

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission in Afghanistan (EUPOL Afghanistan) 1-2016 Call for Contributions				
Organisation:	EUPOL Afghanistan			
Job Location:	Kabul			
Employment Regime:	As indicated below			
Job Titles / Vacancy notices:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (14)</u>			
	KA-C-02	Senior Political Adviser	Kabul	ASAP - 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 (PPIO)	Kabul	15 May – 31 Dec 2016
	KA-C-72**	Procurement Officer	Kabul	17 Jun – 31 Dec 2016
	KA-C-86	Medical Officer	Kabul	30 Jun – 31 Dec 2016
	KA-A-06*	SPAR/MAC Analysis and Reporting Officer	Kabul	ASAP - 31 Dec 2016
	KA-A-12	SPAR/MAC Planning and Evaluation Officer	Kabul	ASAP - 31 Dec 2016
	KA-A-38**	MoI Reform Adviser	Kabul	2 Mar – 31 Dec 2016
	KA-A-43**			22 Apr – 31 Dec 2016
	KA-A-44*			ASAP - 30 Jun 2016
	KA-P-32	Training Administrator	Kabul	30 Apr – 31 Dec 2016
	KA-P-35**	Chief of Training Unit	Kabul	2 Mar – 31 Dec 2016
	KA-P-39	Police Adviser Police Staff College (Team Leader)	Kabul	21 Mar – 31 Dec 2016
	KA-P-68	Senior Interpol Expert	Kabul	ASAP - 31 Dec 2016

	<u>Seconded/Contracted (7)</u>			
	KA-C-11	Senior Mission Security Officer (SMSO)	Kabul	ASAP - 31 Dec 2016
	KA-C-17**	Mission Security Officer (MSO)	Kabul	01 Mar - 31 Dec 2016
	KA-A-32 KA-A-37	Senior MoI Reform Adviser	Kabul	ASAP - 31 Dec 2016
	KA-A-33	MoI Reform Adviser	Kabul	ASAP - 31 Dec 2016
	KA-R-12	Senior Rule of Law Adviser (Human Rights & Gender/Anti-Corruption)	Kabul	27 Apr - 31 Dec 2016
	KA-C-65	Finance Assistant	Kabul	ASAP - 31 Dec 2016
Deadline for applications:	5 February 2016 at 17:00 hours (Brussels time)			
E-mail Address to send the Job Application Form to:	cpcc.eupolafghanistan@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC)</p> <p>Mr Juho SÄRKILÄ cpcc.eupolafghanistan@eeas.europa.eu +32 (0)2 584 32 89 / +32 (0)2 584 24 75</p>			

* The position may be extended to 31 December 2016.

** Pending approval from Seconding Member State.

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 as indicated in each job description.

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 Skills¹ – 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 or equivalent.

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

Education – European Qualifications Framework (EQF)².

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 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.

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

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 POSITIONS

Position Name: Senior Political Adviser	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-C-02	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: Mission Management and Chief of Staff Office/Chief of Staff Office	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior Political Adviser is placed in the Office of the Chief of Staff and provides political advice to Head of Mission (HoM). Reporting to the Chief of Staff.

Main Tasks and Responsibilities:

- To contribute on the policy level and in his/her field of expertise, to the Mission's mandate implementation in line with the CONOPS, OPLAN and MIP;
- To act as focal point for all political matters relating to the Mission and to provide expertise and advice on all political issues relevant for the Mission;
- To monitor global diplomatic and political events that may impact on the political situation in Afghanistan;
- To prepare relevant Mission reports (e.g. monthly, six-monthly) in close coordination with other organisational units, in particular the SPAR/MAC Office;
- To liaise with other international organisations, Member States and representatives of Contributing Third States; other States, in particular the United States; international organisations, in particular the UN (UNAMA); Resolute Support Mission; NGOs; and others working on security and justice sector reform;
- To work closely with appropriate counterparts in the European Commission and its programs, in particular on justice reform, and with the EU Special Representative's Office in Kabul;
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate and ensure compliance with its advice;
- To oversee the collating and analysing of reports coming from the different organisational units, in particular the components, on their operational activities and state of play on mandate implementation and channel relevant information in line with the relevant planning documents;
- To plan, coordinate and ensure compliance of the Office work;
- To undertake any other tasks as required by the Chief of Staff.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Sciences, International Relations, Diplomacy, Social Sciences or other relevant studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience including at least 2 years of experience at senior advising level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience including at least 2 years of experience at senior advising level.

Specification of Experience

- Experience in liaison with police, judiciary and prosecution authorities.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in matters relating to Afghanistan, knowledge of the language and administrative structures of Afghanistan;
- Good interpersonal and communication skills, familiarity with diplomatic protocol;
- Ability to perform under stress and in difficult circumstances;
- Good report writing skills.

Position Name: Chief of Press and Public Information Office (PPIO)	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-C-08	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: Mission Management and Chief of Staff Office/Chief of Staff Office/Press & Public Information Office (PPIO)	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

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 Communications and Information Strategy approved by the PSC and the mission's Communication and Information Implementation Plan;
- 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 EEAS's Spokesperson's Service and CPCC 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 PPIO 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 Chief of Staff 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 tasks as required by the Head of Mission and the Chief of Staff.

Qualifications and Experience:

Essential Education and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 8 years of relevant and proven full-time professional experience including at least 2 years of experience at management level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 8 years of relevant and proven full-time professional experience including at least 2 years of experience at management level.

Specification of Experience

- Above mentioned progressive professional experience should be in Public Information domain with a minimum of 2 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;
- 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.

Position Name: Press and Public Information Officer (PPIO)	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-C-09	Location: Kabul	Availability: 15 May 2016 - 31 Dec 2016
Component/Department/Unit: Mission Management and Chief of Staff Office/Chief of Staff Office/ Press & Public Information Office (PPIO)	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Chief of Press and Public Information Officer.

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 of 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 of 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 university studies of at least 4 years attested by a diploma in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 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

- Good 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;
- Native English speaker.

Position Name: Procurement Officer	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-C-72**	Location: Kabul	Availability: 17 Jun 2016 – 31 Dec 2016
Component/Department/Unit: Mission Support Division/ Procurement Department (PRO)	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

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

Main tasks and Responsibilities:

- To carry out procurement and contracting processes;
- To use legally established professional and transparent procurement policies and procedures of EC legislation and regulations, as adopted to the CSDP Mission;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters;
- To assist in the development of internal Mission procurement procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as required by the Chief of Procurement.

Qualifications and Experience:

Essential Education and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in Law, Business, Public Administration, Economics, Finance or related studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

Advantageous

- International experience, particularly in crisis areas with multinational and international organisations;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

Position Name: Medical Officer	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-C-86	Location: Kabul	Availability: 30 Jun 2016 – 31 Dec 2016
Component/Department/Unit: Head of Mission Support/Medical Department (MED)	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

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

Main Tasks and Responsibilities:

- To assist, advise and replace (when absent and if required) the Chief of Medical Department;
- To assist and advise in close cooperation with the Chief of Medical Department 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 casualty 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 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 Department;
- To undertake any other tasks as required by the Chief of Medical Department;

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least three (3) years attested by a diploma in medicine, nursing or health sciences.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 5 years of relevant and proven full-time professional experience.

Specification of Experience

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

Advantageous

- Above mentioned experience should be in Emergency Care/Pre Hospital Trauma Care and/or Anaesthesia/Intensive Care units;
- 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;
- Ability to establish and to maintain effective working relationships as a team member;
- Ability to perform under stress and in difficult circumstances.

Position Name: SPAR/MAC Analysis and Reporting Officer	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-A-06*	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: Mission Management and Chief of Staff Office/Strategic Planning, Analysis and Reporting (SPAR)/Mission Analytical Capability (MAC) Department	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: 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. S/he 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, Senior Rule of Law 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 university studies of at least three (3) years attested by a diploma in political science, international relations, business administration, management, law or related studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree.

AND

- After having obtained the relevant degree/qualification, at least 5 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 5 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 computing skills (e.g. Word, Power Point, Excel and Access);
- Profound knowledge of information collection and analytical methods;

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;
- Good 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.

Position Name: SPAR/MAC Planning and Evaluation Officer	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-A-12	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: Mission Management and Chief of Staff Office/Strategic Planning, Analysis and Reporting (SPAR)/ Planning and Evaluation Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

Reporting Line:

The SPAR/MAC Planning and Evaluation Officer supports and assists the objectives of the SPAR/MAC Department. S/he 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, Senior Rule of Law 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 university studies of at least four (3) years attested by a diploma in project management, business administration or related studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree.

AND

- After having obtained the relevant degree/qualification, at least 5 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 5 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 computing skills (e.g. Word, Power Point, Excel and Access);
- Profound knowledge of information collection and analytical methods;

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;
- Good interpersonal and communication skills and ability to work in a dynamic team as well as on own initiative in a methodical manner.

Position Name: MoI Reform Adviser	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-A-38** KA-A-43** KA-A-44*	Location: Kabul	Availability: 2 Mar 2016 – 31 Dec 2016/ 22 Apr 2016 – 31 Dec 2016 ASAP – 30 Jun 2016
Component/Department/Unit: MoI Reform Component/Ministry Reform Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: 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 undertake any other related tasks as required by the Head of Ministry Reform Unit.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Police Sciences, Law (Humanitarian or Judicial - with emphasis on Policing, law enforcement and international law), Business, Public Administration or in social sciences.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience including at least 2 years of experience at senior advising level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

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

Advantageous

- Good 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.

Position Name: Training Administrator	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-P-32	Location: Kabul	Availability: 30 Apr 2016 – 31 Dec 2016
Component/Department/Unit: ANP Professionalisation and Training Component/ Administration and Planning	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

Reporting Line:

Training Administration Officer reports to the Deputy Head of ANP Professionalisation and Training Component.

Main Tasks and Responsibilities:

- To establish and maintain resourcing schedules for the Component;
- To establish and maintain appropriate administrative procedures related to asset management within the component;
- To manage Component related administrative tasks including communication with component mission members on all relevant administrative procedures and issues;
- To advise Afghan partners on a strategic level to ensure effective program management and administration;
- 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 provide administrative support in respect of all aspects of reporting issues within the component;
- To ensure effective maintenance and management of the component resource database;
- To undertake any other task as required by the component management team.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Police Sciences, Law, Public or Business Administration, Pedagogic Sciences, Economics.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- The post holder will be expected to have administrative expertise and to have recent relevant experience.

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;

Position Name: Chief of Training Unit	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-P-35**	Location: Kabul	Availability: 2 Mar 2016 – 31 Dec 2016
Component/Department/Unit: ANP Professionalisation and Training Component/Training Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

Reporting Line:

The EUPOL Chief of Training Unit reports to the Deputy Head of Component, and will also cover in an acting role within the component senior management team if required.

Main Tasks and Responsibilities:

- To oversee the management of strategic, operational and administrative issues, including the implementation of effective systems and processes in relation to advising activity within the Training Unit;
- To assess, develop and implement strategies to support the aims and objectives of the Training Unit, including all aspects of HR activity;
- To provide information or advice to the senior management team of the ANP Professionalisation and Training Component, by recommending and developing effective policies, practices and procedures which are aligned to organisational goals;
- To contribute to maintaining strategies, managing risks and associated challenges in relation to the Training Unit, by reviewing performance, developing succession planning and implementing associated strategy, policy or procedures;
- To monitor policy, legislative and national developments and advise the Senior management team of the ANP Professionalisation and Training Component accordingly in relation to any associated implications;
- To participate in the continued development of cooperation between police and prosecutors and the wider Criminal Justice Community in Afghanistan;
- 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 develop effective liaison with the Afghan National Police, and all international/local partners or contacts and stakeholders to improve service delivery;
- To undertake any other tasks required by the senior management team of the component in support of the mission and aims and objectives.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Police Sciences, Law, Public or Business Administration, Pedagogic Sciences, Economics.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 8 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 5 years of relevant and proven full-time professional experience.

Specification of Experience

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organisations is highly desirable;
- Good drafting and reporting skills;

Position Name: Police Adviser Police Staff College (Team Leader)	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-P-39	Location: Kabul	Availability: 21 Mar 2016 – 31 Dec 2016
Component/Department/Unit: ANP Professionalisation and Training Component/Training Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

Reporting Line:

The Police Adviser (Team Leader) of the Police Staff College will report to the Chief of the Training Unit. He/she will also act as Chief of the Training Unit if required.

Main Tasks and Responsibilities:

- To maintain the strong professional relationship that exists between the ANP Professionalisation and Training Component and the ANP Head of the Police Staff College, by effective advising at a strategic level.
- To advise the senior management team at the ANP Police Staff college to enhance their strategic capacity and capability within the Police Staff college;
- To enhance ANP standards in the areas outlined above through strategic guidance;
- To monitor and advise ANP compliance in relation to Human Rights and Gender policies within the ANP Police Staff College;
- To undertake any other tasks required by the Chief of the Training Unit.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least three (3) years attested by a diploma in Police Sciences, Law (Humanitarian or Judicial - with emphasis on Policing, law enforcement and international law), Business, Public Administration or in social sciences.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience including at least 2 years of experience at senior advising level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- Experience at a senior managerial level of a Police training establishment for a period of at least 12 months required.

Advantageous

- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multinational and international organisations;
- Good drafting and reporting skills;

Position Name: Senior Interpol Expert	Employment Regime: Seconded	Post Category for Contracted: N/a
Ref. Number: KA-P-68	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: ANP Professionalisation and Training Component/Police Unit/ Investigations and Intel Team	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior Interpol Expert will report to the Investigation and Intel Team Leader.

Main Tasks and Responsibilities:

- To assist the Investigation and Intel Team Leader in developing the capacity and capability of Interpol within Afghan National Police (ANP), National Central Bureau, through effective advising, at a strategic level;
- To assist the Investigation and Intel Team Leader in all aspects connected to the mentioned area of specialisation;
- To advise the ANP Head of Interpol on the implementation of Interpol policies and strategies to enhance standards in this area, in close cooperation with the prosecution and judicial system;
- To enhance the cooperation of National Central Bureau (NCB) Kabul with other related authorities such as the Afghan Border Police for improving border crossing practices;
- 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 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 maintain continuous liaison with the relevant Experts or Advises deployed within the Field Unit, and synchronise actions in all Interpol related issues;
- 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 university studies of at least 4 years attested by a diploma in Business, Public Administration or in Social Sciences or other relevant studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- Experience at strategic level in a national Police organisation in a senior rank;
- Experience in projects related to police reform and in criminal investigations;
- Experience in a national NCB or from Interpol HQ/Regional office is a requirement.

Advantageous

- Good knowledge of the Interpol - specific framework of relations, regulations, pretexts, policies, operations and communications;
- Good managerial and decision-making skills, flexibility and ability to establish priorities;
- Good 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;
- Experience in the field of Rule of Law.

SECONDED/CONTRACTED POSITIONS

Position Name: Senior Mission Security Officer (SMSO)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: KA-C-11	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: Mission Security	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior Mission Security Officer (SMSO) reports directly to the Head of Mission (HoM) and liaises closely with the CPCC Chief of Staff Office.

Main Tasks and Responsibilities:

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

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To manage and supervise the Mission's Security and Safety Office/Department, as per the relevant Annex of the OPLAN, and provides instructions and support;
- To assess the security situation and provide advice, assistance, and implements measures in order to ensure the security and safety of Mission's members;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the private security provider complies with ToRs and fulfils the contract requirements to the assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security and Safety Office/Department;
- To monitor and assess the security situation and to provide security analyses, recommendations and reports;
- To ensure that personal security advice is given to Mission members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To identify staff training needs in security related areas;

- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct, and/or directs, security reviews of mission members' personal security requirements, and to provide recommendations as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to High Risk areas, if required, and to conduct security duties;
- To collaborate and report to CPCC COS Office (Missions Security Coordinator - MSC) on all security related matters and ensures the adequate implementation of the MSC's security recommendations;
- To contribute to the identification of lessons learnt;
- To undertake any other tasks as required by the HoM, in the domain of his/her competency as deemed necessary.

Qualifications and Experience:

Essential Education and Experience

Essential

- Successful completion of University studies of at least 3 years attested by a diploma.

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree.

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent.

AND

- After having fulfilled the education requirements, a minimum of 8 years of overall professional experience with at least 3 years of experience in management level.

Specification of Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security management or business administration, political/social or science or international relations with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class C mandatory.

Advantageous

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Good organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Good knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Previous work experience in the region;
- Previous international experience in CSDP Missions or multi-national/international organisations.

Position Name: Mission Security Officer (MSO)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref.Number: KA-C-17**	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: Mission Security	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

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

Main Tasks and Responsibilities:

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

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to maintain updated all security related documents;
- To conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- To assist the SMSO in reviewing the security level and state of alert;
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- To provide assistance and appropriate response to mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of University studies of at least 3 years attested by a diploma.
- OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced

to level 6 in the European Qualifications Framework.

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree.

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 4 years of overall professional experience.

Specification of Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security management or business administration, political/social or science or international relations with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class C mandatory.

Advantageous

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Firearms trained;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Good organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Good knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course;
- Previous international experience in CSDP Missions or multi-national/international organisations.

Position Name: Senior MoI Reform Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: KA-A-32, KA-A-37 (2 posts)	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: MoI Reform Component/Ministry Reform Unit	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The EUPOL Afghanistan Senior MoI Reform Adviser reports to Head of Ministry Reform Unit.

Main Tasks and Responsibilities:

- To lead and coordinate the projects and activities of designated team responsible for advising in favour of the respective Deputy Minister of Interior (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.
- 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 undertake any other related tasks as required by the Head of Ministry Reform Unit.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Police Sciences, Law (Humanitarian or Judicial – with emphasis on Policing, law enforcement and international law), Business, Public Administration or in social sciences.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience including at least 2 years of experience at senior advising level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- Experience at strategic level in a national Police organisation in a senior rank or the civilian equivalent;
- Experience in projects related to police reform and in criminal investigations.

Advantageous:

- Good 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.

Position Name: MoI Reform Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: KA-A-33	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: MoI Reform Component/Ministry Reform Unit	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The EUPOL Afghanistan MoI Reform Adviser reports 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 undertake any other related tasks as required by the Head of Ministry Reform Unit.

Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Police Sciences, Law (Humanitarian or Judicial – with emphasis on Policing, law enforcement and international law), Business, Public Administration or in social sciences.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Masters degree.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience including at least 2 years of experience at senior advising level.

OR

- Equivalent Police/Military Academy education and, after having obtained the equivalent education, at least 6 years of relevant and proven full-time professional experience.

Specification of Experience

- Experience at strategic level in a national Police organisation in a senior rank/or a civilian equivalent post;
- Experience in projects related to police reform and in criminal investigations.

Advantageous

- Good 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.

Position Name: Senior RoL Adviser (Human Rights & Gender/Anti-Corruption)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: KA-R-12	Location: Kabul	Availability: 27 Apr 2016 – 31 Dec 2016
Component/Department/Unit: ANP Professionalisation and Training Component	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior RoL Adviser (Human Rights & Gender/Anti-Corruption) reports to the Deputy Head of ANP Professionalisation and Training Component.

Main Tasks and Responsibilities:

- To assist the Head of ANP Professionalisation and Training Component to monitor and advise as regards ANP compliance in relation to mainstream Human Rights and Gender as well as Anti-Corruption within the area of responsibilities;
- To advise relevant Senior management and leadership of the ANP/MoI in the area of Human Rights & Gender (HR&G) and Anti-Corruption (AC) / Transparency, Oversight and Accountability (TOA) as well as 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 within the Training Unit and Police Team Unit;
- To monitor legal training modules conducted by ANP staff at the Police Staff College and Crime Management College and advise on legal content as well as HR&G and Anti-Corruption compliance;
- To coordinate in close cooperation with the Senior RoL Adviser in the MoI Reform Component, all HR&G and AC/TOA policies, principles and standards are reflected in an appropriate and proportional way (together with Sharia Law and Customary Law) in all trainings and training curricula within the General Training Command (GTC);
- To ensure a consistent mission overall RoL approach.
- To act as the focal/service point for all HR&G, AC and TOA issues conducted in the ANP Professionalisation and Training Component
- To coordinate in close cooperation with the Senior RoL Adviser in the MoI Reform Component, all HR&G, AC and TOA issues within the ANP Professionalisation and Training Component;
- To provide strategic advice, analysis and support on HR&G, AC and TOA issues to the Senior Management Team of the Component and is responsible for 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 ANP;
- To monitor and report about the HR&G, AC and TOA situation within the ANP;
- To maintain a close relationship and ensure liaison with key partners in the area of HR&G, AC and TOA, such as EU Delegation, EU member states, UN agencies, etc.;
- To help to identify and to coordinate donor efforts in the fields of HR&G, AC and TOA;
- To prepare precise summaries and reports concerning major HR&G, AC and TOA developments within Afghanistan, especially concerning the GTC, the MoI and AGO and advise staff members of the ANP Professionalisation and Training Component accordingly;
- To report to the Deputy Head of ANP Professionalisation and Training Component on a regular basis on the developments and results of the activities undertaken;

- To undertake any other tasks as required by the Senior Management Team of the ANP Professionalisation and Training Component.

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Qualifications and Experience:

Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Police Sciences, Law (Humanitarian or Judicial – with emphasis on Law, International Relations, Political Science, Diplomacy, Social Science, HR&G or Public Administration.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/ referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

OR

- Equivalent Police/Military Academy education.

AND

- After having obtained the relevant degree/qualification, at least 6 years of relevant and proven full-time professional experience including at least 2 years of experience at senior advising level.

Specification of Experience

- Sound knowledge of HR&G as well as anti-corruption issues;
- Expertise in Gender Mainstreaming, gender analysis; expertise in mainstreaming of human rights and anti-corruption policies;
- Ability to develop and implement projects and initiatives to promote HR&G and accountability in the security sector;
- Training experience in developmental contexts;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams;
- 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.

Advantageous

- Has ideally occupied a role 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;
- Knowledge of the situation in the mission area or other areas within the same geopolitical region;
- Highly resilient under physical and mental pressure;
- Ideally has experience of 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;
- Knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- 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;
- Ability to engage with senior officials, to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Knowledge in and experience with Islamic Law and Customary Law systems.

Position Name: Finance Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level (MSAL)
Ref. Number: KA-C-65	Location: Kabul	Availability: ASAP – 31 Dec 2016
Component/Department/Unit: Mission Support Division/ Finance Department (FIN)	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: No

Reporting Line:

The Finance Assistant reports 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.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 5 in the European Qualifications Framework in accounting.

Specification of Experience

- Certified Accounting Technician Qualification with 4 years full-time professional experience. The experience can be obtained before the certification.

Advantageous

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