security for the Mission staff;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- To advise and monitor the vulnerability detection and remediation efforts and oversee vulnerability testing;
- To advise and monitor the institution's policies on anti-SPAM, anti-virus, anti-spyware, and other "malware" protection;
- To undertake other related tasks as requested by the Senior Mission Security Officer.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in IT studies or related, where the normal duration of university education in the country awarded is 3 years or more and, after



having obtained the university degree at least 5 years of relevant and proven full-time professional experience.

OR

Successful completion of a full course of university studies attested by a degree in IT studies or related, where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience.

#### Specification of Experience

- Above mentioned experience should be in information security or in information technology field;
- Experience in developing and administrating an information security program desirable of Information Security.

#### Advantageous

- Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- Working knowledge of and experience in the policy and regulatory environment;
- Ability to work collaboratively with a broad range of constituencies essential;
- Good knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Technical knowledge of information technology and security issues;
- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Head of Mission Support	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> KA-C-35*	<b>Location:</b> Kabul	<b>Availability:</b> 01 Nov 2015 – 31 Dec 2016
<b>Component/Department/Unit:</b> Head of Mission/ Mission Support Division	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Head of Mission Support is a member of the Mission's Senior Management Team working in support of the Mission mandate. He/she directly reports to the Head of Mission.

### Main Tasks and Responsibilities:

- To define the administrative requirements of the Mission, including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services for the output and performance of the Mission Support Units;
- To provide leadership and guidance to the Chiefs of the different Mission Support functions;
- To coordinate on strategic and operative Mission Support matters with internal, external and relevant EU functions;
- To command and coordination of all Mission Support matters;
- To give advice to Mission Command, and developing inter-unit plans coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters;
- To lead the process to define and address the global administrative requirements of the Mission including, finance and budgetary requirements, human resources, procurement and logistics;
- To ensure that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules;
- To lead the staff responsible for the effective security and control of designated funds allocated to the Mission and all necessary internal and external administrative functions;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To assist and advise, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues;
- To study and propose operational and management decisions that have the objective to increase the efficiency of the Mission service;
- To Produce, coordinate and decide about plans and reports related with the Mission activities, namely related with the organisation and administrative services;
- To establish sound financial management and effective internal control systems in compliance with the standards set by the European Commission;
- To assume the coordination of the administrative issue related to the regional offices of the Mission;
- To undertake any other related tasks as required by the Head of Mission.

### Qualifications and Experience:

Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Business Administration, Economics, Law, Public Administration, Finance/Accounting or directly related field,

where the normal duration of university education in the country awarded is 4 years or more. Senior expert with minimum 5 years management experience in the field and at least 12 years of overall professional experience related to the post.

#### Advantageous

- Sound experience in leading administration, HR and financial management activities;
- Experience in planning and implementing projects;
- Experience in EU financial management and EU procurement rules;
- Experience in Logistic Management and warehousing;
- Ability to perform under stress and in difficult circumstances;
- Experience serving as a manager in a multi-disciplinary and multicultural administrative department preferably in a CSDP Mission;
- Experience in Change Management, downsizing and closure of Missions.

<b>Position Name:</b> Camp Management Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Assistant Level (MSAL)
<b>Ref. Number:</b> KA-C-38	<b>Location:</b> Kabul	<b>Availability:</b> 01 Nov 2015 – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Support Division/ Technical Services Department	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Camp Management Assistant will assist Senior Camp Management Officer in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Senior Camp Management Officer.

### **Main Tasks and Responsibilities:**

- To assist the Senior Camp Management Officer in the allocation of office and sleeping accommodation within the organisation;
- To assist the Senior Camp Management Officer to plan, to analyse, to design, to program and to implement all aspects of camp management needs of the Mission, in cooperation and coordination with relevant members of the Team;
- To carry out regular checks of the Buildings and Compound ensuring facilities are in an adequate state of repair (e.g. Ensure generator facilities are in premium condition);
- To develop a preventative maintenance plan for all EUPOL facilities in Kabul and supervise and follow up all maintenance activities;
- To responsible for the delivery of quality fuel supplies to the Compound and the maintenance of adequate reserves of same;
- To maintain proper written records on all matters pertaining to supplies and services delivered to the Compound ensuring that there is conformity with the contracts in place and where necessary liaising with procurement and Finance in relation to sub-standard delivery;
- To assist in developing contracts for support services including preparation of Statements of Work, technical evaluations, requisitioning, contract quality control and quality assurance, accounting and invoicing verification;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.
- To prepare Tender specification details for Procurement Department, review specifications for completeness and strive for competitive evaluation criteria;
- To undertake any other related tasks as required by the Senior Camp Management Officer.

### **Qualifications and Experience:**

Essential Education and Experience

Level of secondary education attested by a diploma giving access to post-secondary education and, a minimum of 4 years of relevant and proven full-time professional experience.

Specification of Experience

Experience in contract execution, administration and procurement.

## Advantageous

- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities;
- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Good computer skills;
- Advanced technical experience of a broad range of maintenance requirements for facility and camp management related aspects;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven decision making ability;
- Proven ability to write and present in English in a clear and concise manner, including ability to prepare reports and conduct presentations;
- Knowledge of Kitchen/Canteen operations is a benefit.

<b>Position Name:</b> Finance Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Assistant Level (MSAL)
<b>Ref. Number:</b> KA-C-63 and 66	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan 2016 – 31 Dec 2016 01 Jan 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> Mission Support Division/ Finance Department (FIN)	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

#### **Reporting Line:**

The Finance Assistant will assist Chief of Finance in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Finance Department.

#### **Main Tasks and Responsibilities:**

- To assist and advise the Chief of Finance;
- To manage the accounts, payments, treasury, payroll, financial system, claims, funds and other financial functions;
- To approve obligations, payments and disbursements;
- To liaise and cooperate on financial issues with other relevant actors;
- To supervise the monthly end balance sheet reconciliations;
- To undertake any other tasks as required by the Chief of Finance.

#### **Qualifications and Experience:**

Essential Education and Experience

Certified Accounting Technician Qualification with 4 years full-time professional experience.

Specification of Experience

- A minimum of 4 years experience financial matters, in accounting and book-keeping;
- Experience of data entry in Quickbooks.

Advantageous

- Computer literate with practical experience with Windows applications and Finance software;
- Knowledge of Enterprise Resource Planning software (Microsoft Dynamics);
- Knowledge of EC procurement and financial regulations.

<b>Position Name:</b> Medical Officer/Doctor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> KA-C-83**	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> Head of Mission Support/ Medical Office (MED)	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Medical Officer will assist Chief of Medical Office in fulfilling the duties set in support of the EUPOL mandate. Reporting to the Chief of Medical Office.

### Main Tasks and Responsibilities:

- To assist, advise and replace (when absent and if required) the Chief of Medical Office;
- To assist and advise in close cooperation with the Chief of Medical Office on all the medical evacuation issues and other emergency medical support matters;
- To establish diagnosis and take decisions on methods of treatment (preventive or curative) of patients;
- To assist in training exercises and medical emergency assistance for all the emergency included mass causality cases in theatre, and all the other issues related to repatriation and further treatment even in the home country;
- To assess, manage and undertake the daily clinical duties (24/7 hours) even in case of critical injuries or severe emergency cases;
- To assess on regular basis existing and outpatient medical treatment facilities and update the availability of the list;
- To perform medical briefings and Pre Hospital Trauma Care training for the mission members; according to internationally recognised training guidelines;
- To explore options for joint procurement and warehousing of medical equipment and supplies;
- To gather all the information related to health insurance including all the necessary administrative procedures;
- To keep detailed statistics, medical files and reports updated;
- To undertake any other tasks as required by the Chief of Medical Office.

### Qualifications and Experience:

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Medicine with specialisation as General Practitioner or Emergency Medicine (EU recognised) where the normal duration of university education in the country awarded is 5 years or more and, after having obtained the university degree at least 6 years of progressive relevant and proven full-time professional experience in primary healthcare or emergency medicine.

Licence to practice medicine and certificate for good standing (EU recognised).

#### Advantageous

- Diploma in Pre Hospital Trauma Life Support (PHTLS) or Advanced Medical Life Support (AMLS) or Advanced Cardiac Life Support (ACLS) or Advanced Trauma Life Support (ATLS);

- Excellent computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Ability to establish and to maintain effective working relationships as a team member;
- Ability to perform under stress and in difficult circumstances;
- Instructor diploma in Cardio Pulmonary Resuscitation (CPR) Support;
- Definitive Surgical Trauma Care (DSTC) course;
- Major Incident Medical Management and Support (MIMMS) course;
- Experience in developing and/or delivering training in emergency medicine, trauma care and health care;
- Experience in organising/planning MEDEVAC/CASEVAC;
- International experience, particularly in crisis areas with multinational and international organisations.



<b>Position Name:</b> Senior Rule of Law Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> KA-C-109	<b>Location:</b> Kabul	<b>Availability:</b> 01 Jan 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### **Reporting Line:**

The Senior Rule of Law Advisor advises the Head of Mission and her/his Office in all Rule of Law related issues and activities of EUPOL Afghanistan. He supports the Head of Mission (HoM) and her/his Office in relation to cooperation among Afghan law enforcement and criminal justice institutions, Human Rights and Gender, Anti-Corruption and any other legal framework relevant to the operational/legal part of the mandate. He/she reports to the EUPOL Afghanistan Chief of Staff (CoS).

### **Main Tasks and Responsibilities:**

- To advise the Head of Mission as well as the Heads of Component on all Rule of Law related issues relevant to EUPOL's mandate;
- To advise the Head of Mission and the Heads of Component regarding the transition of mandated Rule of Law related tasks and responsibilities to full and sustainable Afghan ownership or, where this is not possible, to other actors;
- To advise the Head of Mission and provide guidance to the Heads of Component regarding the Mission internal coordination of all Rule of Law, Human Rights, gender, and anti-corruption programme activities;
- To cooperate with RoL and Human Rights & Gender Advisors within the components;
- To assist the CoS to coordinate, manage and control all the Rule of Law related EUPOL Afghanistan activities;
- To pro-actively propose and develop additional activities and competences in the field of Rule of Law relevant to achieve the objectives of the Mission;
- To liaise and closely coordinate with relevant Afghan institutions and other international actors within the mission area, including with the Office of the EUSR/EU-Delegation, NATO's Resolute Support Mission, UNAMA and the Embassies of EU-Member States, to facilitate the transition of EUPOL activities in the field of RoL;
- To undertake any other related tasks as required by HoM, DHoM and CoS.

### **Qualifications and Experience:**

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a Law degree where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree, at least 8 years of relevant and proven full-time professional experience.

#### Specification of Experience

- At least 8 years of experience serving at main Headquarters of Police or Public Administration, or serving as a judge, public prosecutor or practicing lawyer or in an international mission dealing with strategic level management;

- Experience in managing police and/or judicial reform programs;
- Experience in advising on the development of legislative frameworks and judicial institutions in a Member State or/and in a developmental, transitional or post-conflict situation or experience working as a judge, public prosecutor or criminal investigator, practicing lawyer, Ombudsman officer;
- Prior CSDP or equivalent mission experience in a mission management position.

#### Advantageous

- Good knowledge of applicable Human Rights and Gender standards as well as anti-corruption standards;
- Professional experience in international cooperation and/or project management in the field of Rule of Law;
- Knowledge of Sharia law, traditional dispute resolution mechanisms;
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel;
- International professional experience, particularly in crisis areas, such as Afghanistan or other areas within the same geopolitical context, with multinational and international organisations;
- Good working knowledge of the political, cultural and security situation of Afghanistan or other areas within the same geopolitical region;
- Experience in international co-operation in relation to Civil Crisis Management or strategic liaison with international partners;
- Be able to demonstrate political and diplomatic acumen.

<b>Position Name:</b> Senior RoL Adviser (Human Rights & Gender/Anti-Corruption)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> KA-R-01	<b>Location:</b> Kabul	<b>Availability:</b> 01 Feb 2016 – 31 Dec 2016
<b>Component/Department/Unit:</b> MoI Reform Component/ Office of the Head of Component	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior RoL Adviser (Human Rights & Gender/Anti-Corruption) shall assist the Head of MoI Reform Component in performing his/her duties by coordinating and mainstreaming human rights and gender and anti-corruption efforts undertaken by the Mission under its line of operation related to institutional reform of the MoI: improving the MoI capacity in the areas relevant to the strengthening of civilian police force, including its capacity to coordinate international support and strengthening the MoI's oversight and accountability mechanisms. Reporting to Head of MoI Reform Component.

### Main Tasks and Responsibilities:

- To advise relevant senior management and leadership of the MoI in the area of Human Rights & Gender (HR&G) and Anti-Corruption (AC) / Transparency, Oversight and Accountability (TOA) and towards the enhancement of cooperation between police and prosecutors;
- To give substantial guidance, coordinates and provides input and enhances the awareness on HR&G and AC TOA policies, principles and standards to the MoI Reform Component; his/her substantial guidance, coordination and input has to be reflected in the decisions of the management of MoI Reform Component and mainstreamed within the MoI Reform Component;
- To act as the focal point for all HR&G, AC and TOA issues in the MoI Reform Component as well as the contact person for the Head of Rule of Law Component to ensure a consistent mission approach. He/she coordinates in close cooperation with the Rule of Law Component and the Senior RoL Adviser in the Professionalization & Training Component on all HR&G, AC and TOA issues within the MoI Reform Component;
- To provide strategic advice, analysis and support on HR&G, AC and TOA issues to the Head of MoI Reform Component and to all relevant Staff members within the MoI Reform Component and advise them on the development of national and sector policies, overall strategies and policies for HR&G, AC and TOA and support their countrywide implementation, comprising measures of capacity building, prevention and enforcement;
- To oversee the promotion and implementation of gender equality measures within the MoI;
- To monitor the HR&G, AC and TOA situation within the MoI;
- To assist other Mission advisers within the MoI Reform Component to promote Anti-Corruption measures with their specific Afghan interlocutors and to build coherent approaches according to Anti-Corruption principles and methods into their support of the Afghan MoI;
- To maintain a close relationship and ensure liaison with the High Office of Oversight, with the Afghan Independent Human Rights Commission and with other key partners in the area of HR&G, AC and TOA, such as EU Delegation, EU member states, UN agencies, etc...;
- To help identifying and coordinating donor efforts in the fields of HR&G, AC and TOA in close coordination and accordance with the Head of Rule of Law Component;
- To prepare precise summaries and reports concerning major HR&G, AC and TOA developments within Afghanistan in close cooperation with the Rule of Law Component, especially concerning the MoI and advise staff members of the MoI Reform Component accordingly;
- To report to the Head of MoI Reform Component on a regular basis on the developments and results

of the activities undertaken;

- To advise relevant Senior management and leadership of the MoI/ANP in the area of Human Rights & Gender (HR&G) and Anti-Corruption (AC)/Transparency, Oversight and Accountability (TOA) and towards the enhancement of cooperation between police and prosecutors.
- To undertake any other tasks as required by the Head of MoI Reform Component.

### **Qualifications and Experience:**

#### Essential Education and Experience

Successful completion of a full course of university studies attested by a degree in Law, International Relations, Political Science, Diplomacy, Social Science, HR&G or Public Administration where the normal duration of university education in the country awarded is 4 years or more and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience.

#### Specification of Experience

- Strong experience in HR&G issues;
- Expertise in gender mainstreaming and gender analysis;
- Experience in developing projects and initiatives to promote HR&G and accountability in the security sector;
- Fluent written and spoken English language skills;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

#### Advantageous

- Experience in advising a government on HR&G, AC and TOA at the national level, ideally in relation to addressing human rights violations and corruption within the security sector/law enforcement area;
- Experience in advising on Security Sector Reform at the national level, preferably in an international policing related mission, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management would be an significant advantage;
- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in matters relating to Afghanistan, knowledge of the language and administrative structures of Afghanistan;
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol;
- ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to perform under stress and in difficult circumstances;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region is desirable;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Excellent interpersonal and communication skills;
- Highly resilient under physical and mental pressure;
- Ability to engage with senior officials, to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Excellent report writing skills.