

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

<p align="center"><b>European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 1-2021 Call for Contributions</b></p>			
<b>Organisation:</b>	EUPOL COPPS		
<b>Availability:</b>	As indicated below		
<b>Job Location:</b>	Ramallah, Palestine		
<b>Employment Regime:</b>	As indicated below		
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Availability*:</b>
	<b>Seconded (10)</b>		
	HM 17	Special Assistant to the Head of Mission	ASAP
	HM 18	Medical Advisor	ASAP
	PRE 03	Planning and Evaluation Officer	ASAP
	PRE 04	Senior Reporting Officer	19 July 2021
	PA 09	Senior Police Adviser Community Policing	27 July 2021
	PA 13	Police Adviser - Community Policing	ASAP
	PA 15	Senior Police Adviser - Information Led Policing	09 August 2021
	RL 02	Deputy of the Rule of Law Section	ASAP
	RL 03	Prosecution Expert	15 July 2021
	RL 04	Prosecution Expert	ASAP
	<b>Seconded/Contracted (4)</b>		
	HM 06	Press and Public Information Officer	ASAP
	HM 19	Information Security Officer	ASAP
MS 06	Finance Officer	ASAP	
MS 09	Communication & Information Systems Officer	ASAP	
<b>Deadline for Applications:</b>	<b>Friday 25 June 2021 17:00 (CET)</b>		

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

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

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States<sup>1</sup> (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

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

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

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

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

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

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

### Essential Requirements

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination prior to recruitment/deployment to prove that they comply with the requirement.

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

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

## II. REQUIREMENTS

### Essential Requirements

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

#### Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<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).

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

## **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.

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

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

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

## **Desirable Requirements**

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

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

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

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

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

## **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.

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

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

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

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

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

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

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

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

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

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

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

**Application Form** – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating

which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form in Annex 2.

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

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

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

**Training** – The selected candidates should complete Missionwise, SAFE and Code of Conduct<sup>4</sup> modules before deployment.

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

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

**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).

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

<b>Position Name:</b> Special Assistant to the Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> HM 17	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the HoM/DHoM	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line:

The Special Assistant reports to the Head of Mission (HoM).

## 2. Main Tasks and Responsibilities:

- To assist the HoM in the daily management of the HoM's Office, notably as regards
  - To review documents, reports and letters prepared for signature by HoM in order to ensure quality and accuracy in substance;
  - To prepare and manage letters, memos, and other correspondence; to receive and distribute correspondence;
  - To draft speeches, key messages, talking points, background briefings, papers, and minutes from meetings;
  - To manage the calendar of HoM, including making travel arrangements for HoM;
- To ensure the HoM is kept abreast of any developments and information pertaining to the execution of his tasks and responsibilities;
- To liaise as required with local authorities, international partners, non-governmental organisations, and other external counterparts in the execution of assigned tasks;
- To ensure the correct handling of confidential documentation (EU CI) and related information passing through HoM's Office and to maintain an interoffice filing system;
- To assist the Head of Mission in preparing presentations and materials;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the HoM/DHoM;
- To prepare and accompany as directed HoM to meetings, visits, and other engagements ;
- Ensure compliance of organizational policies and procedures in conducting special assistance activities, including compliance with data protection provisions;
- Monitoring the implementation of decisions, tasks and deadlines and take appropriate measures accordingly.

## 2. General Tasks and Responsibilities:

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

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

- Successful completion of university studies with a normal duration of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR equivalent AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

The above-mentioned university degree should be in one of the following fields of expertise: Law, Business or Public Administration or Diplomacy or other related university studies.

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

- Excellent drafting and reporting skills;
- Discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;
- Coordination skills, in relation to the cooperation with sections/units;
- Administrative skills (office management, event planning, project management);
- Good interpersonal and communication skills, both written and oral;
- Ability to work to tight deadlines with minimal supervision;
- Ability to perform under stress and in difficult circumstances.

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in an international police or rule of law mission;
- Good understanding of the political, cultural and security situation of the Middle East, in particular in the occupied Palestinian territory;
- Police or/and military education or training.

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

- Good analysis-synthesis skills



<b>Position Name:</b> Medical Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> HM 18	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Joint Security and Duty of Care Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer (SMSO). While reporting to the SMSO for daily administrative and operational matters, the Medical Adviser will advise both Heads of Missions (EUPOL COPPS and EUBAM Rafah) on all personnel medical matters and issues.

### 2. Main Tasks and Responsibilities:

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

- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To be a permanent member of the SECMT;

### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies in medicine of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Medicine; OR Registered Nurse Bachelor's in Nursing with minimum specialisation in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care, AND License to practise medicine from a recognised Medical School;
- A minimum of 6 years of relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 at management level, after having fulfilled the educational requirements;
- A minimum of 2 years of relevant professional experience, in the field of medical planning and administrative procedures, after having fulfilled the educational requirements.
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority;
- Experience in drafting SOPs, medical planning documents, decisions notes or similar.

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

- Extensive knowledge of emergency medicine;
- Fluent written and spoken English language skills;
- B driving licence

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

- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Experience in delivering medical training in emergency medicine, trauma and health care;

- International medical experience, particularly in crisis areas.

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

- Presentation skills to wider audiences;
- Interpersonal skills, able of working with people from a diversified background;
- Highly resilient under mental pressure.
- Knowledge of Arabic/Hebrew

<b>Position:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> PRE 03	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Planning, Reporting and Evaluation Unit (PRE)	<b>Capacity to handle</b> EU CONFIDENTIAL	<b>Open to contributing third States:</b> No

## 1. Reporting Line

The Planning & Evaluation Officer reports to the Head of Planning, Reporting, and Evaluation Unit.

## 2. Main Tasks and Responsibilities:

- To develop repository for, maintain and secure Mission activity data (data capture, data storage, data usability) derived from activities as outlined in the MIP;
- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant team members in PRE, Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To support the 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 support and contribute to timely and accurate periodic, ad-hoc and special reports;
- To prepare and give presentations;
- In coordination with the Operational Sections, to compile relevant statistics and carry out analysis/evaluations;
- In support of the Mission's Project Cell, contribute in identifying and developing new projects according to the objective of the Mission mandate.

## 3. General Tasks and Responsibilities:

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

## 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND

- 5 years of relevant professional experience (operational planning/project & data management)

**5. Desirable Qualifications and Experience:**

- Excellent analytical and drafting capability and profound knowledge of information/data collection, storage and analytical methods;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE 2, or equivalent;

<b>Position Name:</b> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PRE 04	<b>Location:</b> Ramallah	<b>Availability:</b> 19.07.2021
<b>Component/Department/Unit:</b> Planning and Reporting Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work of the Reporting Officer, so as to produce the Mission's operational reporting and analysis requirements, including, but not limited to, the Six-Monthly Report and Special Reports;
- To implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP) and operational elements, including benchmarking, analysis and evaluation of outcome;
- To supervise and support the drafting and analysis of reports originating from the Mission components (on operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To ensure, in close cooperation with the Head of the Planning, Reporting and Evaluation Unit (HoPREU), that the Mission's reporting products are timely, quality-checked, focused and value-added vis-a-vis Mission decision making and goals;
- To develop measures with the objective to systematically improve the productivity, efficiency and efficacy of the Mission's reporting system;
- To contribute to internal Mission planning processes;
- To supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- To support the HoPREU and HoM/DHoM in preparing background papers for meetings and related subject, in coordination with operational sections and external counterparts as needed;
- To contribute to induction and other training with regard to reporting procedures/mechanism of the Mission;
- To act as the Mission's lessons learned focal point;

### 3. General Tasks and Responsibilities:

- Contribute to the identification of lessons and best practice in the area of competence;

- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

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

- Successful completion of university studies of at least 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' degree AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- Drafting skills, self-driven and ability to work in a methodical manner;
- Time management and ability to prioritise multiple tasks;
- Proficiency in writing, reading and speaking English;
- Ability to include mainstreaming of human rights, gender and other relevant cross cutting issues into the reporting.

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

- International experience with multi-national and international organisations/Missions.

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

<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> 27.07.2021
<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 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 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 needs and deliver Community Policing training, mainly focused on a Training of Trainers approach;
- To advise the PCP on development and management of public partnerships;
- To ensure that Community Policing activities are aligned with the Mission's strategic objectives, including Information-Led Policing, Accountability, Traffic and Operations;
- 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.
- To operationalize 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 design and deliver training, as appropriate;



## **2.1 Core Responsiveness Capacity (CRC) Tasks and Responsibilities**

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

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

## **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies of at least 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:**

- 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;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts.

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

- A minimum of 3 years of professional experience at management/coordination level;
- Experience of designing and delivering training mainly focused on Training of Trainers approach;
- Experience working in an international organization operating in a conflict or post-conflict environment;
- Experience in project management.

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

- Knowledge of Arabic

<b>Position Name:</b> Police Adviser - Community Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 13	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

- To advise, mentor and assist the Palestinian Civil Police (PCP) in the adoption of community policing through the development of policies, manuals and procedures;
- To advise and develop community policing plans with the PCP operational sections, including district and/or specialized branch police units using limited resources;
- To identify and deliver community policing training needs and develop Train the Trainer (ToT) approach;
- To advise the PCP on the development and management of public partnerships;
- To ensure that community policing activities are aligned to strategic objectives within Information-Led Policing and Accountability, among others;
- To advise other international actors supporting community policing initiatives and assist in the coordination of relevant activities;
- To support PCP frontline administrations to effectively deliver policing services;
- 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 counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;

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

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

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

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

- Knowledge of Community Policing and its synergies with civilian policing and the entire chain of criminal justice;
- Ability to conduct training activities;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

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

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

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

- Planning/project management skills;

<b>Position Name:</b> Senior Police Adviser – Information Led Policing	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 15	<b>Location:</b> Ramallah	<b>Availability:</b> 09.08.2021
<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 – Information led Policing reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

- Contribute to the identification of lessons and best practice in the area of competence;

- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

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

- Successful completion of university studies of at least 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, after having fulfilled the education requirements, including experience in Information Led-Policing, in developing and/or implementing Information Led Policing initiatives, after having fulfilled the education requirements;

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

- In-depth knowledge of Information Led Policing and its synergies with civilian policing and the entire chain of criminal justice;
- Ability to conduct training activities;
- 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
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;

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

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

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

- Planning/project management skills;
- Knowledge of Arabic.

<b>Position Name:</b> Deputy Head of Rule of Law	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> RL 02	<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 Deputy Head of Rule of Law reports to the Head of Rule of Law Section.

### 2. Main Tasks and Responsibilities:

- To deputize for the Head of Rule of Law Section in managing the section so that it fulfils its tasks efficiently and effectively in accordance with the strategic goals of the Mission and the Mission Implementation Plan (MIP) in the area of criminal justice;
- To contribute to efficient resource allocation within the section, planning activities and priorities, overseeing implementation of activities and assessing the work of the section;
- To draft and edit reports in relation to the activities of the section and providing support with respect to the preparation of briefing notes and memoranda for the Head of Mission's Office on the range of areas within the field of criminal justice;
- To oversee daily logistical and administrative matters/issues and task staff accordingly;
- To oversee the implementation of Quick Impact Projects within the section;
- To provide support to the Head of the Rule of Law Section in liaising and coordinating activities with relevant officials at – inter alia – the Ministry of Justice, the High Judicial Council, the Office of the Attorney General and the Bar Association;
- To provide support to the Head of the Rule of Law Section in maintaining close, result-oriented contact with relevant local counterparts and with international organisations, donors and implementers operating in the field of criminal justice.
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- In the absence of the Head of Unit, to lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;

### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies of at least 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 Field of Law, AND
- A minimum of 7 years relevant professional experience out of which at least 3 years at management level, after having fulfilled the education requirements;
- International experience of working with rule of law/criminal justice reform.

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

- Ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to plan, oversee and implement the MIP;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

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

- Project management experience;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts.

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



<b>Position Name:</b> Prosecution Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RL 03	<b>Location:</b> Ramallah	<b>Availability:</b> 16.07.2021
<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 Prosecution Expert reports to the Head 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 sector development, in particular in matters related to the Office of the Attorney General and police-prosecution cooperation;
- To liaise with and advise justice authorities, in particular the Office of the Attorney General, and relevant security sector reform actors;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To act as a trainer on RoL/justice related matters for the police/internal security forces of the host state if applicable;
- To liaise with other international actors;
- To contribute at an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to develop the operational capacity of the Office of the Attorney General in terms of delivering fair, prompt and proportionate justice;
- To increase the effectiveness of the investigation and prosecution of crimes through enhancing police/prosecutor cooperation;
- To contribute to the efforts to develop the capacity and skills of police and prosecutors to undertake effective and efficient investigation;
- To support the Palestinian prosecution service with respect to the protection of victims and witnesses;
- To support cooperation between the prosecution and the criminal investigation components of the police, especially through assisting in the organisation of joint activities;
- To liaise closely with the Police Advisory Section of the Mission in order to coordinate efforts with respect to the enhancement of police/prosecutor cooperation and with respect to the other matters listed above;
- To liaise closely with the Office of the Attorney General on any matters which arise and provide advice and direction as required;
- To coordinate the Mission's activities with donors who are active with respect to supporting the Office of the Attorney General;

- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To liaise closely with the Police Advisory Section of the Mission in order to coordinate efforts, particularly with respect to the accountability mechanism at the Palestinian Civil Police.

### **3. General Tasks and Responsibilities:**

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

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

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

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

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

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

- A minimum of 8 years of RoL/justice aspects experience, in particular in a post-conflict environment/ SSR process;
- 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;
- Experience of working on issues related to the protection of victims and witnesses;
- Experience of training prosecutors on a range of relevant matters;
- Project management experience;

- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts.

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

- Knowledge of Arabic;
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views.

<b>Position Name:</b> Prosecution Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RL 04	<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 Prosecution Expert reports to the Head of Rule of Law Section.

### 2. Main Tasks and Responsibilities:

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

and prosecuting economic and corruption crimes, including *inter alia* environmental crime;

### **3. General Tasks and Responsibilities:**

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

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

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

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

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

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

- A minimum of 8 years of RoL/justice aspects experience, in particular in a post-conflict environment/SSR process;
- Experience of working with international judicial cooperation and assistance;
- Experience of training prosecutors and police officers on a range of relevant matters, including *inter alia* investigating and prosecuting economic, corruption and environmental crimes;
- Project management experience;

- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts.

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

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Knowledge of Arabic.

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> HM 06	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Section	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Press and Public Information Officer reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To deliver accurate, timely information on EUPOL COPPS and EUBAM Rafah. Information activities will mainly be conducted from the field covering both West Bank and Gaza strip;
- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To keep contact with the Spokespersons of the High Representative and the CPCC and to receive guidance from them when requested;
- To liaise with the EU Delegation to Israel in Tel Aviv and the EU Representative's Office to the West Bank and Gaza Strip in East Jerusalem;
- To develop and implement a media and public information strategy through various communication and promotion programs, projects, events and initiatives using different kinds of communication channels aiming at different target audiences with the overall objective to raise the visibility of the EU and its Missions;
- To support Palestinian counterpart security and justice institutions efforts to enhance and strengthen their strategic communications capability, including advising on a communication strategy and organising media coaching for spokespersons and visibility;
- To administer the Mission's visibility budget;
- To prepare material for delegations that visit EUPOL COPPS and EUBAM Rafah;
- To assist both EUPOL COPPS and EUBAM Rafah HoM's and Mission members in all aspects related to the Public Information, including preparation for interviews;
- To manage the PPIO Office and supervise its local staff;
- To contribute to raising the media awareness of all staff and keeping EUPOL COPPS and EUBAM Rafah personnel informed about the state of play of their respective Missions and the media rules to follow.

### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Communication Sciences, Public Relations, Political Science, Social Sciences, Humanities, Business Administration; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;

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

- Drafting and presentation skills;
- Proficiency with social media platforms, website management and design software;
- Ability and/or experiences to establish and maintain working contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and motivate local counterparts and supervisees.

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

- Experience in the field of institutional communication.

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

- Knowledge about the local press and media environment;
- Arabic language skills.



<b>Position:</b> Mission Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level
<b>Ref. Number:</b> HM 19	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Joint Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line:

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

## 2. Main Tasks and Responsibilities:

In close operational and integrated collaboration with CIS, the MISO operates in the following sectors of activity:

- Classified Information Handling
  - To develop SOPs in regards to the EU's Policy and/or Council security regulations for EU staff deployed,
  - To audit permanently classified information systems, both physical and logical processes,
  - To track and maintain the Personal Security Clearance for EU Staff,
  - To report any security violation or/and compromise information matters,
  - To develop and maintain any physical and/or technical structure for the protection of classified information.
- Crypto Custodian
  - To assume responsibilities as the Crypto Custodian for the Mission: registration, protection and transfer of accountable security items,
  - To report the EU Crypto Custodian (DGA5-SSICS) in case of security violation and/or compromise or suspicion of compromise.
  - To develop and maintain the local framework (exploitation, inventory, localisation...) for the use of crypto material, including audit and traceability,
  - To liaise and maintain contact with EEAS for any topic in relation with crypto matter.
  - To manage the Mission's crypto tools and related software to manage and transmit crypted files
- Information Security System (ISS) - in operational and integrated cooperation with CIS, takes the lead role in:
  - To develop the general framework, for global information security including:
    - Governance, organisational and functional requirement,
    - Investigation capacities
    - Incident report and reaction,
    - Communication security (detection, reaction, reporting): OPSEC
- Cyber Security – in operational and integrated cooperation with CIS (which should always be involved and should agree on decisions in this area), takes the lead role in:

- Overseeing and maintaining the general cyber-security framework development and deployment, specifically regarding threat intelligence, threat assessment, statistic and investigative tools, hybrid threats assessment,
- Developing a reporting line for any incident in relation to specific threats,
- Investigations in relation to detection of malware implementation,
- Monitoring of IT security systems, in particular regarding threat, detection, malware analysis, for statistic needs (firewall and/or any tool);
- To manage the reporting line in case of detection or incident (in operational and integrated cooperation with CIS in case of cyber security incident);
- To develop and implement, in operational and integrated cooperation with CIS when relevant, awareness campaigns/workshops/emails regarding:
  - Information Security Systems (Desk routine, passwords, USB use)
  - Cyber security threats (Phishing, Hacking, main distant threats,...)
  - OPSEC (use of social network, use of mobile phone,...)
  - Classified information handling
  - Any specific, cyber related, threat targeting the Mission
- To travel to all Mission areas if required.

### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank, AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in more than one of the following fields: global security implementation and audit, counterintelligence and protection audit, threat intelligence management;
- After having fulfilled the education requirements, a minimum of 2 years of relevant professional experience in cybersecurity governance, information system security governance and policies, ISO 27000 series methods, applied cyber security methods and technology.

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

- Ability to work collaboratively with a broad range of constituencies is essential;
- 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;

- Knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation in the fields of Cyber-Security and information security;
- Experience in developing policies and governance in relation to information security.
- Technical knowledge of information technology and security issues including cyber security tools, methods and concepts;
- Ability to develop, deploy and adapt awareness campaigns for the related fields,
- Ability to advise on security and counter intelligence issues in different environments.

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

- Certification such as CISSP, ISO 27000 auditor, or any other international relevant certification in the field; forensic or malware analysis certification would be an asset;
- Any certification in cybersecurity domain (Certificate for Ethical Hacker, CISSP, CISM, CISA, CRISC, GIAC)
- Experience using tools for impact studies and implementing risk assessment recommendations using any international relevant methodology in the field.

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

- Knowledge of EU information security standards and formal accreditation processes;
- Ability to analyse and interpret general business periodicals, professional journals, technical procedures, or Mission regulations;
- Ability to develop and maintain a framework for collecting information from online sources.
- 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);
- Knowledge about SINA BOX, NOMAD, ZED, ZONECENTRAL, FILKRYPTO, NAGIOS, NETASQ, PANDORA, YUBIKEY

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

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

- To support, maintain and make necessary recommendations on the financial management of Quick Implementation Projects (small projects)
- To assist the Head of Finance in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the HoF;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To assist the Head of Finance in drafting the Mission budget;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors (banks etc.) under the supervision of the HoF;

### 3. General Tasks and Responsibilities:

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

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

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

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

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

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

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

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

- Good interpersonal skills and ability to work under pressure.

<b>Position Name:</b> Communication & Information Systems Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management Level
<b>Ref. number:</b> MS 09	<b>Location:</b>	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/CIS Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The CIS Officer reports to the Chief of CIS.

### 2. Main Tasks and Responsibilities:

- To implement appropriate security mechanisms in order to protect EUPOL COPPS's CIS infrastructure from all kinds of electronic threats;
- To provide technical advice on all CIS matters to EUPOL COPPS staff;
- To support the Chief of CIS to conduct research, analysis and evaluation of goods, services and new technologies. Make recommendations for their deployment, as well as handling all aspects of drafting tender specifications, contract administration, including collaboration with EUPOL COPPS's Procurement Team in order to establish service level agreements or framework contracts with vendors.
- To maintain an adequate number of CIS equipment and spares while originating requisitions for equipment, spare parts and supplies and maintain the appropriate budget control and accountability for CIS spending – Organise repair and replacement as necessary;
- To produce precise reports concerning CIS issues and to recommend improvements for future acquisitions;
- To support the Chief of CIS to continuously seek cost-effective solutions for CIS hardware and software according to the EUPOL COPPS's requirements;
- To organise the prompt delivery of technical services by assigning the available technical resources, including providing Office Automation as help desk support, standardisation, preparation and maintenance of applications;
- To support in the establishment of the technical liaison and coordination with other international organizations within the mission area with regards to CIS;
- To support in preparation/drafting the budget for CIS equipment and services;
- To support the establishment of Standard Operating Procedures containing policies and directives relating to all CIS issues, use and management of CIS equipment and produce technical documents regarding disaster recovery and network/server documentation;
- To deputise the Chief Communication and Information Systems in his absence.
- 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 standardized release management procedures;
- To design, implement and manage the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals including data

centers Windows and Linux based, Multiple Exchange Servers, Domain Controllers, File Servers, Next Generation Firewalls, etc;

- 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 deploy, install, maintain, and support of 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;

### **3. General Tasks and Responsibilities:**

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

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

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related fields; AND
- A minimum of 4 years of relevant professional experience in the field of Information systems and networking.

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

- Advanced knowledge in installation, management and configuration of servers (as many as possible amongst Microsoft Windows Server 2012, Exchange server 2013 and newer, Active Directory Domain Services, VM hosts, Backup solutions), workstations, VPN, DMZ, Firewalls, Routers, Switches (Cisco network devices and IOS) and other network equipment; Relevant certifications are an asset;
- Advanced knowledge in networking: TCP/IP/LAN/WAN/WLAN including installation, administration and management;
- Knowledge regarding electronic threats, malware, ransomware, ways to detect and defend;
- Problem solving skills and analytical ability to analyse complex technical customer issues, and manage the same on a day to day basis;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues;
- Ability to effectively provide CIS guidance and support to Mission Members;
- Ability to effectively manage a team of IT local staff when acting as Chief of CIS;

- Effective project management skills;
- Punctuality, willingness to work flexible working hours;

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

- Microsoft Operating Systems technologies certifications;
- Certificate for Ethical Hacker, Penetration tester or Security analyst.

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge in Information Technology Infrastructure Library (ITIL) and implementation of the same in a support structure;
- Cybersecurity knowledge
- Knowledge in installation, configuration and administration of MS SQL 2012 or newer;
- Knowledge regarding FORTINET security systems (FORTIGATE, FORTIMAIL, FORTIWEB) in terms of installation and management;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.