

EUROPEAN EXTERNAL ACTION SERVICE



Amendment 1 to Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 2-2021 Call for Contributions			
Organisation:	EUPOL COPPS		
Availability:	As indicated below		
Job Location:	Ramallah, Palestine ¹		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Availability*:
	Seconded (13)		
	HM 09	Political Adviser	ASAP
	HM 15	Gender Adviser	8.11.2021
	PRE 03	Project Cell Coordinator	ASAP
	PRE 05	Reporting Officer	ASAP
	PA 03	Ministerial Strategic and Policy Expert	4.1.2022
	PA 06	Ministerial Legal and Administration Expert	ASAP
	PA 07	Senior Police Adviser - Institutional Development Human Resources	22.12.2021
	PA 19	Police Adviser - Family Protection Unit	ASAP
	PA 30	Cyber Crime Expert	8.11.2021
	PA 31	Penitentiary Adviser	ASAP
	PA 34	Senior Mentor/Advisor to the Ministry of Interior	ASAP
	RL 04	Prosecution Expert	ASAP
	RL 15	Senior Criminal Justice Expert	ASAP
	Seconded/Contracted (5)		
	HM 04	Mission Security Analyst	ASAP
	HM 10	Legal Adviser	ASAP

¹ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

	HM 11	Verification Officer	ASAP
	MS 06	Finance Officer	ASAP
	MS 07	Chief of Transport and Logistics	2.12.2021
Deadline for Applications:	Tuesday 19 October 2021 17:00 (CET)		

** Due to the extra-ordinary conditions related to the COVID-19, the foreseen deployment date is considered as tentative, and can be amended.*

Applications must be submitted via:	<ol style="list-style-type: none"> For seconded candidates from EU Member States: <u>https://goalkeeper.eeas.europa.eu/registrar/web</u> For contracted candidates from EU Member States: <u>https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</u> For seconded and contracted candidates from Contributing Third States¹ (application form available on the EEAS website): <u>cpcc.eupolcopps@eeas.europa.eu</u>
Information :	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Katriina LILLOIVA</p> <p><u>cpcc.eupolcopps@eeas.europa.eu</u></p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States² (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

² Contributing Third States with a signed Framework Participation Agreement.

The Civilian Operations Commander requests that Contributing States propose candidates for the following international expert positions for EUPOL COPPS, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State or of a Contributing Third State¹ (Canada, Norway and Turkey).

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

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

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

Essential Requirements

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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)³, or equivalent, at a level specified in the individual job descriptions.

Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language Skills⁴ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

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

Driving Skills – 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.

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

Desirable Requirements

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

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence - Category C or equivalent driving licence.

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

⁴ [Common European Framework of References for Languages](#)

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The support of Contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

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

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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 Area of Operation of the Mission.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The Civilian Planning and Conduct Capability (CPCC) encourage Contributing States and European Institutions to take this into account when offering contributions at all levels.

To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Application Form – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form in Annex 2.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference call/WebEx/phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing states will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment considering the operational needs of the CSDP Missions concerned.

Information on the Outcome – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise, SAFE and Code of Conduct⁵ modules before deployment.

Pre-Deployment Training (PDT) – The candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the [EEAS website](https://webgate.ec.europa.eu/eeas/security-e-learning).

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).

⁵ <https://webgate.ec.europa.eu/eeas/security-e-learning>

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. Number: HM 09	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Head of Mission/Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To monitor global, regional and national diplomatic and political events which may impact on the political situation in the Middle East, with specific reference to the Israel/Palestinian conflict and follow closely related developments;
- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the advice to the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms;
- To support, assist and advise the HoM and Senior Management in relation to the political environment within which the Mission operates;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To support, assist and advise the EUBAM (European Union Border Assistance Mission) Head of Mission in all political advisory functions in tasks that will be limited in function, time, and location (from MoU);
- To be responsible for the provision of advice, guidance and training to all Mission members regarding the Middle East, with particular reference to national political structures and current political issues involving Israel and the occupied Palestinian territory;
- To prepare precise summaries and reports concerning political issues arising the Mission's area of operation and advising Mission members accordingly;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To support the Mission through regular working level contacts with local authorities and close cooperation and co-ordination with international organisations and experts;
- To assist in conducting and co-coordinating official visits and meetings according to the established protocol rules;
- To assist in drafting press releases and act as the alternative Mission public spokesperson when required;
- To assist in the conduct and co-coordination of press conferences;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;

- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, Geopolitics, International Security, Law AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Very good diplomatic skills in interaction with governmental officials in the Middle East at all levels and with the representatives of local, national and international actors, in particular the diplomatic Missions of the Member States, the EU and of Third States, international organisations, NGO's.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis area with multinational and international organisations, preferably in a political advisory capacity.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- Planning/project management qualifications.

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. number: HM 15	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission's Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security (WPS) related dimensions;
- To advise and engage in the integration of a gender perspective and gender mainstreaming within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- In particular, to advise Mission management in line with the relevant EU policy frameworks in relation to Mission activities;
- In active cooperation and coordination with the Mission's operational components, advise on the promotion of gender equality and gender-responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan;
- To advise and engage on gender mainstreaming within the Ministry of Interior (MoI), Palestinian Civil Police (PCP) and criminal justice institutions in line with EU commitments;
- In cooperation with the Operational units, to provide advice to the PCP and criminal justice institutions on the development of strategies with respect to gender equality, gender mainstreaming and WPS and the implementation of strategic objectives once defined;
- To liaise with the criminal justice institutions, the PCP, relevant ministries, civil society and with the Palestinian Independent Commission on Human Rights with respect to gender equality;
- To coordinate the Mission's activities and engage with international actors and donors who are active in providing advice on gender equality and the implementation of the Women, Peace and Security agenda. This may involve participating in working groups;
- To actively work with the Human Rights Adviser on cross-cutting human rights and gender related issues;
- To monitor and analyse the gender situation and gender relations in the host state;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing, development and content of strategic communications;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;

- To liaise and engage with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To ensure development of and oversight over the implementation of the Mission internal Gender Strategy, including gender focal point system.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ Security Sector Reform process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- Documented experience of conducting gender analysis;
- Documented experience of working with gender responsive policy development in the security and justice sector;

- Documented experience of developing and conducting training on gender mainstreaming.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of recognised gender equality standards and gender-responsive practices relevant for the criminal justice sector.

Position Name: Project Cell Coordinator	Employment Regime: Seconded	
Ref. number: PRE 03	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Unit (PRE)	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Project Cell Coordinator reports to the Head of Planning, Reporting and Evaluation Unit.

2. Main Tasks and responsibilities:

- To lead, direct and manage the work and staff of the Project Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure that the Mission Implementation Plan (MIP) is correctly populated with tasks, activities and projects and that the MIP content is properly coordinated within the Mission as well as with external stakeholders;
- To ensure that project proposals and Quick Impact Projects (QIPs) are properly coordinated within the Mission as well as with external stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with Heads of Operational Sections and the relevant units at the Mission Support Department;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- To coordinate with reporting and evaluation Officers;
- Upon completion of task, activities and/or projects, to ensure that post activity and/or project reporting and evaluation have been completed;
- To maintain and where necessary review and update project management procedures;
- To assist the Mission's Heads of operational sections and Mission's Programme Managers in operational sections in project planning and development and co-ordinate the implementation of the Mission's MIP (activities & projects) with other stakeholders;
- In close coordination with the Operational Sections, to establish and maintain contacts with EU Delegations, EU Member states, International Organisations and NGOs to identify potential project partners and funding.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree OR

equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration

AND

- A minimum of 6 years of relevant professional experience, including experience in planning, implementation and evaluation of projects (such as development cooperation), out of which a minimum 3 years of experience at management level, after having fulfilled the education requirements.

4. Essential Knowledge, Skills and Abilities:

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

5. Desirable Qualifications and Experience:

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

6. Desirable Knowledge, Skills and Abilities:

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

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. number: PRE 05	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Unit (PRE)	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Reporting Officer reports to the Senior Reporting Officer in the Planning, Reporting and Evaluation Unit.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the Mission location, EU and international relevant stakeholders that may impact development in the Mission's area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others;
- To ensure that data capture from mission activities are being stored and utilised for statistics, analysis and evaluations;
- To collect, assemble, assess and collate Mission information in a cohesive and variable format for reports intended to internal and external audiences – including conclusions from evaluations and statistical information captured and stored;
- To prepare and draft the Mission's operational reporting and analysis requirements, including, but not limited to, the Six-Monthly Report and Special Reports;
- To take meeting minutes on request;
- Identify informational needs and contribute to the planning of information gathering and effective information flow within the Mission;
- To manage large amounts of information: checking, compiling and analysing reports received;
- To contribute to induction and other training with regard to reporting mechanism of the mission;
- To contribute to and run evaluations and reporting on mission activities;
- To contribute to the collection of the Mission's lessons learned observations;
- To ensure, in liaison with the IT unit, that the Mission's folder structure is well defined and effectively implemented.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Excellent written and spoken English.

6. Desirable Qualifications and Experience:

- Experience working in an international organization operating in a conflict or post-conflict environment;
- Experience in information/data collection, storage and analytical methodologies;
- Project management.

7. Desirable Knowledge, Skills and Abilities:

- Substantial and broad understanding of security sector reform, policing and rule of law activities in a CSDP context would be an asset.

Position Name: Ministerial Strategic and Policy Expert / CRC Member*	Employment Regime: Seconded	
Ref. Number: PA 03	Location: Ramallah	Availability: 4.1.2022
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Ministerial Strategic and Policy Expert reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

1. Main Tasks and Responsibilities:

1.1. Ministerial Strategic and Policy Expert

- To provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development of their respective strategic plans;
- To advise and mentor counterparts on the effective implementation of the security sector reform;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and PCP;
- To support the development of efficient organisational procedures and structures related to strategic planning;
- To work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and PCP in clarifying the responsibilities and authority of the institutions;
- To support the MoI to further enhance its oversight and governance structures and processes;
- To promote coherence, cooperation and synergies with international partners;
- To ensure counterparts are cognisant of UNSR 1325 and safeguard human rights;
- To advise the Mission on MoI related matters.

1.2. Core Responsiveness Capacity Tasks and Responsibilities

- Members of the Core Responsiveness Capacity, when requested and approved by the CivOps Commander, are expected to:
- Participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- Support larger up/down scaling of missions or refocusing of mandates;
- Participate in liquidation and closures of missions;
- Act as a floater under the Exchange of staff policy;
- Participate in the specific Core Responsiveness Capacity trainings and exercises;
- Undertake any other tasks related to the Core Responsiveness Capacity as required;

* Staff selected for Core Responsiveness Capacity posts shall be aware that they may be requested to deploy at short notice from one Mission to another. Council Conclusion ST 14190 2017 and CivCom Advice ST 15805 2017 INIT EN.

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To design and deliver training, as appropriate.

2. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

3. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, at senior level, including experience of policing and/or working in a Ministry (Interior/Justice or other relevant field), after having fulfilled the education requirements.

4. Essential Knowledge, Skills and Abilities:

- Knowledge of policing, security sector reform and strategic planning methodology;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and motivate local counterparts.

5. Desirable Qualifications and Experience:

- A minimum of 3 years of professional experience at management/coordination level;
- Experience working in a ministry/security sector institutions or other relevant field on a strategic level;
- Experience in monitoring and evaluation/performance management;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

6. Desirable Knowledge, Skills and Abilities:

- Report drafting and organisational skills;
- Knowledge in Arabic.

Position Name: Ministerial Legal and Administration Expert	Employment Regime: Seconded	
Ref. Number: PA 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Security Clearance: EU CONFIDENTIAL	Open to the Contributing Third States: Yes

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To develop efficient organisational procedures so as to ensure effective implementation and evaluation of the security sector strategy;
- To develop institutionalized cooperation and coordination mechanisms with relevant institutions and different security services;
- To assist in the development of a legal/regulatory framework identifying and separating competencies of the Ministry of Interior (MoI) and other institutions in the security sector;
- To support the MoI in clarifying the responsibilities and authority of the police, through the development of one applicable police law;
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity;
- To support the MoI efforts to develop/elaborate an effective/proactive communication strategy.
- To identify project areas and develop projects to support the MoI;
- To provide support to the EUPOL COPPS MoI team in the research, preparation, development, and delivery of the Ministry of Interior (MoI) related initiatives as outlined in the Mission Implementation Plan;
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes;
- To operationalise the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular, progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of security sector reform (SSR) processes, in particular, police reform from a comparative perspective.
- Experience of aid management, programme/project implementation, and strategic planning processes. Proven ability to coordinate and produce reports.
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds.
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity.

6. Desirable Qualifications and Experience:

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming;
- International experience of working with police development in (SSR) context;
- Experience working in a ministry/security sector institutions or other relevant fields on a strategic level;
- Experience in interacting with regional and international stakeholders/donors in a multicultural environment;
- Diploma on Mentoring in Crisis Management or equivalent training;

7. Desirable Knowledge, Skills and Abilities:

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Report drafting and organisational skills;
- Knowledge of Arabic.

Position Name: Senior Police Adviser - Institutional Development and Human Resources	Employment Regime: Seconded	
Ref. Number: PA 07	Location: Ramallah	Availability: 22.12.2021
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser - Institutional Development and Human Resources reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To advise and support the Palestinian Civil Police (PCP) senior leadership on the development of a modern Human Resources Management model;
- To advise and support the PCP in clarifying respective structures, functions and responsibilities at the HQ and district level;
- To provide strategic advice to the PCP in implementing organisational reform in accordance with their policies and national plans;
- To advise and mentor PCP senior leadership in change management, including the implementation of strategic and reform plans;
- To advise and support the PCP at the district level to analyse and formulate their staffing needs;
- To mentor the staff of the Human Resource Department to acquire skills related to Human Resources policies and procedures (e.g. recruitment, performance appraisal, promotion, career planning, etc.);
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience in human resources administration and in executing strategies and change management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of institutional development and human resources in connection with Organisational Change Management;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Knowledge of the civilian policing concept and/or security sector reform;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Proven ability and experience in identifying training needs, advising on developing curricula and delivering training, including at the level of Train the Trainers (ToT);
- Previous experience in working in crisis management missions;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- n/a

Position Name: Police Adviser Family Protection Unit	Employment Regime: Seconded	
Ref. Number: PA 19	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser Family Protection Unit reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To provide expertise to strengthen the capabilities of frontline operational police units, in particular the Family Protection and Juvenile Units;
- To advice and support the development of the Family Protection and Juvenile Unit;
- To support and advice PCP in developing procedures/techniques to work against Juvenile delinquency crimes;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To advice in chain of investigation from crime scene up to trial in all cases related to family/juvenile protection;
- To support the enhancement of police-prosecution cooperation and liaise with prosecution related to family/juvenile protection cases;
- To develop and implement of preventive policies regarding family/juvenile protection;
- To deliver of trainings (e.g. child interview techniques);
- To assists in the implementation of local training;
- To advice on risk identification and assessment connected with family/juvenile protection;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;

- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including experience with domestic violence, juvenile delinquency and child interview technique, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of juvenile delinquency and child interview techniques;
- Mediation skills.

6. Desirable Qualifications and Experience:

- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- n/a

Position Name: Cyber Crime Expert / CRC Member*	Employment Regime: Seconded	
Ref. Number: PA 30	Location: Ramallah	Availability: 8.11.2021
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Cyber Crime Expert reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

2. Main Tasks and Responsibilities

2.1. Cyber Crime Adviser:

- To provide advice and support the Palestinian Civil Police (PCP) to detect, prevent and investigate crimes, particularly related to cybercrimes/computer related crimes;
- To support service-minded policing through the overall development of the Cybercrime Department;
- To advise in the adoption of relevant laws, policies, manuals and SOPs related to cybercrime;
- To mentor the staff of the Cybercrime Department in order to enhance their capacities, skills and knowledge;
- To ensure effective coordination and coherence between the Cybercrime Department and other criminal investigation departments, as well as relevant frontline policing units;
- To enhance coordination and cooperation between police and prosecution in the area of cybercrime through agreed mechanisms and procedures;
- To closely coordinate and cooperate with other international stakeholders and key donors to support the overall development of the Cybercrime Department;
- To deliver relevant training to the PCP and Public Prosecutors in the field of cybercrime.

2.2. Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;

* This position will also be advertised in the forthcoming CfC for the Core Responsiveness Capacity

- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including experience in the operational fight against cybercrime at national/international level, after having fulfilled the education requirements;
- Experience in computer networks, computer science, programmes, etc. from a police or security organisation;
- Experience working in an advisory or mentor capacity.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of civilian policing and the rule of law;
- Negotiation skills working in a multi-national context;
- Ability to examine forensic digital evidence related to crime scenes;
- Ability to process and analyse information and data, including reporting progress and challenges.

6. Desirable Qualifications and Experience:

- Experience working in an international organisation operating in a conflict or post-conflict situation;
- Experience in programme and project management;
- Broad CID experience;

- Experience working in the Middle East.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- Knowledge of developing manuals or SOPs;
- Planning/project management qualifications.

Position Name: Penitentiary Adviser	Employment Regime: Seconded	
Ref. Number: PA 31	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To advise and mentor the Corrections and Rehabilitation Center Department (CRCD) of the Palestinian Civil Police (PCP) on the spectrum of their activities, to operate in a manner consistent with international prison and human rights standards;
- To advise and mentor in the adoption of policies, manuals and procedures related to the work of the CRCD (e.g. management of prisoners, prison management, etc.);
- To identify and support the delivery of the training needs of the CRCD and the Corrections and Rehabilitation Centres (CRCs);
- To advise and support the development of relevant policies and procedures for the CRCD, with relevant actors, including ministries (Ministry of Interior/Justice);
- To advise other international and national actors concerned with the subject matter and assist in the coordination of relevant activities;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 year attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree OR equivalent and attested police or/and military or/and penitentiary education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Experience and in-depth knowledge of prison management, with substantial and diverse experience in all facets of the job;
- Ability to adopt a strategic and pragmatic approach to the development of a prison system;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability and/or experiences to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and advise local counterparts.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management;
- Experience working in an international organization operating in a conflict or post-conflict environment.

7. Desirable Knowledge, Skills and Abilities:

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Report drafting skills.
- Knowledge of Arabic.

Position Name: Senior Mentor/Adviser to the Ministry of Interior	Employment Regime: Seconded	
Ref. Number: PA 34	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Mentor/Adviser to the Ministry of Interior reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To closely mentor and advise the senior management of the Strategic Planning and Development Unit, Ministry of Interior, on effective implementation of the Security Sector Reform;
- To provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development and implementation of their respective strategic plans;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and the PCP;
- To support the development of efficient organisational procedures and structures related to mentoring and strategic planning;
- To build trust and work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and the PCP in clarifying the responsibilities and authority of the institutions;
- To support the MoI to further enhance its oversight and governance structures and processes;
- To promote coherence, cooperation and synergies with international partners;
- To ensure counterparts are cognisant of UNSR 1325 and safeguard human rights;
- To advise the Mission's senior management on MoI related matters;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by mentoring and advising local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers/ Mentors as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities :

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience :

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years senior level professional experience in mentoring or, as a minimum, in strategic guidance and/or advisory roles, at national or international level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Documented knowledge of communication techniques for mentoring in a Ministry/security sector institutions or other relevant fields on a high strategic level;
- Proven intercultural competence and sensitivity in regards to understanding local traditions;
- Solid track record in establishing mutual respect as essential prerequisite for successful guidance and advice;
- Knowledge of Security Sector Reform and strategic planning designed towards local ownership;
- Ability to build trust, negotiate, coordinate and produce reports.

6. Desirable Qualifications and Experience :

- An ENTRi Certified Mentoring course or equivalent training;
- Negotiation and mediation skills;
- Experience in interacting with regional and international stakeholders/donors in a multicultural environment.

7. Desirable Knowledge, Skills and Abilities:

- Senior level experience in working in an international organisation operating in a conflict or post-conflict environment.

Position Name: Prosecution Expert	Employment Regime: Seconded	
Ref. number: RL 04	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Prosecution Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to supporting the Office of the Attorney General and other criminal justice institutions which focus on preventing, detecting, investigating and prosecuting economic and corruption crimes;
- To contribute to providing support to the Office of the Attorney General in other areas, including inter alia international judicial cooperation and investigating environmental crime;
- In coordination with the other relevant Mission staff, to liaise closely with the Palestinian Anti-Corruption Commission and the Corruption Crimes Court on any matters that involve the Office of the Attorney General or Public Prosecution, and provide advice and direction as required;
- To assist in the development and delivery of training packages on investigating and prosecuting economic and corruption crimes and in other specialised areas, including inter alia environmental crime;
- To support cooperation between the specialised anti-corruption unit of the Attorney General Office, the Palestinian Anti-Corruption Commission and the relevant PA institutions related to enhancing transparent economy and financial accountability;
- To support cooperation between the police and the Public Prosecution in investigating economic crimes, including inter alia environmental crime;
- To support other relevant Palestinian authorities with respect to international judicial cooperation as appropriate;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To coordinate the Mission's activities with donors who are active with respect to supporting the Office of the Attorney General in terms of international judicial cooperation, and investigating and prosecuting economic and corruption crimes, including inter alia environmental crime;
- To advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice sector development;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters;
- To liaise with other international actors.

3. General Tasks and Responsibilities:

- To Contribute to mission reporting in the area of competence;
- To Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, including experience in RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Experience of working as a prosecutor, especially with serious economic crimes, money laundering and/or corruption cases;
- Experience in working on police/prosecutor coordination.

5. Essential Knowledge, Skills and Abilities:

- Understanding of legal reform process including the development of legal policy and legislation;
- Experience in working with rule of law and criminal justice system issues either domestically or internationally;
- Mediation skills;
- Ability to translate strategy into action and to work effectively in a deadline driven environment.

6. Desirable Qualifications and Experience:

- Experience of working with international judicial cooperation and assistance;
- Experience of training prosecutors and police officers on a range of relevant matters, including inter alia investigating and prosecuting economic, corruption and environmental crimes;
- Project management experience;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Knowledge of Arabic;
- Report drafting skills;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

Position Name: Senior Criminal Justice Expert	Employment Regime: Seconded	
Ref. number: RL 15	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Criminal Justice Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters;
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To support the implementation of the Justice Sector Strategy and its legal framework;
- To support the development of the justice institutions in the field of criminal law with a particular focus on legal reforms;
- To be a regular interlocutor of justice institutions;
- To support the enhancement of access to justice and other fair trial principles;
- To deliver strategic advice to justice institutions in the field of criminal law to review, draft, implement and reinforce institutional and legal reform;
- To support the Mission's effort in addressing areas of structural weaknesses in the performance and accountability of justice institutions and to propose solutions for the strengthening of the same;
- To provide analysis and recommendations to local counterparts in the area of legal and institutional reform.

3. General Tasks and Responsibilities:

- To Contribute to mission reporting in the area of competence;
- To Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND

- A minimum of 6 years of relevant professional experience, including experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Practical understanding of the principles of fair trial in order to be able to support the enhancement of access to justice in line with those principles;
- Working experience within a Justice Institution or other similar institution;
- International experience in the field of criminal justice, legal or institutional reform;
- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Knowledge of the importance of rule of law and human rights in an institution building and developmental context;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability and/or experiences to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Professional experience as a judge, prosecutor, defence lawyer or within a Ministry of Justice or Ministry of Interior;
- Experience of designing and delivering trainings;
- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process;
- Mediation skills;
- Experience in criminal justice reform either domestically or internationally.

7. Desirable Knowledge, Skills and Abilities:

- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge of Arabic;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Report drafting skills.

Position Name: Mission Security Analyst	Employment Regime: Seconded/contracted	
Ref. number: HM 04	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Security Unit / Joint Security and Duty of Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Analyst (MSAO) as part of the Security Unit reports through the DSMSO to the SMSO of the Joint Security and Duty of Care Department.

2. Main Tasks and Responsibilities:

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

- To assist the SMSO and DSMSO 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 environment and to analyse all relevant information;
- To produce incident based and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation in all areas of operations;
- To assist the SMSO and DSMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area and to generate reports and, if appropriate, recommendations on same;
- To conduct risk analysis and threat assessments on security developments and, when relevant, integrate a gender perspective in the area of operations as well as persons and assets;
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Mission Information Security Officer in the management of EU Classified Information and security clearances and to act on his/her behalf in his/her absence;
- To conduct security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- To liaise 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 assistance and appropriate response to Mission members and ensure that all necessary actions are taken, particularly in emergency cases;
- To conduct the roles and responsibilities of a Mission Security Officer as appropriate;
- To generate and elaborate precise and accurate reports on information received that impact upon the mission, and provides appropriate analyses and assessment of all pertinent information;

- To provide briefings to new staff members on the Mission's wide security situation and ensures that all members are properly prepared for emergencies.

3. General Tasks and Responsibilities:

- To Contribute to mission reporting in the area of competence;
- To Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience in the civilian, military or police sectors in the protection of personnel, facilities and assets, after having fulfilled the education requirements;
- Experience in collecting, assessing, analysing and reporting data related to security and experience in planning and implementing projects;

5. Essential Knowledge, Skills and Abilities:

- Ability to contribute to the development of security policies and procedures;
- Excellent writing and reporting skills;
- Presentations skills (preparing and delivering)
- 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;
- Organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Knowledge of the Mission areas and potential security threats;

6. Desirable Qualifications and Experience:

- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Experience working in an international organization operating in a conflict or post-conflict environment.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Previous work experience in the region.

Position Name: Legal Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: HM 10	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- Provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate to Mission management;
- Exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues;
- To liaise with international and local stakeholders in legal issues;
- Coordinate and cooperate with CPCC and with the European Commission – Foreign Policy Instruments on legal matters;
- Advises the HoM and the Head of Mission Support on the legal aspects of contracts relating to the Mission premises, communications, IT, procurement including but are not limited to purchase agreements, service agreements, lease agreements, Administrative Arrangements, Memorandums of Understandings (MoUs), special service agreements;
- Advises the DHoM/Chief of Staff and Chief of HR on legal matter, including but not limited to selection, recruitment, employment contracts, secondment etc.;
- Provides advise on the status of the Mission, including but not limited to privileges and immunities;
- Drafts agreements with other actors such as EUDEL, other international organisations, CSDP Missions and operations, EU agencies, host country authorities, NGOs etc.;
- Oversees the project implementation from a legal viewpoint;
- Provides legal advice, guidance and training to Mission members concerning the local legal system and legislation;
- Liaises and coordinates with other relevant domestic bodies concerning legal matters;
- Fills the position of the Mission Data Protection Adviser;
- Coordinates access to document requests and reply to Ombudsman complaints;
- Monitors the legal internal consistency of policies and the consistency with EU law;
- Prepares legal advice and assistance on all legal issues related to Mission policies and operations;
- Advises the DHoM/Chief of Staff on disciplinary matters;
- Delivers training material on legal issues to his/her superiors, other Mission members and other organisations as well as individuals as appropriate;
- To identify and report on lessons identified/learned and best practices within the respective field of responsibility.

3. General Tasks and Responsibilities:

- To Contribute to mission reporting in the area of competence;
- To Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s) and related to the Core Responsiveness Capacity as required.

4. Essential Qualifications and Experience:

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in law, e.g. a Master's degree; OR a qualification at the level in the National Qualifications Framework in law which is equivalent/referenced to level 7 in the European Qualifications Framework; OR Successful completion of University studies of at least 4 years attested by a diploma in law; AND
- After having obtained the relevant degree/qualification, at least 8 years of relevant and proven full-time professional experience.

5. Desirable Qualifications and Experience:

- Experience as a practising lawyer or legal adviser in a European legal system or an International Organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Ability to prioritize and manage a demanding workload;
- Excellent interpersonal and communication skills;
- Excellent drafting skills;
- Familiarity and experience with office equipment;
- International experience, particularly in crisis areas with multi-national and international organisations desirable;
- 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 desirable;
- Substantial knowledge of the functioning of the EU, EEAS and in particular CSDP Missions desirable;
- Good understanding of the political, cultural, historical and security situation of the region where the Mission operates.

6. Desirable Qualifications and Experience:

- n/a

7. Desirable Knowledge, Skills and Abilities:

- n/a

Position Name: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: HM 11	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Verification Officer reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance, Procurement and Human Resources Units, as well as other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree, AND
- A minimum of 3 years of relevant professional experience, after having fulfilled the education requirements

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, and accounting or human resource software;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- Experience in reporting and drafting of memoranda and procedures;

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for gender & diversity.

6. Desirable Qualifications and Experience:

- Degree or certificate in economics/business or public administration/management/accounting or other related or relevant field
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. number: MS 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department/Finance Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Finance Officer reports to the Chief Finance (CoF).

2. Main Tasks and Responsibilities:

- To assist the HoF in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the HoF;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To support, maintain and make necessary recommendations on the financial management of Quick Implementation Projects (small projects).
- To substitute the CoF in his/her absence;
- To assist the HoF in drafting the Mission budget;
- To verify the legality and the regularity of transactions prior to authorising financial transactions
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors (banks etc.) under the supervision of the HoF.

3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND

- A minimum of 3 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software;

6. Desirable Qualifications and Experience:

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related or relevant field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA) or Chartered Accountant (CA);
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;

7. Desirable Knowledge, Skills and Abilities:

- Good interpersonal skills and ability to work under pressure.

Position Name: Chief Transport and Logistics Unit	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MS 07	Location: Ramallah	Availability: 2.12.2021
Component/Department/Unit: Mission Support Department/ Transport and Logistics Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Chief Transport and Logistics Unit reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Transport and Logistics Unit and corresponding sub-offices;
- To lead logistics, support facility management, transportation and services management in a cost-efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- To advise the Mission on the logistical requirements related to operational decisions within budgetary and time constraints;
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans;
- To develop and regularly reviewed Standard Operating Procedures (SOPs) related to transport, logistics, facility and fleet management, in accordance with EU policies and guidelines;
- To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission units such as CIS and Security;
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- To liaise with the procurement unit as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To manage Mission assets and activities, including overall supervision of fleet, logistical databases, inventories and lists of critical equipment;
- To be responsible/coordinate the development of logistical/management systems to ensure adequate logistical support regarding f. inst. vehicles, furniture and CIS equipment;
- On a yearly basis, to prepare a Capital Expenditure Plan (CAPEX) for replacement of assets and arrange for the disposal of written-off assets in accordance with mission policy/EU regulations;
- To manage the acquisition, distribution and re-allocation of all logistical resources, including ensuring systems for replacement and repair. This includes the coordination of aspects related to custom's clearance procedures;
- To supervise the implementation, review and follow-up on a transport management/vehicle tracking system which controls all necessary data such as mileage, fuel consumption, and damages to the vehicles, road accidents and insurance cover;
- To supervise the technical and administrative management of fleet maintenance and repairs;
- To ensure the necessary storage, distribution and allocation of mission vehicles and associated equipment to mission members;

- To produce reports/supervise the production of reports regarding logistical issues, propose changes and improvements;
- To supervise the transport and logistics team and advise, support and train managers and staff on transport related matters;
- To assist EUPOL COPPS mission in all aspects related to logistics.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience in transport, logistics, automotive technology, engineering, supply chain management or any other related fields, after having fulfilled the education requirements, out of which a minimum of 2 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of current trends and technologies used for Warehousing, Supply Chain Management and Fleet Management;
- Leadership skills to guide teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs. Ability to mentor and motivate staff;
- Ability to establish/review priorities, to plan and to exercise control;
- Strong knowledge and understanding of budget processes;
- C1/C driving license

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2);
- Experience with ERP and inventories.

7. Desirable Knowledge, Skills and Abilities: n/a