

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 European Union Police Mission in the Palestinian territories (EUPOL COPPS)

Organisation:	EUPOL COPPS		
Job Location:	Palestinian territories		
Availability:	As indicated below		
Staff Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.	Name of the post	Available on
		Seconded/contracted:	
	AdmS10	Software Development Officer	As soon as possible
	AdmS09	Chief of General Services	6 December 2012
	HoMS03	Senior Mission Security Officer	As soon as possible
		Seconded:	
	HoMS06	Staff and Liaison Officer	As soon as possible
	HoMS07	Reporting Officer	17 Mar 2013
	AdvS03	Police Adviser	17 Jan 2013
	AdvS06	Police Adviser, Senior	3 Dec 2012
	AdvS07	Police Adviser*	1 March 2013
	AdvS08	Police Adviser	As soon as possible
	AdvS11	Police Adviser, Senior	04 Jan 2013
	AdvS16	Police Adviser, Senior	As soon as possible
	AdvS22	Police Adviser, Senior*	7 Jan 2013
	RoLS12	Police Adviser, Senior	17 Feb 2013
	ProgS01	Head of Programme Section	29-01-2013
	ProgS03	Programme Adviser (Monitoring and Evaluation)	As soon as possible

	RoLS06	Justice Expert	15 Feb 2013
	RoLS07	Defence Counsel Expert	As soon as possible
	RoLS09	Penitentiary Expert	As soon as possible
	RoLS10	Justice Expert	As soon as possible
Deadline for applications:	Friday 9 November 2012		
E-mail address to send the Job Application Form/CV:	cpcc.eupolcopps@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Mr. Jørn Laursen E-mail: cpcc.cfc@eeas.europa.eu Phone: +32 (0) 2 281 3289 Mobile: +32 (0) 476 575740</p>		

* **The availability of this post is subject to the non-confirmation of a request for extension.**

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

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract¹. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

The Civilian Planning and Conduct Capability, CPCC, requests that Member/Contributing States propose candidates for the following international expert positions for the EUPOL COPPS, according to the requirements and profiles described below:

A. Essential requirements

Member/Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a Contributing Third State and full rights as a citizen.

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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 participants shall carry out their duties and act in the interest of the Mission.

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

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

Availability – 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 the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing/Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of the Middle East – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of Arabic or Hebrew will be an asset.

C. Essential documents for candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

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

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EUCI.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member/Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid - including Mission area - civilian driver license for motor vehicles (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable). Able to drive any 4 wheel drive vehicles. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC, encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

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

Selection process – The candidates considered to be most suitable will be short-listed 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 location for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member/Contributing States or candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

Software Development Officer (AdmS10)

Main tasks:

Under the supervision of the Head of Administration and Finance, the Software Development Officer will be classified in the Management Level (MSML) and will:

- Assist the Head of Administration and Finance in assessing the needs of the mission in terms of Software, Information Management and Flow in order to develop and maintain a reliable inter-departmental information flow, ensuring accuracy of data and avoiding redundancy of information and unnecessary paperwork;
- Assist, plan, analyze, design, program and implement web-based and desktop interfaces;
- Plan, design, develop and maintain the Mission's software applications (web-based or desktop);
- Plan, design, develop and maintain complex databases (in particular the Management Information System of the Mission);
- Import and transform data from other formats into SQL Server or required formats;
- Identify needs and define application/database requirements, develop applications and databases, organize and implement user training, troubleshoot problems and assist with change requests;
- Test software and databases for ease of use, accuracy and bugs before release, ensuring their integrity;
- Advice on improvements and compatibility between operating systems and database management systems;
- Perform regular data checks and data quality control;
- Troubleshoot emerging users issues;
- Train users on applications when required;
- Work in coordination with IT Department and the other relevant administration departments under the guidance of the Head of Administration and Finance;
- Perform any other duties related to his/her assignment.

Qualifications and Experience:

- A University degree of at least 3 years of full time studies in relevant fields is required ;
- A minimum of 6 years of progressively responsible experience in software/database development, design, management and implementation of complex database systems and software applications;
- Advanced knowledge of Microsoft Server; Operating Systems; SQL Server (2005/2008/2010), database and software development technologies and programming languages. Relevant certifications are an asset;
- Experience in data modelling, data base optimization, understanding and implementation of schemas and the ability to interpret and write complex SQL series;
- Advanced knowledge of relational database systems, including SQL server administration and support, SQL programming (stored procedures and triggers);
- Advanced knowledge of PHP programming language with ability to amend/create codes on the spot. Relevant certifications are an asset;
- Knowledge of CSS, HTML, JavaScript with ability to amend/create codes on the spot. Relevant certifications are an asset;
- Proved practical experience in creating web based online applications using the 5 programming languages above;
- Effective project management skills;
- International experience, particularly with multi-national and international organizations (desirable);

- Ability to prioritize and manage exceptionally high workloads and willingness to work flexible working hours;
- Good interpersonal and communication skills, both written and oral;
- Very good level of spoken and written English;
- To be in possession of Security Clearance at the level of EU SECRET - ref. to essential requirements under paragraph A page 2 of the present Call for Contributions.

Chief of General Services (AdmS09)

Main tasks:

Under the supervision of the Head of Administration & Finance (HoAF), the Chief of General Services will be classified in the Management Level (MSML) and will:

- Supervise the Office of General Services. The office consists of two units; The Logistics Office and The Fleet Management Office. The total number of staff is 8;
- Plan, analyze, design, program and implement all aspects of logistical needs of the CSDP Mission in cooperation with relevant members of the Team;
- Take on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipments);
- Ensure that comprehensive and accurate policies and guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- Be responsible/coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc;
- On a yearly basis, prepare a Capital Expenditure Plan (CAPEX) for replacement of assets and arrange for the disposal of written-off assets in accordance with Mission policy/EU regulations;
- Manage the acquisition, distribution and re-allocation of all logistical resources, including ensuring systems for replacement and repair. This includes the coordination of aspects related to custom's clearance procedures;
- Establish, review and follow up a transport management system which controls all necessary data such as mileage, fuel consumption, and damages to the vehicles, road accidents and insurance cover;
- Be responsible for the technical and administrative management of vehicle maintenance and repairs;
- Ensure the necessary storage, distribution and allocation of Mission vehicles and associated equipment to Mission members;
- Produce reports/supervise the production of reports regarding logistical issues, propose changes and improvements;
- Supervise the logistics team in the advice, support and train managers and staff on transport related matters;
- Undertake any other duties assigned by the HoAF.

Qualifications and experience:

- A University degree of at least 3 years of full time studies in Logistics, Engineering, Administration or equivalent is required; equivalent Police or/and Military education (three years of full time studies) may be considered.
- Minimum of 8 years of professional experience at middle or/and upper management level in logistics related matters and 10 years of overall professional experience;
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks is essential;
- Good technical understanding of transport related issues;
- Good understanding of communication systems and equipments;
- Civilian driving license class B (mandatory) and C (desirable);
- Experience in EU procurement processes and regulations (distinct advantage);
- International experience, particularly from international missions or organisations in crisis areas (distinct advantage);
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);

- Excellent level of written and spoken English.

Senior Mission Security Officer(HoMS03)

Summary

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM), who remains responsible overall for the security and safety of mission staff, the SMSO is responsible for managing the security and safety of EUPOL COPPS's and EUBAM Rafah's (whenever required) staff deployed to Palestine through the design and implementation of appropriate security policies and procedures. The SMSO reports to the Head of Mission of EUPOL COPPS.

Main tasks

- To carry out the daily management of the EUPOL COPPS's and whenever required, EUBAM Rafah's Mission Security Office(s)
- To be responsible for the protection of EU classified information (EUCI) within the mission(s) and thereby ensuring information is handled in accordance with EU rules
- To produce security inputs to daily SITREP's, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots
- To be responsible for the supervision of journey management planning for all field visits – providing timely advice and guidance to mission members as required
- To provide comprehensive Security Induction training to new Mission members as required
- To ensure that regular security drills, communication tests and evacuation exercises are conducted
- To ensure that the contracted security guard force meets assigned performance standards
- To oversee all staff responsible for security, providing instructions, support, and assistance as necessary
- To be responsible, in line with the EEAS Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission security plans for relocation/evacuation, including an effective warden and movement of personnel system
- To supervise the recruitment of new staff to the Mission Security Office(s)
- To ensure that the security policies and procedures are followed as per mission(s) SOPs
- To monitor and assess the security situation and make security analyses, recommendations, and reports
- To ensure personal security advice is given to members of mission(s) staff as required
- To ensure an effective system of security reviews in relation to EUPOL COPPS and EUBAM (whenever required) missions property and buildings and recommend changes if necessary
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EEAS Security Policy and supporting documents
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary
- To alternate with the MSO, 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 participate in Senior Management Team Meetings - providing relevant security input (including assessments)
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness
- To ensure the policy on security clearances for Mission staff is correctly applied
- To liaise with the EEAS Security Department and CPCC-MSO on all matters foreseen by the EEAS Field Security Policy and supporting documents
- To undertake any other related tasks as required by the Head of Mission

Qualifications and experience

- **Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from military/police academy or civilian security organisation with specialised training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team: or equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.;**
- **In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets**
- **Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police**
- Successful completion of the EU Mission Security Officer Certification Course (desirable)
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Excellent organizational, planning, and time-management skills
- Experience in planning and implementing projects
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding)
- Solid knowledge of the Middle East area and potential security threats
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel)
- Arabic and/or Hebrew as well as other European Languages an asset
- Civilian driving license class B and C mandatory. Diplomatic Passport is an advantage

EU Security Clearance at Level Secret only. No equivalent is acceptable.

Staff and Liaison Officer (HoMS06)

Main tasks:

Under the overall supervision of the Head of Mission, the Staff and Liaison Officer will:

- Accept an executive mandate to take action and follow up decisions on behalf of the HOM;
- Act as member of the Senior Management Team, plan the SMT agenda;
- To ensure consistency in recruiting standards and appropriate Mission-wide balance in staff profiles;
- Oversee administration of HOM Section staff, in coordination with Human Resources;
- Coordinate Operational Management Meetings (OMM) and follow up on actions/proposals;
- Take decisions on behalf of HOM/DHOM in their absence;
- Coordinate the preparation of reports and presentations with relevant Mission Members;
- Prepare background papers for meetings and action related subjects in coordination with relevant Mission Members;
- In coordination with Heads of Section, provide focus for HOM/DHOM engagement with external stakeholders;
- Organize meetings, visits (including international visits) and invitations;
- Liaise with the Palestinian (in particular with the Palestinian Civil Police) and Israeli authorities.

Qualifications and experience:

- Managerial experience at Senior Level (8 years of experience in upper management position) in police or civilian organizations;
- Proven evidence of decision making capacity and coordination skills at a Senior Managerial Level;
- Broad professional background;
- Excellent communication skills and ability to negotiate at all levels and a high experience in negotiation and decision-making;
- The ability to multi-task and solid leadership skills;
- A team builder, able to develop and supervise a wide group of professionals and maintain the team on task;
- Relevant international experience;
- Excellent writing and language skills in the English language;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment.

Reporting Officer (HoMS07)

Main tasks:

Under the overall supervision of the Head of Mission the Reporting Officer will:

- Be responsible for providing daily support to the HoM's Office;
- Handle international enquiries ;
- Collect, assemble, assess and collate Mission information in a cohesive and variable format;
- Synthesize information from Mission Members in order to draft reports for internal and external audiences;
- Prepare and draft reports and presentations (weekly, monthly, six monthly and special reports);
- Take meeting minutes on request
- Assist in organizing visits, meetings, presentations etc;
- Undertake any other tasks required on behalf of the HoM / DhoM.

Qualifications and Experience :

- University degree in a related field such as political science, journalism, literature, etc;
- Substantial and broad understanding of activities in policing and rule of law activities;
- Five years of proven experience as a reporting officer in a related area of work
- Very high proficiency in writing, reading and speaking English (native speaker level)
- Relevant international experience
- Knowledge of political, and cultural context in the Middle East
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

Police Adviser (AdvS03)

Main tasks:

- Under the overall supervision of the Head of Police Advisory Section the Police Adviser Uniformed Police/ Public Order Police will:
- Collect, analyze and disseminate information on all relevant policing activities within his/her area of responsibility;
- Facilitate implementation of approved projects within his/her geographical area;
- Advise and provide close mentoring to Palestinian Civil Police on management of public order events as well as all related issues.
- Establish and develop professional working relationships with relevant authorities and civil society organizations in AOR;
- Develop short and longer-term policing plans together with Special Police Forces Commander, District Commanders and other relevant stakeholders in AOR;
- Identify and facilitate interventions under the Small Projects Scheme;
- Monitor and follow-up on implemented Small Projects Scheme;
- Stay informed of all development relating to security and policing in AOR;
- Assist in development and conduct of local training;
- Undertake any other related tasks as required by the Head of Police Advisory Section;

Qualifications and Experience:

- Proven ability to effectively manage change in difficult and tense environments.
- To have a minimum of 15 years of police management experience, with broad professional experience in planning, operational and organizational aspects of police services.
- Demonstrate experience in Public Order and modern Crowd Control Techniques, General Policing, and Training Department service or equivalent in a police organization.
- Demonstrate experience in major crowd control events management;
- Demonstrate experience of organizational management of multi Riot Control Units interaction from different security services and that in coordination with local District police services;
- International experience, particularly in crisis areas with multi-national and international organizations.
- Ability to process and analyze information and data.
- Project management experience (desirable).
- Training background beneficial.
- Excellent level of written and spoken English.

Police Adviser (Senior) (AdvS06)

Main tasks:

Under the supervision of the Head of the Police Adviser Section the Police Adviser will:

- Provide technical advice focused on uniformed policing e.g. traffic, operations room or patrols;
- Provide technical advice on police-related issues concerning construction of new police stations and detention centers;
- Establish cooperation with relevant counterpart in the Palestinian Civilian Police (PCP);
- Support and provide analytical and strategic/tactical/operational advice to the relevant counterparts concerning projects and other activities related to PCP;
- Initiate and advise planning and development processes and project coordination mechanisms for the relevant counterpart(s) in PCP in order to support project implementation on the ground;
- Provide coordination assistance between PCP and EUPOL COPPS;
- Maintain close, result-oriented contact with all relevant local counterparts and other international organizations operating in the field of Palestinian Civilian Policing;
- Liaising when appropriate, with relevant officials within PCP;
- Develop short and longer-term policing plans together with relevant PCP counterparts;
- Facilitate and support implementation of approved projects;
- Monitor and follow-up on “Small Project” activities and progress;
- Undertake any other tasks assigned by the Head of the Police Adviser Section.

Qualifications and Experience :

- A university degree in Police Sciences, Law, Public Administration or other relevant field or equivalent police training;
- Minimum of 8 years professional experience in a managerial position within the Police, the Ministry of Interior or other relevant government body responsible for internal security and policing;
- Solid proven experience in a uniformed police branch at different levels of responsibility and in different areas of expertise;
- Full understanding and experience of uniformed police procedures and techniques;
- Experience from detention center management, operation room and patrol (desirable);
- Experience in facility management ;
- Project management experience ;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

Police Adviser (AdvS07)*

* The availability of this post is subject to the non-confirmation of a request for extension.

Main tasks:

- Under the overall supervision of the Head of Police Advisory Section the Police Adviser will:
- Collect, analyze and disseminate information on all policing activities within their area of responsibility, the AOR being West Bank Palestinian Civil Police District and/or Specialized Branches facilities;
- Facilitate implementation of approved projects within his/her geographical area;
- Advise and provide close mentoring to Palestinian Civil Police District and/or Specialised Branches Commanders and Senior Officers in AOR;
- Establish and develop professional working relationships with relevant authorities and civil society organizations in AOR;
- Develop short and longer-term policing plans together with district and/or specialized branch police management in AOR;
- Identify and facilitate interventions under the Small Projects Scheme;
- Monitor and follow-up on implemented Small Projects Scheme projects;
- Stay informed of all development relating to security and policing in AOR;
- Assist in development and conduct of local training;
- Undertake any other related tasks as required by the Head of Police Advisory Section;

Qualifications and Experience:

- Proven ability to effectively manage change in difficult and tensed environments.
- To have a minimum of 15 years of police management experience, with broad professional experience in planning, operational and organizational aspects of police services.
- To have a proven experience in General Policing and/or Patrols and/or Training Department service or equivalent in a police organization.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Ability to process and analyze information and data.
- Project management experience (desirable).
- Training background beneficial.
- Excellent level of written and spoken English.

Police Adviser (AdvS08)

Main tasks:

- Under the overall supervision of the Head of Police Advisory Section the Police Adviser Uniform Police will:
- Collect, analyze and disseminate information on all policing activities within her/his area of responsibility, the AOR being West Bank Palestinian Civil Police Districts and/or Specialized Branches facilities;
- Facilitate implementation of approved projects within his/her geographical area;
- Advise and provide close mentoring to Palestinian Civil Police District and/or Specialized Branches Commanders and Senior Officers in AOR;
- Establish and develop professional working relationships with relevant authorities and civil society organizations in AOR;
- Develop short and longer-term policing plans together with district and/or specialized branch police management in AOR;
- Identify and facilitate interventions under the Small Projects Scheme;
- Monitor and follow-up on implemented Small Projects Scheme projects;
- Stay informed of all development relating to security and policing in AOR;
- Assist in development and conduct of local training;
- Undertake any other related tasks as required by the Head of Police Advisory Section;

Qualifications and Experience:

- Proven ability to effectively manage change in difficult and tense environments.
- To have a minimum of 8 years of police management experience, with broad professional experience in planning, operational and organizational aspects of police services.
- Demonstrate experience in General Policing and/or Patrols service or equivalent in a police organization.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Ability to process and analyze information and data.
- Project management experience (desirable).
- Training background beneficial.
- Excellent level of written and spoken English.

Police Adviser (Senior) (AdvS11)

Main tasks:

Under the supervision of the Head of the Police Adviser Section, the Police Adviser will:

- Provide specialist advice and close mentoring to the Palestinian Civilian Police (PCP) in relation to criminal investigation; crime scene management and basic forensic science. The adviser should also be able to advise on developing criminal intelligence, intelligence led policing and proactive crime prevention in accordance with the Mission's mandate and in cooperation with other stake holders;
- Support the PCP in developing the regulatory framework for the role of the Criminal Investigations Department (CID);
- Support the PCP in developing CID-related strategies, techniques, training and infrastructure;
- Closely mentor and support PCP coordination of investigations in specific cases, and as appropriate;
- Facilitate and support the implementation of projects within his/her specialist area in coordination with EUPOL COPPS Programme Section;
- Follow-up and report on the implementation of all Mission's CID-related activities;
- Undertake any other tasks required on behalf of the Head of the Police Adviser Section.

Qualifications and experience:

- A university degree in Police Sciences, Law, Public Administration or other relevant field, or equivalent police professional training;
- Minimum of 8 years professional experience in a managerial position within the Police, Ministry of Interior or other relevant government body responsible for internal security and policing;
- Solid proven experience in a criminal investigation department at different levels of responsibility and in different areas of expertise;
- Experience of CID at management level;
- Full understanding and experience of CID procedures and techniques;
- Full understanding of the criminal intelligence process, including the concept of intelligence led policing;
- Experience in Family Protection Units or Juvenile Investigation Units (desirable);
- Experience in Disciplinary Investigation Units (desirable);
- Project management experience;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

Police Adviser (Senior) (AdvS16)

Main tasks:

Under the overall supervision of the Head of the Police Advisory Section, the Police Adviser will: As part of the Oversight team, work with the joint EUPOL COPPS and United Nations Development Programme (UNDP) program on accountability:

- Provide strategic and operational advice to the senior management of the Palestinian Civilian Police (PCP) departments involved in the accountability program, (e.g. Inspector General, Bureau for Grievances and Human Rights and the Police Security and Discipline Department);
- In cooperation with PCP stakeholders and UNDP consultants coordinate activities, workshops, training, study trips, seminars on topics such as PCP accountability strategy, development of Standard Operating Procedures, strengthening the civilian oversight and increase of PCP accountability awareness;
- Provide technical advice concerning the development and implementation of the PCP accountability policy, development of procedures and processes, including SOPs, job descriptions and financial planning;
- As part the Oversight team, work with a team of advisers with the project for developing the (PCP) Human Resources Department in cooperation with United Nations Office for Project Services (UNOPS);
- Provide strategic and operational advice concerning Human Resources Management in the PCP with a focus on a merit based recruitment and promotion system and other relevant Human Resources related matters through close cooperation and collaboration with relevant counterparts in the PCP;
- Provide technical advice concerning the development and implementation of the PCP Human Resources policies, procedures and documents, including Standard Operating Procedures, job descriptions, redeployment and reassignment policies, duty roster systems and financial planning;
- Provide support on project development, implementation and coordination mechanisms mainly on a strategic and field level to counterparts in the PCP in coordination with EUPOL COPPS Programme Section;
- Provide coordination assistance between PCP, UN and other implementing agencies, and EUPOL COPPS;
- Undertake any other tasks required on behalf of the Head of the Police Advisory Section.

Qualifications and experience:

- A university degree in Law, Public or Business Administration, Police Sciences, or equivalent academic or police training,
- At least 8 years management experience in a strategic position within the Police, the Ministry of Interior or other relevant government body,
- Experience in police oversight mechanisms and relevant structures, e.g. professional standards unit, disciplinary investigations, audits and inspections, citizen complaints,
- A broad understanding of police human resources management principles and relevant structures (Regional Police Headquarters, HR-departments etc). Experience working with such structures would be an asset,
- Ability to provide advice with a full understanding for the concept of local ownership,
- Project experience, e.g. steering groups, project member/manager from projects focused on implementing new working methods or development in general,
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment,
- Excellent level of written and spoken English.

Police Advisor (Senior) (Adv22)*

* The availability of this post is subject to the non-confirmation of a request for extension.

Main tasks:

Under the supervision of the Head of the Police Adviser Section the Police Adviser will:

- Support the development of accountability and oversee the Palestinian Civilian Police (PCP), e.g. by interacting with Inspector General's Office, Police Security and Discipline Department, and Bureau of Grievances and Human Rights;
- Maintain, expand and facilitate continuous close cooperation with the Ministry of Interior (MoI) of the Palestinian Authority (PA), exerted mainly but not exclusively at the co-location office within the MoI;
- Support and provide analytical and strategic advice to the relevant counterparts in the MoI concerning all matters related to the PCP;
- Provide coordination assistance to the MoI in dealings the PCP/HQ, International stakeholders and EUPOL COPPS;
- Maintain and expand close, result-oriented contact with all relevant local counterparts and other international organizations operating in the field of Palestinian Civilian Policing;
- Liaise when appropriate with relevant officials at the Ministry of Interior, Palestinian Civilian Police and other relevant bodies of Palestinian National Authority;
- Facilitate and support implementation of approved projects;
- Work closely with the Programme Section and the PCP/Research Planning and Development Administration co-location office on all issues related to the PCP and the wider Mission mandate, in order to further improve the communication and coordination with the MoI in general and the Strategic Planning and Development Unit in particular;
- Undertake any other tasks assigned by the Head of the Police Adviser Section.

Qualifications and Experience:

- A university degree in Police Sciences, Law, Public Administration or other relevant field, or equivalent police training;
- At least 8 years professional experience in a senior managerial position, preferably on the supreme command of the national police;
- Wide range of experience on a variety of aspects of policing;
- Experience of auditing and inspection (desirable);
- Experience of disciplinary investigations units (desirable);
- Experience in public society cooperation and investigating complaints made against the police (desirable);
- Project management knowledge and experience;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

Police Adviser (RoLS12) (Senior)

Main tasks:

Under the supervision of the Head of the Police Adviser Section the Police Adviser will:

- Coordinate district activities and facilitate the exchange of information within the Police Adviser Section;
- Provide and coordinate within the Police Adviser Section and with the Programme Section baseline studies as part of needs assessments as preparation for project design or as part of project monitoring and evaluation;
- Provide a link between police advisers at the strategic level and district police advisers
- Coordinate efforts between the Police Adviser Section and PCP regarding projects at the district level;
- Establish, ensure and monitor cooperation and coordination with the relevant counterparts in the Palestinian Civil Police (PCP);
- Provide analytical support and strategic/operational advice to the Police Adviser Section and to the counterparts in the PCP concerning projects and other district activities related to PCP;
- Assist the PCP with short and long-term strategic and operational planning;
- Undertake any other tasks assigned by the Head of Police Adviser Section.

Qualifications and Experience:

- University degree in Police Sciences, Law, Public Administration or other relevant field or equivalent police professional training;
- Minimum of 8 years professional experience in a senior managerial position within the police, Ministry of Interior or other relevant government body responsible for internal security and policing;
- Wide range of experience on a variety of aspects of policing, including CID, front line policing, oversight and district or community policing models;
- Experience with the operational and administrative sides of managing police districts – logistics, administration, human resources, training, business development, strategic and operational planning etc;
- Extensive experience in working with police development (national/international);
- Experience working in a Security Sector Reform (SSR) context (desirable);
- Extensive experience in coordinating police activities on a strategic level;
- Proven project management experience;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

Head of Programme Section (ProgS01)

Main tasks:

Under the overall supervision of the Head of Mission/Deputy Head of Mission;

- Responsible for ensuring the efficient and effective delivery of all Programmes and Projects within the Mission's Portfolio, in a manner consistent with the Mission's mandate.
- Ensure alignment of Programmes and Projects with the strategic aims and objectives of the Mission; its delivery partners and counterpart organizations.
- Design and implement effective systems of programme/project management and reporting.
- Supervise the effective management of EUPOL COPPS and delivery of commitments on Programmes and Projects in respect of their implementation in accordance with set time scales; budgets and quality levels.
- Develop and maintain effective systems of communication for internal and external stakeholders on programme/project related issues.
- Lead and manage the Programme Section.
- Mentor and assist Programme/Project officers with the planning, execution, and delivery of allocated projects.
- Provide timely, accurate project tracking and reporting to Senior Management as well as relevant external stakeholders.
- Consistent with the Mission's mandate and strategy provide such support to external working groups; EU Member States and international donors as may be required in identifying funding streams to support programmes and projects.
- Undertake any other related tasks as required by the Head/Deputy Head of Mission.

Qualifications and Experience:

- An advanced university degree in Police Sciences, Economic, Project/Programme Management, Business administration or equivalent academic training.
- Extensive Management experience and a demonstrable track record of leading highly effective teams ideally gained in demanding operational environments.
- Programme/project management experience ability to demonstrate an in-depth understanding of project planning, change control and risk management.
- Experience of implementing programmes involving multiple projects utilizing established project management tools and techniques.
- Strong interpersonal/communication skills.
- Advanced knowledge of MS Project and MS Excel skills and good knowledge of MS Power Point and MS Outlook.
- International experience preferable in criminal justice area, particularly in crisis area with multi-national and international organizations (desirable).
- Knowledge of political, cultural and security situation in crisis management questions related to the Middle East (desirable).

Programme Adviser (Monitoring and Evaluation) (ProgS03)

Main tasks:

As part of the Programme team working under the overall supervision of the Programme Director, the incumbent will be assigned the following tasks:

- Actively participate in the team which supports projects and programmes for the Palestinian Civilian Police (PCP) and other institutions within the Palestinian criminal justice system;
- Serve as a technical expert in Monitoring and Evaluation (M&E);
- Advise on and assist in setting up and implementing M&E plans / systems for tracking programmes and projects that are in accordance with relevant national strategy goals and corresponding Mission aims;
- Advise on and assist in setting up and implementing Monitoring and Evaluation plans / systems for activities, projects and programmes within EUPOL COPPS to ensure that Mission objectives are being met;
- Build core competencies of Palestinian counterparts and Mission staff on M&E, through training and technical assistance on data collection and reporting;
- Participate in project and programme progress evaluations, surveys and programme follow up in order to advise and recommend tools and strategies to further enhance performance and result;
- Participate in relevant project committees, and ensure effective coordination with all relevant stakeholders, including donors and implementing agencies;
- Drafts regular progress reports to inform the Mission and the beneficiaries on the status of the projects and programmes;
- Collaborate in the preparation of internal and external publications, presentations and documents;
- Undertake any other related tasks as requested by the Programme Director.

Qualifications and Experience:

- University Degree or equivalent in economics, international development, business or related field;
- M&E / project management experience (3 years minimum);
- Proven experience within any of the following areas: Results Based Management of projects and programmes, Logical Frameworks, planning and implementation of M&E systems of international projects and programmes in complex environments;
- Demonstrated experience related to training in M&E reporting, programme implementation, needs assessment, and evaluation;
- Experience in Monitoring and Evaluation of projects and programmes related to rule of law (desirable);
- Good working knowledge of the political, cultural and security situation in the Middle East (desirable);
- Capacity to perform well under (time) pressure, in a small and multidisciplinary team serving a diverse group of clients;
- Excellent written and verbal English communication skills with a good sense of professional relationships and cultural awareness, combining professional advisory skills with solid operational capacities;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook).

Justice Expert - Judiciary (RoLS06)

Main tasks:

Under the direction of the Head of Rule of Law (RoL) Section and in coordination with other experts of the EUPOL COPPS Mission the Justice Expert will:

- As a member of the RoL Section's Court Team, provide support and technical advice to the High Judicial Council (HJC) and judiciary in respect of criminal law-related matters. Such advice will include ways to achieve the HJC's goals and objectives contained in the Justice Sector Strategy, the HJC Strategic Plan, and other key strategic documents;
- Whenever requested, assist the HJC to develop strategic and operational level plans for the judiciary and courts;
- Plan, develop and implement projects to facilitate activities agreed with the HJC;
- Plan and organise necessary training to enhance skills of members of the judiciary, especially anti-corruption and specialised criminal skills training;
- Work closely with the heads of the different departments of the HJC and other key members of the judiciary;
- Cooperate with other international organisations providing support to the judiciary sector, taking a role to coordinate donor efforts where possible;
- Contribute to and enhance the network of local stakeholders involved in the judicial field, such as NGOs, international donors etc;
- Advise other Mission Members on judicial issues whenever required;
- Report on activities undertaken whenever required;
- Undertake any other tasks as required by the Head of RoL Section.

Qualifications and Experience:

- University degree in law;
- Minimum of 8 years professional legal experience, with at least 3 years experience as a criminal judge in a civil law system;
- Proven knowledge of administration of justice and criminal procedures;
- Experience of planning and implementing reform projects is desirable;
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook) ;
- Excellent level of written and spoken English;

Defence Counsel Expert (RoLS07)

Main tasks:

Under the direction of the Head of Rule of Law (RoL) section and in coordination with other experts of the CSDP mission, the expert will:

- Lead the Defence Team of the mission, including directing all defence related activities of the RoL experts and Police advisors;
- Continuously assess the status of the defence capacities in the criminal justice system in Palestine in close cooperation with all local stakeholders involved and with civil society;
- Develop projects and activities aimed at reaching the end goal of an efficient, locally accepted defence system, including aspects of legal aid and access to justice;
- Lead the implementation of those projects and activities;
- Serve as a focal point for advice to office of the Head of Mission, police and RoL experts in the mission on all Defence Rights issues, policies and trends in the region in general;
- Prepare the annual work plan to foster the right to defence in Palestine in close cooperation with the relevant local stakeholders, clearly defining goals to be achieved;
- Coordinate donor efforts in the field in close cooperation with existing donor coordination mechanisms;
- Establish a practical cooperation and exchange of information in the broader area of RoL and in particular with the Palestinian Bar Association with a view to strengthen the Defence capacity in all criminal justice institutions;
- Participate in the reporting procedures of the RoL unit and follow-up activities in the mission;
- To undertake any other tasks as required by the Head of Rule of Law Section ;

Qualifications and experience:

- A Degree in Law, preferably an advanced Degree with specialization in Criminal or International Law and Human Rights;
- Minimum 8 years of professional experience of which at least 4 years as a practicing defence lawyer;
- Substantial knowledge in relation to management and administration of a service;
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision;
- Prior mission experience in the field of criminal justice and human rights is highly desirable;
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail;
- Excellent working knowledge of written and spoken English;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

Penitentiary Expert (RoLS09)

Main tasks:

Under the supervision of the Head of Rule of Law (ROL) Section the Penitentiary expert will:

- Work in close collaboration with the other members of EUPOL COPPS, particularly the members of the Penitentiary team within the ROL Section;
- Provide support to the Palestinian penitentiary service, with a focus on support at the higher strategic/policy level, including:
 - Analysis of practices, procedures and conditions in Palestinian prison/detention facilities with a view to compliance with international Human Rights standards on imprisonment and detention;
 - Review of the laws (including Law on Rehabilitation and Correction Centres), rules, regulations and operating procedures relating to prison management, and provide advice and support to improve these;
 - Review prison administration recruitment and training procedures;
 - Promotion of accountability and oversight mechanisms for the penitentiary service;
 - Promotion of reform of organizational structures, development of strategic plans and planning capacities, capacity-building within the various departments of the penitentiary service;
 - Assistance to develop job descriptions and clear roles/responsibilities for penitentiary service staff.
- Develop projects and activities to improve the functioning of the Palestinian penitentiary service;
- Review and advise on co-ordination and working relations between the Prison Service and the other relevant institutions: Ministry of Interior, Ministry of Justice, Palestinian Civilian Police, Public Prosecution and the Judiciary;
- Coordinate closely with other international stakeholders involved in penitentiary reform, particularly the US Bureau for International Narcotics and Law Enforcement and the UN Office for Drugs and Crime;
- Actively promote coordination between international donors and other stakeholders;
- Support the other members of the Penitentiary team when required;
- Perform other tasks and responsibilities as requested by the Head of ROL Section.

Qualifications and Experience:

- An advanced University Degree in Law, Social Sciences or equivalent academic or professional training;
- A minimum of 8 years of relevant professional experience in correctional institutions or relevant government ministry, with broad professional experience in legal, management and operational aspects;
- Excellent knowledge of prison-related international standards;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Excellent level of written and spoken English.

Justice Expert (RoLS 10)

Main tasks:

Under the direction of the Head of Rule of Law (RoL) Section and as a part of the Court team, the expert will:

- Analyze and assess the main problems within the criminal justice system relating to inefficient court proceedings, including the applicable legislative framework and enforcement of court decisions;
- Identify issues needing urgent attention in the area of judicial administration;
- Develop recommendations and activities to improve the efficiency of court proceedings in cooperation with the different actors involved in the criminal justice system;
- Support the establishment of projects to improve the efficiency of court proceedings and promote administrative coordination between the different criminal justice system institutions;
- Provide information and advice to other Mission members and counterparts on judicial administration and court reform matters;
- Liaise and establish professional working relations with the relevant criminal justice system actors (inc. prosecution, judiciary , police)
- Participate in the production of presentations and reports as directed;
- Participate in the reporting procedures of the RoL Section and follow-up activities in the Mission;
- Undertake any other task required on behalf of the Head of Rule of Law Section;

Qualifications and Experience

- University Degree in Law or Public Administration;
- A minimum of 8 years of legal professional experience with at least 3 years judicial administration experience. Experience at liaising between justice actors is desirable;
- Experience in judicial reform processes;
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision;
- Prior experience in working in a (multi – disciplinary) team is desirable;
- Ability to operate Windows, Word, Excel and Power point applications;
- Excellent level of written and spoken English;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment