

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**  
**Amendment 2**

<b>European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 2-2020 Ordinary Call for Contributions</b>			
<b>Organisation:</b>	<b>EUPOL COPPS</b>		
<b>Availability:</b>	<b>As indicated below</b>		
<b>Job Location:</b>	<b>Ramallah, Palestine</b>		
<b>Employment Regime:</b>	<b>As indicated below</b>		
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Availability*:</b>
	<b><u>Seconded (7)</u></b>		
	HM16	Medical Adviser	17 October 2020
	PRU01	Head of Planning and Reporting Unit	16 November 2020
	PA05	Police Adviser Planning and Policy	ASAP
	PA22	Senior Police Adviser – Training	11 October 2020
	PA25	Senior Police Adviser - Accountability	ASAP
	RL11	Ministerial Strategic and Policy Expert***	ASAP
	RL12	Ministerial Legal and Administration Expert	ASAP
	<b><u>Seconded/Contracted (7)</u></b>		
	HM05	Mission Security Officer** ***	ASAP
	HM11	Financial Verification Officer**	01 January 2021
	RL06	Justice Expert	September 2020
	MS02	Chief Human Resources	01 December 2020
	MS04	Procurement Officer	ASAP
	MS05	Chief of Finance	01 November 2020
MS 14	CIS - Cyber Security Expert	ASAP	
<b>Deadline for Applications:</b>	<b>Thursday 3 September 2020 17:00 (CET)</b>		

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

\*\* Pending confirmation of position availability

\*\*\* Amendment

<b>Applications must be submitted via:</b>	<ol style="list-style-type: none"> <li>1. For seconded candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></li> <li>2. For contracted candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></li> <li>3. For seconded and contracted candidates from Contributing Third States<sup>1</sup> (application form available on the EEAS website): <a href="mailto:cpcc.eupolcops@eeas.europa.eu">cpcc.eupolcops@eeas.europa.eu</a></li> </ol>
<b>Information:</b>	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Katriina LILLOIVA</b> <a href="mailto:cpcc.eupolcops@eeas.europa.eu">cpcc.eupolcops@eeas.europa.eu</a></p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States<sup>1</sup> (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 State<sup>1</sup> (Canada, Norway and Turkey).

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<sup>1</sup> Contributing Third States with a signed Framework Participation Agreement.

**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.

**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)<sup>2</sup>, 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**<sup>3</sup> – 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

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

<sup>3</sup> [Common European Framework of References for Languages](#)

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.*

## **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 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** – Missionwise + E-SAFE<sup>4</sup> 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.

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<sup>4</sup> <https://webgate.ec.europa.eu/eeas/security-e-learnings>

**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](#).

**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).

<b>Position Name:</b> Medical Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> HM 16	<b>Location:</b> Ramallah	<b>Availability:</b> 17 October 2020
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To assist and advise the HoM and the Senior Mission Security Officer on all medical/welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members and advise the Finance and Human Resources departments on certified and uncertified sick leaves, both in and out of theatre, upon request;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member as per applicable Contingency Plans and SOPs, in close cooperation with all involved health care providers and the Mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To co-ordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members as per EU standards, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;

- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To undertake any other related task as requested by the Line Manager(s).

### **3. Mission Specific Tasks and Responsibilities:**

- To manage and supervise the mission medical contractor, if any.
- To act as a focal point for the mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters.

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies in medicine 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 Medicine; OR Registered Nurse Bachelor's in Nursing with minimum specialisation in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care, AND License to practise medicine from a recognised Medical School;
- A minimum of 4 years of relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, after having fulfilled the educational requirements;
- A minimum of 4 years of relevant professional experience, in the field of medical planning and administrative procedures, after having fulfilled the educational requirements;
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Experience in drafting SOPs, medical planning documents, decisions notes or similar.

### **5. Essential Knowledge, Skills and Abilities:**

- Extensive knowledge of emergency medicine;
- Fluent written and spoken English language skills;
- Interpersonal skills, able of working with people from a diversified background;
- Highly resilient under mental pressure.

### **6. Desirable Qualifications and Experience:**

- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Experience in delivering medical training in emergency medicine, trauma and health care;
- International medical experience, particularly in crisis areas.

### **7. Desirable Knowledge, Skills and Abilities:**

- Presentation skills to wider audiences;
- C1/C driving licence;
- Arabic/Hebrew language skills.



<b>Position Name:</b> Head of Planning and Reporting Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PRU 01	<b>Location:</b> Ramallah	<b>Availability:</b> 16 November 2020
<b>Component/Department/Unit:</b> Planning and Reporting Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of the Planning and Reporting Unit (PRU) reports to the Deputy Head of Mission (D/HoM).

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Planning and Reporting Unit, so as to produce the Mission operational planning, reporting and analysis requirements, including, but not limited to Intermediary Reports, the Six-Monthly Report and Special Reports;
- In coordination with the Mission Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission Lessons Identified/Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission operational headquarters, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that analysis is conducted with an integrated gender perspective, when required;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

The Head of the Planning and Reporting Unit manages the delivery of all Mission planning, analysis, reporting, and information gathering processes as well as internal capacity building activities in close cooperation with the relevant sections. Specifically, the incumbent is responsible for the following:

- Support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals through leading on the Mission input to the annual Operational Assessment, Strategic Review and OPLAN drafting processes;

- Oversee and coordinate the Mission planning activities to facilitate achievement of Mission strategic priorities and objectives;
- Further develop and align the strategic process for the Mission in close cooperation with the Senior Management;
- Develop, manage and report on projects according to the priorities and objectives of the Mission mandate in coordination with Deputy Head of Mission, Heads of Sections Police and Rule of Law, Head of Mission Support and other relevant senior management team members;
- Develop performance management, benchmarks and other relevant organisational measures with the objective of systematically improving the productivity, efficiency and efficacy of the Mission;
- Ensure that unit output is timely, quality-checked, focused and value added vis-à-vis Mission decision making and goals;
- Prioritise planning and reporting tasks to PRU staff in accordance with the needs of the Mission and pursuant to the progress of Mission goals;
- Supervise information analysis and develop/implement/improve analytical methods and output;
- Ensure Mission reporting system is managed according to a regular reporting schedule and supervise all reports to be submitted to the chain of command, CPCC, EU Member States and other international stakeholders;
- Supervise the unit's information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- Coordinate PRU activities with Deputy Head of Mission, Head of Police Advisory, Head of RoL and Head of Mission Support;
- Coordinate regular meetings and exchange with Political Advisers, Security Office, Press and Information Office, and other key analytical functions of the Mission for optimised coordination and synergy;
- Liaise with external partners and stakeholders in order to enhance information collection and analysis;
- Any other tasks as required by line management.

#### **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 AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 3 years at management level;
- Operational planning/project management experience, in a national or international context.

#### **5. Essential Knowledge, Skills and Abilities;**

- Report compilation, drafting and editing skills;
- Excellent command of written and spoken English and in particular must be able to draft to a very high standard in English;
- Previous experience in strategic planning and programme management;

- Ability to understand the cultural, social, religious, conflict and political situation in the Occupied Palestinian Territories.
- Excellent interpersonal skills and ability to work in a dynamic team as well as on own initiative in a methodical manner.

**6. Desirable Qualifications and Experience:**

- Experience in the area of knowledge management, organisational learning or policy development related working experience;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- An understanding of the functioning of European institutions and the CSDP framework;
- International experience, particularly in crisis areas with multi-national organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Analytical capability and profound knowledge of information collection and analytical methods.

<b>Position Name:</b> Police Adviser - Planning and Policy	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 05	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 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 practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To provide strategic 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 the PCP counterparts to improve operations that meet service demands;
- To support the PCP 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 (from police to prison);
- 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, with sound understanding of 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:**

- 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, etc.
- 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.

<b>Position Name:</b> Senior Police Adviser - Training	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 22	<b>Location:</b> Ramallah	<b>Availability:</b> 11 October 2020
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Police Adviser-Training 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 local counterparts 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 strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development, in accordance with policies and guidelines, and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen the capabilities of the Training Administration and the Palestinian College for Police Science (PCPS);
- To support the adoption of service-minded policing through the development and implementation of SOP's and manuals;
- To identify training gaps and support PCP in developing long-term training plans;
- To support PCP in developing curricula for various fields of training and/or education;
- To support PCP in developing and implementing in-service trainings;

- To support the PCP Training Administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training.

#### **4. Essential Qualifications and Experience:**

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

#### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of modern training tools (for instance e-learning, virtual training systems, language labs, etc.).
- 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.
- 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:**

- Experience of designing and delivering training, mainly focused on Train of Trainers approach;
- Experience working in an international organization operating in a conflict or post-conflict environment;
- Experience in project management.

#### **7. Desirable Knowledge, Skills and Abilities:**

- C1/C driving licence.

<b>Position Name:</b> Senior Police Adviser Accountability	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 25	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Adviser Accountability 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 local counterparts 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 support and provide strategic and operational advice to the senior management of the Palestinian Civil Police (PCP) in implementing the its accountability strategy and plan, besides overall development of its accountability units;
- To advise the PCP on the development and implementation of a public complaint mechanism, and support the institutionalisation of necessary organisational structures;
- To advise on implementing and training its members on the PCP Code of Conduct and Disciplinary Code;
- To support the development of structures, mandates and job descriptions to carry out oversight and accountability functions;
- To identify and advise the PCP on the capacity and training gaps of the accountability units;
- To support the accountability units to acquire skills and develop procedures and standards consistent with international best practices;
- To advise in the development of a human rights training manual and an efficient inspection regime;



- To support relationship-building and dialogue between the PCP and Civil Society Organisations.

#### **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. Master's 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 accountability initiatives, after having fulfilled the education requirements.
- Experience in conducting internal investigations or working on initiatives to strengthen police oversight/accountability.

#### **5. Essential Knowledge, Skills and Abilities:**

- 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;
- 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;
- Professional experience in policing at the management/coordination level;
- Experience of designing and delivering training;
- Experience in project management.

#### **7. Desirable Knowledge, Skills and Abilities:**

- C1/C driving licence.

<b>Position Name:</b> Ministerial Strategic and Policy Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RL 11	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Rule of Law Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 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 teamwork, 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 projects 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, complaints 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.

<b>Position Name:</b> Ministerial Legal and Administration Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RL 12	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Rule of Law Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Ministerial Legal and Administration Expert reports to the Head of Rule of Law Section.

### 2. Main Tasks and Responsibilities:

- 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 technical advice, mentoring and, if appropriate, training of staff at the operational 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 and activities 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 the impact of good governance in their policy- and decision-making processes;
- To identify, plan, develop, and implement projects and trainings with respect to the enhancement of team work, performance, communication and information sharing, both within the MoJ and between the MoJ and other Palestinian institutions;
- To assist the Legislative Drafting Experts with the review of any proposed amendments of, or new draft, laws and regulations and their organisational implications;
- To serve as a focal point for advice to the Head of the Rule of Law Section on all internal matters relating to the MoJ;

### 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, legal advisor, judge or prosecutor, after having fulfilled the education requirements.

## **5. Essential Knowledge, Skills and Abilities:**

- 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;
- International working experience within a Ministry of Justice or other similar institution advising on administrative reform, RoL and/or legislation;
- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Knowledge of the importance of rule of law and human rights in an institution building and developmental context;
- Ability to mentor, advise and motivate local counterparts;
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views.

## **6. Desirable Qualifications and Experience:**

- Experience of advising or mentoring;
- 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.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff Management Level (MSML)
<b>Ref. Number:</b> HM05	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Security & Duty of Care Department	<b>Level of Security:</b> Clearance: EU SECRET	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks:

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 ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness; •To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To alternate with the SMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To conduct the role and responsibilities of an SMSO as appropriate;
- 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 in the area of operations as well as persons and assets.

#### **4. Essential Qualifications and Experience:**

- Successful completion of relevant 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 4 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Planning and time-management skills;
- Analytical skills. Highly resilient under mental pressure and willingness to work extra hours when required
- Civilian driving license class C /C1.

#### **6. Desirable Qualifications and Experience:**

- Mission experience highly desirable, e.g. CSDP, UN, OSCE or similar;
- Police, military or intelligence background;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of firearms training;

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area and potential security threats;
- Writing and reporting skills; •Knowledge of Arabic and or Hebrew.



<b>Position Name:</b> Verification Officer**	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> HM 11	<b>Location:</b> Ramallah	<b>Availability:</b> 01 January 2021
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 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.

<b>Position Name:</b> Justice Expert	<b>Employment Regime:</b> Seconded/contracted	<b>Post Category for Contracted:</b> Expert level
<b>Ref. number:</b> RL06	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Rule of Law	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Justice Expert reports to the Head of Rule of Law.

### 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 monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To 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 contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to the following:
- To advise on the strategic objectives of the High Judicial Council (HJC), in particular to the Chief Justice and the members of the council, and on the role and future direction of the council;
- To support, in cooperation with the Legislative Drafting Experts, the revision of criminal – related legislation;
- To encourage adoption of measures so as to reduce delays in terms of adjudication of criminal cases in line with international standards with respect to pre-trial detention and protective custody.
- To support with respect to juvenile justice initiatives;
- To support the High Judicial Council (HJC) in promoting access to justice and in the development of a strategy on fair trial;
- To develop and implement programmatic projects in support of the tasks of the MIP.
- To liaise closely with the HJC and with other justice institutions, including the Palestinian Judicial Institute, as required, on their roles and mandates and provide strategic advice to the HJC on its strategic direction and implementation of its strategic objectives; To advise on the strategic objectives of the Palestinian Judicial Institute, in particular to its Director and Training Department, and on the role and future direction of the Institute.
- 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 perform other tasks as required by the Head and/or Deputy Head of the Rule of Law Section.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 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;
- Mediation skills.
- Experience in criminal justice reform either domestically or internationally;
- International experience of working with rule of law and criminal justice system issues.
- 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;

#### **6. Desirable Qualifications and Experience:**

- Experience as a practising lawyer;
- 8 years or more of professional experience of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.
- Project management experience
- Experience of working on strategic matters at a judicial council;
- Experience in advising other justice institutions;

#### **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.

<b>Position Name:</b> Chief Human Resources	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management level
<b>Ref. number:</b> MS 02	<b>Location:</b> Ramallah	<b>Availability:</b> 01 December 2020
<b>Component/Department/Unit:</b> Mission Support/Human Resources	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Chief Human Resources reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- Providing administrative support and strategic advice in all HR related topics;
- Contributing to the Mission's planning and reporting cycle on HR topics, including the budget;
- Develop, monitor and propose revisions to Human Resources policies, practices and procedures, to meet the evolving needs of the Mission;
- Contribute to the drafting of the OPLAN and other similar documents, and ensure accuracy of reporting;
- Plan, organise, manage and supervise the work and staff of the HR Unit. Continuously review and improve the service delivery processes with the view to achieving efficiency, consistency and transparency;
- Administering financial and non-financial rights and entitlements;
- Identifying and responding to staff learning needs for professional career development;
- Coordinating the performance management, (re)classification and mobility processes;
- Safeguarding at the HRU level the EU classified information from compromise or unauthorized disclosure;
- To lead, direct and manage the Human Resources Unit;
- To be responsible for the implementation and compliance monitoring of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures;
- To ensure an effective and transparent Human Resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient Human Resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that line managers of the Mission get the necessary advice and support in Human Resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the EU Commission (FPI) as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on Human Resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact, on matters affecting staff members, and to facilitate bringing closer the concerns of staff to the Senior Management;

To develop and update the Human Resource Policy for International and National staff in accordance with the OPLAN and the Standard Operating Procedures;

- To identify, manage and report the 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:**

- Implementing and managing the budget allocated to the HR Sector according to sound financial principles and rules;
- To maintain, update and follow up the deployment plan for the deployment of the Mission Members;
- To ensure that all Mission Members are covered by an appropriate health and accident insurance on the expense of the Mission;
- To coordinate the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission Members in accordance with the CPCC Staff Selection Procedures;
- To organise the planning and to advise in the development of the training for personnel;
- To collaborate with the finance unit for all relevant finance personnel related issues, including payroll, insurances, etc;
- To develop the guidelines for transparent and objective performance assessment and evaluation system for the Mission, not only, should be general or include more;
- To set-up and follow up an appropriate system for local staff representation;
- Responsible for the weekly, monthly and six-monthly reports concerning all Human Resources and personnel issues.

### **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 the field of Human Resources / Public Administration / Business Administration OR relevant/equivalent police or/and military education or training; AND
- A minimum of 7 years of human resources working experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

### **5. Essential Knowledge, Skills and Abilities:**

- People management skills and capacity to deal with different levels of stakeholders;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

### **6. Desirable Qualifications and Experience:**

- University/Master degree/MBA in human resources management or/and an international certification in human resources management;
- Knowledge and/or experience in strategic management and/or public administration.

- Experience in planning and implementing projects in the area of Human Resources.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MS 04	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Procurement Officer reports to the Chief of Procurement

### 2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EU legislation and regulations ensuring a fair, competitive and transparent process in accordance with sound procurement principles;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission Departments related with preparation of Terms of Reference and/or technical specifications for materials, goods, and services, with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To analyze complex and/or critical procurement proposals of significant operational impact, determine appropriate strategy/approach to best serve institutional interests, and ensure implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary;
- To direct, manage and conduct planning, solicitation, negotiation and if necessary, termination of contractual and procurement contracts/purchase orders ensuring good practices and maintaining audit-compliant records;
- To provide assistance and advice to the Mission members, providing authoritative technical and policy advice on all aspects of procurement and contracting, develop and disseminate best practices, especially in the field of the mission's Quick Impact Projects Scheme;
- To attend the procurement committee meetings required according to the solicited terms of reference and regulations;

### 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 in the field



of Law/ Public Administration OR relevant/equivalent police or/and military education or training; AND

- A minimum of 4 years of relevant professional experience, in the field of procurement, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge and experience in procurement plans, strategies, market analysis techniques, procurement and contracting ;
- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills;
- Strong sense of personal integrity;
- Attention to details;
- Ability to multi-task;
- Team spirit and problem-solving abilities.

**6. Desirable Qualifications and Experience:**

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

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

<b>Position Name:</b> Chief of Finance	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MS 05	<b>Location:</b> Ramallah	<b>Availability:</b> 01 November 2020
<b>Component/Department/Unit:</b> Mission Support Department/ Finance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Chief of Finance reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the Finance Unit.
- To ensure the sound and effective financial management of the CSDP Mission and the development of the essential internal policies and procedures for finance.
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions.
- To approve financial obligations, payments and disbursements.
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting.
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors.
- To ensure the presence of external audits and implement audit recommendations;
- To liaise with CPCC and FPI for coming mandates budget preparation and facilitate the internal budget process in the mission;
- To identify needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as required by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To prepare regular treasury forecasts for potential budget readjustments and ensures that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation;
- To support the implementation of external audits;
- To supervise the staff responsible for the sound financial management of designated funds allocated to the Mission.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in the field of Finance / Economics / Accounting OR relevant/equivalent police or/and military education or training; AND
- A minimum of 7 years of relevant professional experience (finance, budget or related working experience), after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge of accounting software;
- Knowledge of the EU Financial Rules;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Analytical, research and problem-solving skills.

#### **6. Desirable Qualifications and Experience:**

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialised training/course in finance/accounting or other related field;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledges and/or experience in strategic management and/or public administration.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Understanding of the political, cultural and security situation of the region.

<b>Position name:</b> CIS - Cyber Security Expert	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Expert Level (MSEL)
<b>Ref. Number:</b> MS 14	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Mission Support Department/ Communications and Information Systems (CIS) Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The CIS - Cyber Security Expert reports to the Chief of Communications 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 Information Systems Unit within in the area of CIS and Cyber 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.
- 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 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.
- 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.

- Hands-on experience with Microsoft Windows Server/Unix server, Microsoft Active Directory/Azure Active Directory Domain Services and Group Policies, Microsoft Exchange/365, 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:**

- Possesses knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.

#### **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.