

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

<b>European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 1-2020 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/ Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Availability:</b>
	<b><u>Seconded (9)</u></b>		
	BSE 01	Brussels Support Element - Human Resources and Administration	01 Apr 2020
	PA 01	Head of Police Advisory Section	01 Jul 2020
	PA 03	Ministerial Strategic and Policy Expert/CRC Member*	ASAP
	PA 09	Senior Police Adviser - Community Policing/CRC Member*/**	27 Jul 2020
	PA 25	Senior Police Adviser - Accountability	07 Jul 2020
	PA 28	Penitentiary Adviser	11 Jul 2020
	PA 29	Senior Police Adviser - District Coordinator	11 Jul 2020
	PA 32	Programme Manager	ASAP
	RL 07	Justice Expert	ASAP
	<b><u>Seconded/Contracted (2)</u></b>		
	MS 12	Transport and Logistic Officer**	08 May 2020
	MS 14	CIS - Cyber Security Expert	ASAP
<b>Deadline for Applications:</b>	<b>Thursday 27 February 2020 at 17:00 hours (Brussels time)</b>		

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

\*\* Pending confirmation of position availability

<p><b>Applications must be submitted via:</b></p>	<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.eupolcopps@eeas.europa.eu">cpcc.eupolcopps@eeas.europa.eu</a></li> </ol>
<p><b>Information:</b></p>	<p>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 Rosangela DE JESUS DAS NEVES</b></p> <p style="text-align: center;"><a href="mailto:cpcc.eupolcopps@eeas.europa.eu">cpcc.eupolcopps@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).

**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

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

as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The candidates shall carry out their duties and act in the interest of the Mission.

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

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

**Physical and Mental Health** – The candidates must be physically fit and in good health, without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

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

## II. REQUIREMENTS

### II.A Essential Requirements

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

#### Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<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 communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

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

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

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

**Driving Skills** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

## **II.B Desirable Requirements**

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

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

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

**Language** – Some proficiency in local language(s).

**Driving Licence** - Category C or equivalent driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

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

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

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

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They must also be vaccinated according to the required immunisations for the Mission area.

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

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

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

#### **IV. ADDITIONAL INFORMATION**

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

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

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

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

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

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

**Training** – E-BASE + E-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.

**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](#).

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

**Job Descriptions** – The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

<b>Position Name:</b> Brussels Support Element - Human Resources and Administration	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> BSE 01	<b>Location:</b> Brussels	<b>Availability:</b> 01 Apr 2020
<b>Component/Department/Unit:</b> Deputy Head of Mission / Chief of Staff	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The BSE Human Resources and Administrative Officer reports to the Deputy Head of Mission/ Chief of Staff, but is embedded in the CPCC in Brussels and functionally cooperates closely with the Mission Personnel Division.

### 2. Main Tasks and Responsibilities:

- To prepare Calls for Contributions and to participate in their distribution;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions and Standard Operating Procedures;
- To implement the selection staff policies and processes job applications as per CPCC rules
- To maintain records related to staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by the Deputy Head of Mission/Chief of Staff.

### 3. Mission Specific Tasks and Responsibilities:

- Establishes and maintains contacts with the Member States and other international actors as well as the civil society at Brussels Level;
- Supports HR, logistic, finance, procurement and contracting processes;
- Uses legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions;

- Liaises as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;
- Provides assistance to the Mission departments related with all HR, logistic, finance, contracting and procurement matters;
- Assists in the development of internal Mission support procedures.
- When required also to assist the mission on reporting matters and other materials required by CPCC.
- Coordinates the standardization of procedures among missions with other BSE's, as appropriate
- To optimize the usage, the BSE can be double hatted to cover EUBAM Rafah Mission.

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

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

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

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills;
- Networking skills;

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

- Experience in planning and implementing projects in the field of Human Resources Management;
- University or/and Master's degree in business administration or in Human Resources Management or international certification in Human Resources Management.

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



<b>Position Name:</b> Head of Police Advisory Section	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PA 01	<b>Location:</b> Ramallah	<b>Availability:</b> 01 Jul 2020
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Police Advisory Section reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Section as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Section's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Section;
- To ensure the consistency and sustainability of Mission's operational activities over time
- To oversee the Section's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Sections;
- To ensure that Mission staff members working in the Section identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Section's activities;
- To identify, manage and report 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:

- To contribute on the operational level and in his/her field of expertise, aligned to the Mission Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular regard to strengthening the capabilities of the Ministry of Interior (MOI) and Palestinian Civilian Police (PCP);
- To provide strategic advice and assistance to the Ministry of Interior (MOI) in strengthening security governance and overall functions of the ministry;

- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development and transformation, specifically to senior officials at District and Headquarters, in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide overall management and direction to the Police Advisory Section so that it fulfils its tasks efficiently and effectively and implements its agreed objectives;
- To identify, under the overall guidance of the HoM/DHoM, the overall objectives of the Section, and contribute to the development of the Mission Implementation Plan in accordance with the Mission's mandate;
- To ensure appropriate management of the human and financial resources of the section;
- To review, assess and ensure quality analysis and reporting on the work and activities of the Section;
- To maintain close liaison with the Rule of Law Section, Human Rights and Gender Advisers on cross cutting elements of the MIP;
- To review, assess and report on the work and activities of the Section;
- To seek continuous development of the section and ensure the highest working standards, be maintained through appropriate communication, coordination and co-operation within the Section, the Mission and external actors;
- To maintain close, result-oriented working relationships with relevant local counterparts and other international stakeholders active in the civilian Security Sector Reform;
- To maintain working relationships with local civil society actors in the civilian Security Sector Reform, in particular those promoting human rights in policing;
- To facilitate and provide overall guidance in the implementation of projects within the Section;
- To closely collaborate with the Planning and Reporting Unit on donor-coordination, evaluation and the implementation of projects.

#### **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 10 years of relevant professional experience, including experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes, after having fulfilled the education requirements out of which a minimum of 5 years at management level.

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Understanding of the entire chain of criminal justice (from police to prison);
- Ability to provide advice with a full understanding for the concept of local ownership;
- Ability to translate strategy into action and to work efficiently in a deadline driven environment.

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

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership/business administration;
- Previous experience in working in crisis management missions;
- Previous experience in working in the Middle East.

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

- C1/C driving licence.

<b>Position Name:</b> Ministerial Strategic and Policy Expert / CRC Member*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 03	<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> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

#### 3.1 Mission Specific Tasks and Responsibilities:

- To provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development of their respective strategic plans;
- To advise and mentor counterparts on the effective implementation of the security sector reform;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and PCP;

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

- To support the development of efficient organisational procedures and structures related to strategic planning;
- To work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and PCP in clarifying the responsibilities and authority of the institutions;
- To support the MoI to further enhance its oversight and governance structures and processes;
- To promote coherence, cooperation and synergies with international partners;
- To ensure counterparts are cognisant of UNSR 1325 and safeguard human rights;
- To advise the Mission on MoI related matters.

### **3.2. Core Responsiveness Capacity Tasks and Responsibilities**

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

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

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

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

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

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

**6. Desirable Qualifications and Experience:**

- A minimum of 3 years of professional experience at management/coordination level;
- Experience working in a ministry/security sector institutions or other relevant field on a strategic level;
- Experience in monitoring and evaluation/performance management.

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

- Report drafting and organisational skills;
- C1/C driving licence.

<b>Position Name:</b> Senior Police Adviser - Community Policing/CRC Member */**	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 09	<b>Location:</b> Ramallah	<b>Availability:</b> 27 Jul 2020
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Police Adviser Community Policing reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local 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 practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3.1 Mission Specific Tasks and Responsibilities:

- To advise at the strategic level and assist the Palestinian Civil Police (PCP) in implementing a shared concept of Community Policing across the organization;
- To advise and develop Community Policing plans with the PCP leadership in line with their strategic priorities;
- To identify and deliver Community Policing training needs;
- To advise the PCP on the development and management of public partnerships;
- To ensure that Community Policing activities align with the Mission's strategic objectives, including Information-Led Policing, Accountability and other relevant areas;
- To advise other international actors supporting Community Policing initiatives and assist in the coordination of relevant activities;

- To support PCP frontline administrations effectively deliver policing services.

### **3.2. Core Responsiveness Capacity Tasks and Responsibilities**

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

- To participate in the planning and start-up of Missions, including Technical Assessment Missions and early deployment;
- To support expansion/down scaling of Missions, or refocusing of mandates;
- To participate in liquidation and closures of Missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

### **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 community policing initiatives, 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;
- Ability to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

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

- A minimum of 3 years of professional experience at 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> Senior Police Adviser - Accountability	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 25	<b>Location:</b> Ramallah	<b>Availability:</b> 07 Jul 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 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 and ability of driving 4x4 vehicles;

<b>Position Name:</b> Penitentiary Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 28	<b>Location:</b> Ramallah	<b>Availability:</b> 11 Jul 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 Penitentiary Adviser reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening 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 collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To advise and mentor the Corrections and Rehabilitation Center Department (CRCD) of the Palestinian Civil Police (PCP) on the spectrum of their activities, to operate in a manner consistent with international prison and human rights standards;
- To advise and mentor in the adoption of policies, manuals and procedures related to the work of the CRCD (e.g. management of prisoners, prison management, etc.);
- To identify needs and support the delivery of training to the CRCD and the Corrections and Rehabilitation Centres (CRCs);
- To advise and support the development of relevant policies and procedures for the CRCD, with relevant actors, including ministries (Ministry of Interior/Justice);
- To advise other international and national actors concerned with the subject matter and assist in the coordination of relevant activities.

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

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

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

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

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

- Experience and in-depth knowledge of prison management, with substantial insight in all facets of the job;
- Experience of designing and delivering training;
- Experience in project management;
- Experience working in an international organization operating in a conflict or post-conflict environment.

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

- C1/C driving licence.

<b>Position Name:</b> Senior Police Adviser - District Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 29	<b>Location:</b> Ramallah	<b>Availability:</b> 11 Jul 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 District Coordinator 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 advise and support the development of the Palestinian Civil Police (PCP) within the 11 districts of the West Bank, in order to meet service demands and implement the PCP strategic plan;
- To coordinate mentoring and advising efforts of the Police Advisory Section with relevant District Commanders and their senior staff;
- To support the PCP, particularly in close coordination with the Head of Districts and the Research, Planning and Development Administration, in the area of operational planning;
- To support the implementation of key strategic concepts at the district level, including but not limited to the community policing concept, information-led policing, traffic, and accountability;
- To advise and provide analytical support to relevant counterparts in the PCP in the area of Command and Control;
- To establish and maintain key relationships with key stakeholders, including senior members of the PCP and other local partners, including civil society representatives;

- To closely coordinate and communicate with relevant international actors and donors supporting the PCP particularly at the district level;
- 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 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 mentoring/advisory experience, working with the operational and administrative sides of managing police districts, strategic and operational planning, business development, administration, human resources, training and reporting, etc., 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;
- 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.
- Knowledge and wide experience on a variety of aspects related to civilian/blue policing, particularly related to command and control, frontline/uniform policing and crime investigations;
- Negotiation skills in a multi-national context;
- Knowledge of the entire chain of criminal justice.

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

- Experience working in an international organization operating in a conflict or post-conflict environment;
- Experience in managing staff and resources;
- Educational background in Public Administration, Management/Leadership or other related subjects;
- Experience in programme and project management.

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

- Knowledge of international development concepts and principles.
- C1/C driving licence.

<b>Position Name:</b> Programme Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 32	<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> No

### 1. Reporting Line

The Programme Manager reports to the Head of the Police Advisory Section.

### 2. Main Tasks and Responsibilities

- To analyse and assess the development and progress of Mission's performance against the Mission's mandate, tasks and priorities set in the Mission's planning documents and the Mission Implementation Plan;
- To conduct quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States on the status of the Mission's mandate implementation;
- To liaise regularly with other Mission operational elements;
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To prepare and give presentations as necessary;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To assist and advise the Head of Section's contribution to the Mission's efforts on mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP), through a structured approach, identifying and using benchmarks, performance measurement frameworks and other appropriate monitoring and evaluation mechanisms to plan and monitor the activity of PAS;
- To support, on behalf of the Head of PAS, the management of the Police Advisory Section in translating the benchmarks and objectives of the MIP into specific, measurable, actionable, realistic and time-bound activities for the Section;
- To ensure that such Section specific activities identified in the MIP are followed-up on and properly recorded for purposes of institutional learning and internal accountability and communicated in a structured way to the Planning and Reporting Unit on a regular basis;

- To monitor and analyse internal and external developments relating to Section programmes and projects;
- To assess the developments and achievements of the Section's operational objectives through structured and quantitative ex-post analyses of the Section's mandated tasks and activities;
- To ensure timely and accurate monitoring, evaluation, reporting and information flow from the Section to the Planning and Reporting Unit, including the MIP and other reports of the Mission;
- To coordinate, as appropriate, with internal and external stakeholders;
- To contribute, as appropriate, to the Mission's support and advice to counterpart institutions in the security and justice sectors in their planning, monitoring and evaluation activities;
- To contribute, as appropriate, to PAS support to the wider Mission security sector and justice sector co-ordination mechanisms as well as thematic coordination mechanisms;
- To demonstrate and develop best practice on project management and make appropriate training recommendations;
- To advise and assist PAS staff in preparing all relevant documents for QIPs and other projects (such as project proposals, project budgets, notes of understanding, project agreements, etc.);
- To assist the Head of Section in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and evaluation mechanisms;
- To compile relevant statistics as directed and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law and security structures/activities relevant for the Section;
- To record and disseminate lessons learnt internally and as appropriate.

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

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

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

- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Excellent editing and drafting skills in the English language;
- Knowledge of the functioning of the EU and in particular CSDP Missions;
- Understanding of complex organisations and organisational change management processes.



**6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in evaluation and compliance procedures in an international environment;
- Experience in justice and/or security sector reform, development and institution/capacity building;
- Previous experience in working in the Middle East.

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

- C1/C driving licence

<b>Position Name:</b> Justice Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RL 07	<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 Justice Expert reports to the Head of Rule of Law Section.

### 2. Main Tasks and Responsibilities:

- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To 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 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 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:

- Advise on the roles and mandates of the principal justice institutions within the sector: High Judicial Council (HJC), Ministry of Justice (MoJ) and Office of the Attorney General (AGO);
- Support the implementation of the Justice Sector Strategy and its legal framework;
- Support the improvement of the internal organization and administrative structures of criminal justice institutions;
- Support the justice institutions with respect to international legal cooperation as appropriate;
- Develop and implement programmatic projects in support of the tasks of the MIP.
- Liaise closely with the HJC on any matters which arise, particularly with respect to internal organization and structure, accountability and recruitment procedures for judges, and provide advice and direction as required;
- Assist the Legislative Drafting Experts with the review of any proposed amendments or new draft laws and its organisational implications;
- 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 task as required by the Head/Deputy Head of 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 5 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;
- Experience of working on internal organizational and structural issues, including decision-making processes, in a judicial council, an office of public prosecution or equivalent authority.

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

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills;
- 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 as a judge, prosecutor or lawyer;
- Experience of handling relationships between justice institutions;
- Experience of developing recruitment and promotion policies for judges and of work related to the accountability of judges or prosecutors;
- Experience of international legal cooperation and of legal drafting or review;
- Project management experience;
- International experience of working with rule of law and criminal justice system issues.

#### **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;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge of Arabic.

<b>Position Name:</b> Transport and Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> MS 12	<b>Location:</b> Ramallah	<b>Availability:</b> 08 May 2020
<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 Transport and Logistics Officer reports to the Chief Transport and Logistics.

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Chief Transport and Logistics;
- To ensure effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet management System;
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- To propose withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required;
- To prepare reports and makes recommendations as necessary on various transport matters within her/his area of competence;
- To develop and conduct Mission driving orientation briefings to ensure that all Mission members are adequately familiarised with road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area;
- To implement and co-ordinate an intra-theatre air and land movement plan for the Mission;
- To maintain a data base for cost-control/analysis, scheduling of services/repairs and ensure tracking of reimbursements of repairs after accidents;
- To liaise with forwarder agencies as required with respect to provision of movement resources;
- To provide support on transport related matters to Mission members during the trips to the fields;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- To provide advice, support and train Mission staff on transport related matters and guidelines.
- To assist the Head of Logistics and the Head Procurement Unit in sourcing air transport and logistic shipping movement resources as required;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist in the development, maintenance and revision of all Fleet and Logistics related administrative tasks and instructions

#### Fleet related issues such as:

- To manage eligibility for vehicle use, standards for use, private use of vehicles, maintenance instructions, actions on damage to vehicles, reporting requirements and insurance cover;
- To administrate fuel accounts, insurance overview, car consumptions, mileage control and regional maintenance of the vehicles;
- To monitor private usage of the cars;
- To assist with local suppliers and to oversee the correct use of Mission resources in the management of fuel, insurance, and maintenance;
- To ensure appropriate recovery and breakdown services are in place;
- To undertake any other such duties as may be required by the Chief Transport and Logistics respect of fleet services.

#### Logistics related issues such as

- To assist in handling received documents accompanying supplies and assets/equipment identified for movement, transfer or given on loan; ensures adjustments of data in the inventory system.
- To ensure proper administration of assets, as well as handover/takeover procedure is properly applied, analyses audit and inventory reports and provides recommendations on remedial actions;
- To provide technical guidance on asset management;
- To analyse and adjust work flows related to asset management when situation so requires;
- Upon direction from Chief Transport and Logistics, to organize the necessary arrangements for movement and transfer of assets and supplies within the Mission and other EU Missions;
- To maintain the assets data entered in the asset module, inspecting as necessary for correctness and completeness; analyses work methods and work flows to establish most efficient use of human and material resources in asset management;
- To implement administrative procedures in connection with asset-tracking, database development and administration of asset management and the management of surplus equipment;
- To order office supplies and maintain appropriate stock levels;
- To liaise and coordinate with Israeli authorities regarding the release of items from customs including storage fees;
- To perform market surveys and emergency purchases as required.

### 4. Essential Qualifications and Experience:

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

Engineering, Supply Chain Management or any other related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 4 years relevant professional experience, after having fulfilled the education requirements;

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

- Proficiency in use of standard maintenance and fleet related software and data entry processes, knowledge of logistics and fleet databases and inventory procedures;
- Knowledge of using electronic Fleet Management, Logistics and warehouse management software;
- Knowledge of current technologies for Fleet Management;
- Awareness of different product and services markets and industrial business networks;
- Ability to perform under stress and in difficult circumstances.

**6. Desirable Qualifications and Experience:**

- Knowledge of Warehousing, Supply Chain Management as well as Fleet Management.

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

- C1/C driving licence.

<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 and Information Systems Unit.

### 2. Main Tasks and Responsibilities:

To provide service and technical reporting to the Chief of Communications and Information Systems Unit within in the area of CIS and Cyber 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;



- Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.

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

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for gender & diversity.

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

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

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

- Project management skills and practical experience with project management tools;
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations.