## Amendment 1 - Annex 1

### European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 3-2019 Call for Contributions

<table>
<thead>
<tr>
<th>Organisation:</th>
<th>EUPOL COPPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability:</td>
<td>As indicated below</td>
</tr>
<tr>
<td>Job Location:</td>
<td>Ramallah, Palestine</td>
</tr>
<tr>
<td>Employment Regime:</td>
<td>As indicated below</td>
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</tbody>
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<thead>
<tr>
<th>Ref.</th>
<th>Name of the Post:</th>
<th>Availability:</th>
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<tbody>
<tr>
<td><strong>Seconded (12)</strong></td>
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<tr>
<td>PA 02</td>
<td>Deputy Head of Police Advisory Section</td>
<td>16 Feb 2020</td>
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<tr>
<td>PA 05</td>
<td>Police Adviser - Planning and Policy</td>
<td>ASAP</td>
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<tr>
<td>PA 03</td>
<td>Ministerial Strategic and Policy Expert / CRC Member*</td>
<td>ASAP</td>
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<tr>
<td>PA 07</td>
<td>Senior Police Adviser - Institutional Development and Human Resources</td>
<td>ASAP</td>
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<tr>
<td>PA 10</td>
<td>Senior Police Adviser - Traffic</td>
<td>ASAP</td>
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<tr>
<td>PA 13</td>
<td>Police Adviser - Community Policing</td>
<td>19 Mar 2020</td>
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<tr>
<td>PA 14</td>
<td>Senior Police Adviser - Specialised Police Force</td>
<td>27 Mar 2020</td>
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<tr>
<td>PA 15</td>
<td>Senior Police Adviser - Intelligence Led Policing</td>
<td>01 Jan 2020</td>
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<tr>
<td>PA 16</td>
<td>Police Adviser - Intelligence Led Policing</td>
<td>15 Feb 2020</td>
</tr>
<tr>
<td>PA 33</td>
<td>Adviser Environmental Investigations</td>
<td>ASAP</td>
</tr>
<tr>
<td>RL 11</td>
<td>Ministerial Strategic and Policy Expert</td>
<td>01 Jan 2020</td>
</tr>
<tr>
<td>RL 12</td>
<td>Ministerial Legal and Administration Expert</td>
<td>ASAP</td>
</tr>
<tr>
<td><strong>Seconded/Contracted (4)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HM 11</td>
<td>Verification Officer**</td>
<td>01 Feb 2020</td>
</tr>
<tr>
<td>MS 11</td>
<td>Records Management Assistant</td>
<td>ASAP</td>
</tr>
<tr>
<td>MS 14</td>
<td>CIS - Cyber / Information Security Expert</td>
<td>ASAP</td>
</tr>
<tr>
<td>PRU 03</td>
<td>Programme Evaluation Manager</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

### Deadline for Applications:
Thursday 21 November 2019 at 17:00 hours (Brussels time)

* 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.

** Pending confirmation of position availability
### Applications must be submitted via:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. For seconded candidates from EU Member States:</td>
<td><a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></td>
</tr>
<tr>
<td>3. For seconded and contracted candidates from Contributing Third States¹ (application form available on the EEAS website):</td>
<td><a href="mailto:cpcc.eupolcopps@eeas.europa.eu">cpcc.eupolcopps@eeas.europa.eu</a></td>
</tr>
</tbody>
</table>

### Information:

For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):

Ms Rosangela DE JESUS DAS NEVES

[cpcc.eupolcopps@eeas.europa.eu](mailto:cpcc.eupolcopps@eeas.europa.eu)

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**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States¹ (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

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

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

### 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

¹ Contributing Third States with a signed Framework Participation Agreement.
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.

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

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

**II. REQUIREMENTS**

**II.A 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)\(^2\), 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 Skills**\(^3\) – 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.

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\(^2\) [https://ec.europa.eu/ploteus/content/descriptors-page](https://ec.europa.eu/ploteus/content/descriptors-page)

\(^3\) [Common European Framework of References for Languages](https://ec.europa.eu/ploteus/content/descriptors-page)
**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.*

**II.B 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.

**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.

**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 must also be vaccinated according to the required immunisations for the Mission area.
Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

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 phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member States will bear any related costs.

**N.B.**: The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – 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** – E-BASE + E-SAFE⁴ which are designed for the delegations or equivalent until a new platform E-MASE is launched.

**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. [Privacy Statement](https://webgate.ec.europa.eu/eeas/security-e-learnings)
**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).
1. Reporting Line:
The Deputy Head of Police Advisory Section reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:
   - To deputise for the Head of Police Advisory Section when so appointed by the Head of Police Advisory Section;
   - To lead, direct and manage the work and staff of the Section so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
   - To oversee the Section's input to the development and regular updating of the Mission Implementation Plan, by supporting the identification of Mission operational requirements specific to the areas falling under the responsibility of the Section;
   - To ensure the consistency and sustainability of Mission operational activities over time;
   - To oversee the Police Advisory Section contribution to the Mission's internal and external reporting against benchmarking;
   - To work in close cooperation with the other Mission Sections/Departments if directed;
   - To ensure that Mission staff members working in the Section identify and report lessons and best practices within their respective fields of responsibility;
   - To ensure the mainstreaming of Human Rights and Gender aspects into the Section's activities;
   - To identify, manage and report on risks arising from the specific processes/systems/projects implemented under his/her responsibility;
   - To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
   - To advice, assist and deputise the Head of the Police Advisory Section in all matters related to the every-day operations and in support of EUPOL COPPS priorities and goals;
   - To manage, provide direction and support to staff of the Police Advisory Section, particularly in planning-related activities;
   - To represent the section in all internal and external meetings as directed by the Head of the Police Advisory Section;
   - To actively advise the Head of Mission and contribute to the Senior Management Team;
   - To monitor progress of the Police Advisory Section, by ensuring coherence with relevant work-plans and overall Mission objectives;
   - To establish and maintain relationships with key stakeholders, such as senior members of the Palestinian Civil Police and Ministry of Interior;
• To actively coordinate, cooperate and communicate with international community, including
  key donors;
• To produce high quality reports relating to the work of the Police Advisory Section;
• To closely coordinate with other Sections/Departments in the Mission in relation to planning,
  donor coordination, projects, reporting, finance, logistics, human resources and procurement.

4. Essential Qualifications and Experience:
• Successful completion of university studies of at least 4 years attested by a diploma OR a
  qualification in the National Qualifications Framework which is equivalent to level 7 in the
  European Qualifications Framework OR a qualification of the second cycle under the
  framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR
  equivalent and attested police or/and military education or training or an award of an
  equivalent rank; AND
• A minimum of 7 years of relevant professional experience, after having fulfilled the education
  requirements out of which a minimum of 3 years at management level;
• Experience in Security Sector/Rule of Law Reform in a national or host state context and in
  implementation of reform programmes.

5. Essential Knowledge, Skills and Abilities:
• Ability to establish/review priorities, to plan and to exercise control;
• Ability to engage and negotiate with senior officials/governmental level decision makers;
• Ability to manage, motivate and mentor multi-national teams;
• 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;
• Knowledge and experience on a variety of aspects related to civilian policing and security
  sector reform at senior level, as well understanding of the entire chain of criminal justice;
• Ability to establish and maintain contacts/coordination with other international and national
  stakeholders, operating in the theatre with similar goals;
• Ability to translate strategy into actions in a deadline driven and limited-resources
  environment;
• Interpersonal skills, able to foster results in a culturally diverse and politically challenging
  environment.

6. Desirable Qualifications and Experience:
• Senior management experience in an international environment operating in a conflict or
  immediate post conflict situation;
• Experience in strategic analysis, planning and reporting as well as a sound understanding of
  strategic and operational considerations;
• Experience in financial planning, human resources allocation and business development;
• Experience in monitoring and evaluation;
• Educational background in Public Administration, Management/Leadership or related subjects;
• Experience working in the Middle East.

7. Desirable Knowledge, Skills and Abilities:
• Understanding of international development concepts and principles;
• Planning/project management qualifications;
• C1/C driving licence.
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.

2. Main Tasks and Responsibilities:
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
   - To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To be embedded within the local institution, security permitting;
   - To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
   - To maintain necessary contacts and build relationships with relevant local counterparts;
   - To ensure compliance with instruction/direction from Mission management;
   - To liaise closely with other Senior Advisers and Advisers as appropriate;
   - To identify best practice and lessons learned within the field of responsibility;
   - To design and deliver training, as appropriate;
   - To undertake any other related task as requested by the Line Manager(s).

3.1 Mission Specific Tasks and Responsibilities:
   - 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;

* 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 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.

3.2. 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.

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, 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.

5. 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.
6. 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.

7. Desirable Knowledge, Skills and Abilities:
   - Report drafting and organisational skills;
   - C1/C driving licence.
1. Reporting Line:
The Police Adviser - Planning and Policy reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
   - To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To be embedded within the local institution, security permitting;
   - To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
   - To collect and collate statistics about the workload/performance of local counterparts;
   - To maintain necessary contacts and build relationships with relevant local counterparts;
   - To ensure compliance with instruction/direction from Mission management;
   - To liaise closely with other Senior Advisers and Advisers as appropriate;
   - To identify best practices and lessons learned within the field of responsibility;
   - To design and deliver training, as appropriate;
   - To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
   - To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in developing and implementing their Strategic Plan according to identified priorities and in line with governmental policies and guidelines;
   - To regularly liaise with the PCP and Police Districts in the West Bank to support the development and implementation of Operational Plans; To advise and support the PCP in the development of strategies, programmes and projects, in close coordination with relevant donors;
   - To advise the PCP on the identification of key needs and policies in line with relevant guidelines and regulations;
   - To mentor PCP counterparts to improve operations that meet service demands;
• To support the PCP to better coordinate with relevant stakeholders, including the Ministry of Interior;
• To advise and actively support the PCP to coordinate and adopt tools which strengthen civilian police primacy.

4. Essential Qualifications and Experience:
• Successful completion of university studies of at least 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 working in an advisory or mentor capacity, after having fulfilled the education requirements;
• Experience in strategic planning, programme and project management (including their design, implementation and evaluation) and experience in reporting progress and challenges.

5. Essential Knowledge, Skills and Abilities:
• Knowledge and experience on a variety of aspects related to civilian policing and the rule of law;
• Negotiation skills working in a multi-national context;
• Understanding of the entire chain of criminal justice;
• Knowledge of policy development within a police or security organisation;
• Ability to conduct training activities.
• 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:
• Experience working in an international organization operating in a conflict or post-conflict situation;
• Experience designing and implementing business processes, including but not limited to SOPs, manuals and related;
• Background/experience in institutional building/design;
• Planning/project management skills;
• Experience in Public Administration, Management/Leadership or related subjects.

7. Desirable Knowledge, Skills and Abilities:
• Understanding of international development concepts and principles;
• C1/C driving licence.
Position Name: Senior Police Adviser - Institutional Development and Human Resources

Employment Regime: Seconded

Ref. Number: PA 07

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise and support the Palestinian Civil Police (PCP) senior leadership on the development of a modern Human Resources Management model;
- To advise and support the PCP in clarifying respective structures, functions and responsibilities at the HQ and district level;
- To provide strategic advice to the PCP in implementing organisational reform in accordance with their policies and national plans;
- To advise and mentor PCP senior leadership in change management, including the implementation of strategic and reform plans;
- To advise and support the PCP at the district level to analyse 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.).

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:
• C1/C driving licence.
1. Reporting Line:
The Senior Police Adviser - Traffic reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
   - To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To be embedded within the local institution, security permitting;
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   - 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;
   - To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
   - To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in developing and implementing their strategic plan according to identified priorities and in line with governmental policies and guidelines;
   - 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);
   - To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility;
   - To support the development and implementation of SOP’s and manuals, especially in the field of traffic policing;
   - To provide expertise to strengthen the capabilities of frontline operational police with focus on traffic policing;
• To identify and advise on the capacity and training gaps of traffic police units;
• To assist in the development of training curricula on traffic safety campaigns.

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor Degree OR equivalent and attested police or/and military education or training or equivalent rank; AND
• A minimum of 6 years of relevant professional experience, including professional experience in policing and in developing and/or implementing traffic police initiatives, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:
• In-depth knowledge of Traffic Policing and its synergies with civilian policing and the entire chain of criminal justice;
• Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
• Ability to translate strategy into action and to work efficiently in a deadline driven environment.
• Ability to conduct training activities;
• 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:
• A minimum of 3 years of professional experience at management/coordination level;
• Experience working in an international organization operating in a conflict or post-conflict environment;
• Proven ability and experience in identifying training needs, advising on developing curricula and delivering training, including at the level of Train the Trainers (ToT).

7. Desirable Knowledge, Skills and Abilities:
• Planning/project management skills;
• Understanding of international development concepts and principles;
• C1/C driving licence.
1. Reporting Line

The Police Adviser - Community Policing reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) 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 practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To advise and mentor in the adoption of community policing through the development of policies, manuals and procedures;
- To advise and develop community policing plans with operational sections, including district and/or specialized branch police units using limited resources;
- To identify and deliver community policing training needs and develop Train the Trainer (ToT) approach;
- To advice the Palestinian Civil Police (PCP) on the development and management of public partnerships;
- To ensure that community policing activities are aligned to strategic objectives within Information-Led Policing and Accountability, among others;
• To advise other international actors supporting community policing initiatives and assist in the coordination of relevant activities;
• To support PCP frontline administrations to effectively deliver policing services.

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/military education or training or an award of an equivalent rank; AND
• A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
• Experience in developing and/or implementing community policing initiatives.

5. Essential Knowledge, Skills and Abilities:
• Knowledge of Community Policing and its synergies with civilian policing and the entire chain of criminal justice;
• Ability to conduct training activities;
• 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;
• Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:
• Experience working in an international organization operating in a conflict or post-conflict environment;
• Proven ability and experience in identifying training needs, advising on developing curricula and delivering training, including at the level of Train the Trainers (ToT).

7. Desirable Knowledge, Skills and Abilities:
• Planning/project management skills;
• C1/C driving licence.
1. Reporting Line:
The Senior Police Adviser - Specialised Police Force reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
   - To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To be embedded within the local institution, security permitting;
   - To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
   - To maintain necessary contacts and build relationships with relevant local and international 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;
   - To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
   - To contribute on an operational level and in his/her field of expertise to implementation of the mission’s mandate in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP).
   - To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
   - To identify, analyse and disseminate outcomes and information on all policing activities within his/her area of responsibility;
   - To support the PCP Special Police Force in identifying the appropriate equipment and infrastructure needed;
• To identify and advise on capacity and training gaps, develop and implement training scenarios, curricula and Train the Trainer (ToT) programmes for the Special Police Force;
• To advise the Special Police Force on cooperation and coordination with other security forces/services, local police districts and HQ, on a rolling basis and while conducting joint operations.

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 any of the fields of Political Science, International Relations, Law, Social Science or Business Administration 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, after having fulfilled the education requirements;
• International experience in Special Police Forces.

5. Essential Knowledge, Skills and Abilities:

• In-depth knowledge of Special Police Forces and synergies with civilian policing and the entire chain of criminal justice;
• Ability to conduct training activities;
• 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;
• Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:

• Experience working in an international organization operating in a conflict or post-conflict environment;
• Proven ability and experience in identifying training needs, advising on developing curricula and delivering training, including at the level of Train the Trainers (ToT).

7. Desirable Knowledge, Skills and Abilities:

• Planning/project management skills;
• C1/C driving licence.
1. Reporting Line:
The Senior Police Adviser - Intelligence Led Policing reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
   - To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To be embedded within the local institution, security permitting;
   - To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
   - To maintain necessary contacts and build relationships with relevant local counterparts;
   - To ensure compliance with instruction/direction from Mission management;
   - To liaise closely with other Senior Advisers and Advisers as appropriate;
   - To identify best practices and lessons learned within the field of responsibility;
   - To design and deliver training, as appropriate;
   - To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
   - To provide expertise at strategic level to the Palestinian Civil Police (PCP) to strengthen the capacities of frontline operational police administrations, in particular the Criminal Investigation Department (CID) and other units where analysis of criminal intelligence and Intelligence Led Policing in general are key;
   - To advise and support the development of activities to introduce and implement the Intelligence Led Policing Model;
   - To support the adoption of criminal intelligence methodology through the development and implementation of SOP’s and manuals;
   - To identify and advise on the capacity and training gaps of the PCP investigative units;
   - To support the PCP investigative units identifying appropriate equipment and infrastructure;
   - To advise the PCP in developing the regulatory framework for the role, techniques, structure, training and infrastructure of the investigative units;
• To develop and establish working relationships with the relevant authorities (Attorney General’s Office, Ministry of Justice, Civil Society Organisations) to strengthen their interaction and coordination with the PCP.

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/military education or training or an award of an equivalent rank AND
• A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, including experience in Intelligence Led-Policing, in developing and/or implementing Intelligence Led Policing initiatives, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:
• In-depth knowledge of Intelligence Led Policing and its synergies with civilian policing and the entire chain of criminal justice;
• Ability to conduct training activities;
• 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.
• Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:
• Experience working in an international organization operating in a conflict or post-conflict environment;
• Proven ability and experience in identifying training needs, advising on developing curricula and delivering training, including at the level of Train the Trainers (ToT).

7. Desirable Knowledge, Skills and Abilities:
• Planning/project management skills;
• C1/C driving licence.
Position Name: Police Adviser - Intelligence Led Policing

Employment Regime: Seconded

Ref. Number: PA 16

Location: Ramallah

Availability: 15 Feb 2020

Component/Department/Unit: Police Advisory Section

Level of Security Clearance: EU CONFIDENTIAL

Open to Contributing Third States: Yes

1. Reporting Line
The Police Adviser - Intelligence Led Policing reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) 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 practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
- To provide expertise to the Palestinian Civil Police (PCP) to strengthen the capacities of frontline operational police administrations, in particular the Criminal Investigation Department (CID) and other investigative units with focus on Intelligence-Led Policing;
- To advise and support the development of activities to introduce and implement the Intelligence Led-Policing Model;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP’s and manuals;
- To assist and support PCP in identifying and advising on the capacity and training gaps of the PCP investigative units;
- To support the PCP investigative units identifying appropriate equipment and infrastructure;
- To advise the PCP in developing the regulatory framework for the role, techniques, structure, training and infrastructure of the investigative units;
• To develop and establish working relationships with the relevant authorities (Attorney General’s Office, Ministry of Justice, Civil Society Organisations) to strengthen their interaction and coordination with the PCP.

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 Intelligence Led-Policing, in developing and/or implementing Intelligence Led Policing initiatives, after having fulfilled the education requirements;
• Experience in working in a team of analysts in various fields of competencies such as violent groups (i.e. crowd control in different events) and criminal organisations.

5. Essential Knowledge, Skills and Abilities:
• Knowledge of Intelligence Led Policing and its synergies with civilian policing and the entire chain of criminal justice;
• Ability to conduct training activities;
• 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;
• Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:
• Experience working in an international organization operating in a conflict or post-conflict environment;
• Proven ability and experience in identifying training needs, advising on developing curricula and delivering training, including at the level of Train the Trainers (ToT).

7. Desirable Knowledge, Skills and Abilities:
• Planning/project management skills;
• C1/C driving licence.
1. Reporting Line:
The Adviser Environmental Investigations reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within local institutions, 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 relationship 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/needed;
- To undertake any other related task as required by the Line Manager(s).

3. Mission specific Tasks and Responsibilities:

- To provide comprehensive assessment and identify needs of the existing Palestinian Civil Police (PCP) structure, dealing with Environmental Crime (currently under the Tourist and Antiquities Department);
- To provide expertise and advice to strengthen the ongoing activities of PCP capacities in the field of reorganisation of existing structure, dealing with Environmental Crime (currently as Pilot Projects in Police Districts);
- To support the adoption of new approach with regard to Environmental Crime through development and implementation of SOP’s and manuals as deemed necessary;
- To identify and advise the PCP on the capacity and training gaps of existing experts on Environmental Crime(s);
- To support the existing PCP Environmental Crime experts through identifying appropriate equipment and infrastructure needed in short-, medium- and long-term;
• To advise the PCP in developing a regulatory framework, techniques, structure, training and infrastructure of the foreseen Environmental Crime Investigation Department/Unit, when/if existing ongoing pilot projects will express the real need to do so;
• To develop/establish and maintain excellent working relationships with the relevant authorities within the Palestinian authorities (PA), including the Environment Quality Authority, the Attorney General’s Office and the Civil Defence, as well as civil society organisations to consolidate their interaction and coordination with the PCP.

4. **Essential Qualifications and Experience:**
   • Successful completion of relevant university studies of at least 4 years attested by 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, after having fulfilled the education requirements.

5. **Essential Knowledge, Skills and Abilities:**
   • Knowledge of Environmental Crimes' impact and effects on quality of life in short-, medium and long term;
   • Experience in change management, including at a strategic level;
   • 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, developing Curricula and delivering training, including at the level of Train the Trainers (ToT);
   • Experience in managing man/natural made/caused disasters of large scale;
   • Experience in planning/project management;
   • Experience in working in an international organisation operating in a conflict or post-conflict environment.

7. **Desirable Knowledge, Skills and Abilities:**
   • Understanding of international development concepts and principles;
   • C1/C driving licence.
1. Reporting Line:
The Ministerial Strategic and Policy Expert reports to the Head of Rule of Law.

2. Main Tasks and Responsibilities:
   • To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan 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;
   • To provide analysis and recommendations to the local counterpart in the area of responsibility;
   • To be embedded within the local institution, security permitting;
   • To liaise with and advise the host state justice authorities and relevant security sector reform actors;
   • To liaise with other international actors;
   • 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 identify best practices and lessons learned within the field of responsibility;
   • To design and deliver training, as appropriate;
   • To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
   • To provide expertise and advice on monitoring and evaluating the Justice Sector Strategy and its implementation within the Ministry of Justice (MoJ);
   • To support and advise on external policy issues including the relationship of the MoJ with the other main criminal justice institutions;
   • To cooperate with the Legislative Drafting Expert(s) for the improvement and clarification of the legislative drafting process and the initiation, reviewing or amending of legislation in the field of criminal justice;
   • To assist the MoJ, and relevant officials within the MoJ in their efforts to improve transparency in their decision making processes;
   • To identify, plan, develop, and implement projects and trainings aiming at enhancing both collective and individual capacities of staff members of the MoJ, with respect to the
enhancement of team work, performance, communication and information sharing within the MoJ;
• To facilitate joint projects with other institutions or organisations aiming at enhancing the capacities of the MoJ;
• To support the planning, monitoring and evaluation of all project and tasks serving the public;
• To support the implementation of reforms to strengthen key units within the MoJ, in particular the units on planning, human rights, gender, international legal cooperation and forensic medicine, at both operational and management level;
• To support the building and enhancing of units with an accountability or oversight task also on international obligations;
• To contribute to identify and report lessons and best practices within the respective field of responsibility.

4. Essential Qualifications and Experience:
• Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Law OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
• A minimum of 6 years of relevant professional experience, including working experience in advising justice institutions on policy and reform in developing or emerging states, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:
• Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
• International experience in the field of criminal justice, legal or institutional reform;
• Knowledge of the importance of rule of law, human rights and gender concepts in an institution building and developmental context;
• 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:
• Professional experience as a judge, prosecutor, defence lawyer or within a MoJ or other criminal justice institution advising on policy and external relations;
• Experience of drafting and reviewing primary and/or secondary legislation;
• Ability to translate strategy into action and to work effectively in a deadline driven environment;
• Experience of designing and delivering training;
• Experience in project management.
7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Knowledge of Arabic.
Position Name: Ministerial Legal and Administration Expert

Employment Regime: Seconded

Ref. Number: RL 12

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 Ministerial Legal and Administration 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 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 contribute to identify and report on lessons and best practices within the field of RoL/Justice;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
- To support the implementation of the Justice Sector Strategy, its legal framework and the restructuring of the internal organisation in the Ministry of Justice (MoJ);
- To support and assist key MoJ units through continuous mentoring and advising at both operational and management level;
- To identify, plan, develop, and implement projects aiming at enhancing both collective and individual capacities of staff members of the MoJ;
- To facilitate joint projects with other institutions or organisations aiming at enhancing the capacities of the MoJ;
- To assist the MoJ, and relevant officials within the MoJ in their efforts to improve transparency in their decision making processes;
- To identify, plan, develop, and implement projects and training with respect to the enhancement of teamwork, performance, communication and information sharing within the MoJ;
- To review and evaluate criminal justice and police related legislation and its organisational implications, while supporting the relevant Palestinian authorities in this regard.
4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Working experience within a Ministry of Justice 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 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 project management;
- Experience of drafting and reviewing primary and/or secondary legislation.

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.
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 Unit and 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, for example the Financial Regulations, Guide to Missions and the European Commission’s Communication related to the employment of international and local staff;
   - To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
   - 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;
   - To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
   - To validate the accuracy of the Mission internal financial circuit;
   - To identify risks arising from the financial processes/systems/projects and provide advice and guidance to the Authorising Officer(s), in order to improve compliance with the relevant EU Financial Rules and Regulations and EC Guidelines.

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, in the field of Audit, Economics Business Administration, Finance, Accounting, AND
   - A minimum of 4 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, or PC-based budget, accounting or human resource systems;
• 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:
• Specialised training/course in the field of procurement;
• Verification Officer course/training or other related course/training.

7. Desirable Knowledge, Skills and Abilities:
• Good knowledge and/or experience in strategic management and/or public administration;
• Auditing skills;
• Knowledge of EU budget procedures and financial management rules highly desirable;
• Knowledge of Arabic.
1. Reporting Line
The Records Management Assistant reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:
- To manage the Mission's records and archives appropriately and effectively;
- To assist the Mission with preparation and management of various metrics/reports - perform document collection, archiving and filing of various records;
- To maintain office services by organising office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions;
- To register and distribute all official incoming and outgoing communications in the correspondence registration database;
- To assist in the identification, development and implementation of appropriate policies, procedures and guidelines and keep these up to date;
- To ensure secure destruction of "restricted" records authorised for destruction;
- To facilitate the development of a centralised filing system and monitor its maintenance up to organisational standards;
- To identify, develop and maintain effective relationships and networks with information, knowledge, records and archives management experts;
- To store, arrange and index classified records;
- To research new technologies, automation and new soft- and hardware for archiving and records keeping purposes;
- To ensure the security, integrity and optimal performance of the document management system;
- To administer relevant reports and required information to internal and external stakeholders;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
- To assist in developing and sustaining relevant SOP’s, directives, policies and Administrative Notes, ensuring coherence of various administrative documents;
- To do due diligence and verify reports, data and information in the Mission Support reporting structure;
- To liaise with CPCC in Brussels to ensure consistency with the CSDP Document Management guidelines and directives;
- To ensure best practices in management and proper handling of EU Classified Information;
- To function as Administrative Assistant to Head of Mission Support.
4. Essential Qualifications and Experience:
   • Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education; AND
   • A minimum of 3 years of experience in administration and archiving management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:
   • PC skills with a good knowledge of MS Office and PowerPoint applications, internet and email applications;
   • Familiarity with records management tools including a keen understanding of computerised records management systems;
   • Knowledge of contemporary archival and records management principles and best practices;
   • Language skills;
   • Tact in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
   • Enhanced organisation skills.

6. Desirable Qualifications and Experience:
   • International administrative experience, particularly in crisis areas with multi-national and international organisations;
   • Experience in administration in an archiving management role;
   • Procurement registry and archive experience.

7. Desirable Knowledge, Skills and Abilities:
   • Presentation and reporting skills.
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1. Reporting Line
The CIS - Cyber/Information Security Expert reports to the Chief of Communications and Information Systems Unit. On Cyber/Information Security matters the CIS - Cyber/Information Security Expert also reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:
To provide service and technical reporting to the Chief of Communications and Information Systems Unit within in the area of CIS and Cyber / Information security:

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

2.2. Cyber Security Area
• To direct and perform the installation, configuration, and use of security tools (e.g. firewalls, data encryption, IDS/IPS, SIEM) and services, to protect the Mission’s data, electronic information, systems and infrastructure;
• To design, implement and maintain an IT Security Architecture and Plan, and direct the implementation of IT security standards and best practices monitoring appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility;
• To identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services.

2.3. Information Security Area
• To develop and to ensure application of relevant Standard Operating Procedures for secure information handling, and all other communications issues – particularly in relation to CIS for Mission classified information systems - in accordance with the provisions of the Council Security Regulations;
• To liaise in conjunction with Chief CIS, SMSO and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incidents;
• To assume responsibilities as the Crypto Custodian for the Mission, including:
  o Ensuring registration, protection and transfer of accountable security items (crypto devices, smartcard, keys, etc);
  o Liaising with the GSC Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
• To be the Mission focal point for information security compromise or suspicion of compromise;
• To report to the Chief of CIS any IT security related incidents;
• To verify periodically the security status of IT systems;
• To develop Mission Staff awareness with regard to IT security;
• To advise and monitor the vulnerability detection and remedial efforts and oversee vulnerability testing;
• To advise and monitor the institution’s policies on anti-SPAM, anti-virus, anti-spyware, and other “malware” protection;
• To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities
• Assist both EUPOL COPPS and EUBAM Rafah Missions in all aspects related to CIS and Cyber / Information Security as stipulated in the MoU (Memorandum of Understanding) between the two missions, undertaking on-site tasks at both Mission locations.Contribute to the establishment and participate in the Mission’s cybersecurity management program,
working closely with Mission Security and Safety personnel and related management structures and report on all relevant threats and incidents to the Senior Mission Security Officer;

• Receive guidance and direction on InfoSec matters and report breaches and non-compliance of InfoSec to the Senior Mission Security Officer. To develop a comprehensive pro-active automated cyber security early warning system for any known and new forms of cyber-attacks that will use an automated incident response engine;

• To support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions;

• To support the operational hardening of IT and communication systems, services and networks;

• To conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners;

• To provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

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 any of the fields of Information Technology, Computer Science, Communications, Engineering or other related field; AND

• A minimum of 5 years of relevant professional experience, out of which a minimum of 2 years of experience in a position with major IT security contents exposure, after having fulfilled the education requirements;

• Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;

• Professional experience in managing IT security and hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.

5. Essential Knowledge, Skills and Abilities:

• Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;

• 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:

• Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar);
• Valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
• A combination of professional and relevant certifications in Microsoft, Cisco, and StormShield products and technologies;
• Have sufficient knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats;
• Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
• Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ITIL, MOF);
• International experience, particular in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities
• Project management skills and practical experience with project management tools;
• Expert level of problem solving and analytical ability to analyse complex IT systems configurations.
1. Reporting Line:
The Programme Evaluation Manager reports to the Head of Planning and Reporting Unit.

2. Main Tasks and Responsibilities:
- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To contribute to the identification, development and management of projects and activities that support the objectives and progress of the Mission's mandate;
- To develop tools and mechanisms for the integration of best practice, lessons learned and other operational knowledge as well as guidelines into work processes;
- To develop and implement appropriate benchmarks, performance frameworks and monitoring & evaluation exercises to assess the impact of the Mission's activities;
- To provide analysis of Mission operational activities and state of play, reporting on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:
- In support of the Mission's Project Cell, contribute in identifying and developing new projects according to the objectives of the Mission mandate;
- To produce impact assessments of Mission activities as outlined in the MIP;
- In coordination with the Operational Sections, to compile relevant statistics and carry out quantitative and qualitative analyses/evaluations relevant for the Mission;

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 in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

• Analytical and research skills to conduct data collection;
• Ability to apply Monitoring & Evaluation methodologies;
• Time management and ability to prioritise multiple tasks;
• Team work and ability to establish and maintain effective working relations in a multi-cultural environment, with sensitivity and respect for gender & diversity.
• 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;
• Excellent English language drafting skills.

6. Desirable Qualifications and Experience:

• Master's Degree in Project Management;
• Experience in large-scale transformation and/or change programmes within international organisations;
• Formal project management qualification, such as PRINCE2 Practitioner or equivalent.