

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 2-2022 Call for Contributions</p>			
Organisation:	EUPOL COPPS		
Availability:	As indicated below		
Job Location:	Ramallah, Palestine		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Availability:
	Seconded (9)		
	PAS 05	Ministerial Legal and Administration Expert	ASAP
	PAS 13	Senior Adviser - Ministry of Interior	ASAP
	PAS 15	Police Adviser Training	ASAP
	PAS 16	Senior Police Adviser - Accountability	ASAP
	PAS 17	Penitentiary Adviser	ASAP
	PAS 24	Senior Adviser Environmental Investigations	ASAP
	PRE 03	Project Cell Coordinator	ASAP
	ROL 02	Deputy Head of the Rule of Law Section	ASAP
	ROL 07	Legislative Drafting Expert	ASAP
	Seconded/Contracted (4)		
	HOM 12	Mission Security Officer	ASAP
	HOM 14	Informant Security Officer	ASAP
	MSD 12 and MSD 13	Communication & Information Systems Officer	ASAP
Deadline for Applications:	Tuesday 27 September 17:00 (Brussels Time)		

Applications must be submitted via:	<p align="center">1. For seconded candidates by EU Member States: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p align="center">2. For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p>
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Information :	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Katriina LILLOIVA cpcc.eupolcops@eeas.europa.eu</p>
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Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States¹ (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

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

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

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State or of a Contributing Third State¹ (Canada, Norway and Turkey).

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and selfdiscipline 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.

¹ Contributing Third States with a signed Framework Participation Agreement.

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 as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the civilian 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)², or equivalent, at a level specified in the individual job descriptions.

Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language Skills³ – 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.

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

³ [Common European Framework of References for Languages](#)

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.

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 Area of Operation of the Mission.

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.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be 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 Heads of Mission reserve the right to reject the recruitment 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 Conduct⁴ modules before deployment.

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

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

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).

Position Name: Ministerial Legal and Administration Expert	Employment Regime: Seconded	
Ref. Number: PAS 05	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Ministerial Legal and Administration Expert reports to the Head of 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the Palestinian Ministry of Interior to ensure effective implementation and evaluation of the security sector strategy;
- To be the key interlocutor with the Palestinian Ministry of Interior;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration OR police or military equivalent education or training; AND
- At least 6 years of relevant professional experience, after having fulfilled the minimum educational requirement, out of which a least 3 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Good knowledge of security sector reform (SSR) processes, in particular, police reform from a comparative perspective;
- Experience of security sector aid management, programme/project implementation, and strategic planning processes.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;

- Experience in working in a ministry/security sector institutions or other relevant fields on a strategic level.

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

Position Name: Senior Adviser - Ministry of Interior (MoI)	Employment Regime: Seconded	
Ref. Number: PAS 13	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section (PAS)	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser- Ministry of Interior (MoI) 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the MoI and the senior management of the PCP by providing strategic advise
- To be the key interlocutor with the MoI and the senior management of the PCP.
- To develop policies in line with the MoI

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of strategy development and implementation, change management, project/program management, advisory experience;

6. Desirable Qualifications and Experience:

- International experience, particularly in a governmental institution/MoI, at national or international level.

7. Desirable Knowledge, Skills and Abilities:

- Negotiation skills.

Position Name: Police Adviser Training	Employment Regime: Seconded	
Ref. Number: PAS 15	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser Training reports to the Head 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the Palestinian Civil Police in the field of Training;
- To be the key interlocutor with the Palestinian Civil Police in the field of Training;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of modern training tools (for instance e-learning, virtual training systems, language labs, etc.);

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

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

Position Name: Senior Police Adviser - Accountability	Employment Regime: Seconded	
Ref. Number: PAS 16	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser – Accountability reports to the Head of 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the the senior management of the Palestinian Civil Police (PCP) in implementing it's accountability strategy and plan, besides overall development of its accountability units;
- To be the key interlocutor with 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;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge on how to implement a strategy and a plan, in the field of police accountability and complaints' management

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Organizational communication skills.

Position Name: Penitentiary Adviser	Employment Regime: Seconded	
Ref. Number: PAS 17	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: 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 by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the Palestinian Civil Police Correction and Rehabilitation Center Department on the spectrum of their activities, to operate in a manner consistent with international prison and human rights standards;
- To be the key interlocutor with the Palestinian Civil Police Correction and Rehabilitation Center Department;
- To develop policies in line with the local institutions.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Ability to adopt a strategic and pragmatic approach to the development of a prison system;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;

- Experience and in-depth knowledge of prison management, with substantial insight in all facets of the job;

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence and ability of driving 4x4 vehicles.

Position Name: Senior Adviser Environmental Investigations	Employment Regime: Seconded	
Ref. Number: PAS 24	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser Environmental Investigations reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Palestinian Civil Police in the field of Environmental Crimes;
- To be the key interlocutor with the Palestinian Civil Police Environmental Crimes Unit;
- To develop policies in line with the local institutions;
- To act as the Mission focal point for environmental and climate issues;
- To review, advise on and assist in the operationalisation of the integration of climate and environmental perspectives within the Mission;
- To provide advice to the Head of Mission and Mission management on the implementation of the EU policy on environment and climate within the Mission mandate;
- To raise awareness and provide training on environmental and climate issues within the Mission;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.
- Knowledge of Environmental Crimes' and Climate Change impact and effects of quality of life in short-, medium and long term.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;

- Knowledge of Environmental Crimes' impact and effects on quality of life in short-, medium and long term;
- Knowledge of procedures, policies and practices in relation to enhanced environmental and sustainability efforts;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles.

Position Name: Project Cell Coordinator	Employment Regime: Seconded	
Ref. Number: PRE 03	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Planning, Evaluation and Reporting	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Project Cell Coordinator reports to the Head of Planning, Evaluation and Reporting.

2. Main Tasks and Responsibilities:

- To coordinate the work of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Unit and operational elements;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To ensure gender and human rights mainstreaming internally and externally in project development and execution;

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;

- Project management skills;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

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

Position Name: Deputy Head of Rule of Law Section	Employment Regime: Seconded	
Ref. Number: RL 02	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

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 support the Head Section in leading, managing and coordinating the work and staff in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To deputise in the absence of the Head of Section;
- To contribute to the Section's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To coordinate with other Mission Sections and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Section with external interlocutors as required;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in the field of law OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, as a judge, prosecutor or lawyer or other relevant field, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;

- Ability to communicate and engage with senior officials and governmental decision makers;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting;
- Understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and international organisations.

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

Position Name: Legislative Drafting Expert	Employment Regime: Seconded	
Ref. Number: ROL 07	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Adviser/Expert reports to the Head of Rule of Law.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the development of the local institutions Ministry of Justice, the Ministry of Interior, the Legal Office of the Council of Ministers and other relevant legislative structures in the field of criminal justice;
- To advise on and support the implementation of the Justice Sector Strategy and its legal framework, and supporting the development of a coherent legislative drafting process and monitoring relevant legislative developments in the field of criminal justice.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and/or military education or training or an award of an equivalent rank; The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience in drafting and revising legislation, particularly in the area of criminal justice institution, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training [as applicable];
- Knowledge of the particular field of expertise.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

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

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff – Management Level (MSML)
Ref. number: HOM 12	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Joint Security and Duty of Care Department/ Security Unit	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To assist SMSO in the development, implementation and updating Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the SMSO on all incidents affecting mission members;
- To assist SMSO in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support the security training capabilities in the identification, development, delivery and audit of training requirements

3. General Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

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

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**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets.

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Analytical skills;
- Validated License for armoured vehicle or C or C1 Driving license;
- Fluent written and spoken English language skills.

6. Desirable Qualifications and Experience:

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multi-national and international Organisations;
- 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;
- Ability to contribute creatively to the development of security policies and procedures;
- Highly resilient under mental pressure.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats.

Position: Mission Information Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level
Ref. number: HOM 14	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Joint Security and Duty of Care Department/Security Unit	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To liaise with military counterpart Missions Information Communications branch (if applicable);
- To travel to all Mission areas if required.

3. General 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 SOP in regard with EU's Policy and/or Council security Regulations for EU staff deployed;
 - To audit permanently classified information systems;
 - 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 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.
- Information Security System (ISS) - in operational cooperation with CIS:
 - To develop the general framework for information security including:
 - o Organisational requirement
 - o Investigation capacities (Log, staff accounts management,etc.)
 - o Incident report and reaction
 - To participate in any study for implementation of new IT material, new interface (website,etc.);
 - To insure the monitoring of IT security systems (firewall and/or any tool);
 - To take in charge the investigation matters in case of security violation;
 - To participate in the general ISS framework development and maintenance.
- Cyber Security – in operational cooperation with CIS:
 - To participate in the general cyber-security framework development and deployment specifically regarding threat intelligence, threat assessment;
 - To develop a reporting line for any incident in relation with specific threat;
 - To participate in the investigations;
 - To contribute to a good e-reputation.

- Awareness campaigns
 - To develop and implement awareness campaigns/workshops/emails regarding: Information Security Systems (Desk routine, passwords, USB use), Cyber security threats (Phishing, Hacking, main distant threats), Personal OPSEC (use of social network, use of mobile phone, etc), Classified information handling. Specific threat targeting the Mission (Phishing campaigns, etc.).
- To alternate within the Security Unit, to be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents.
- To undertake other related tasks as requested by the Line Managers.

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.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program;
- Ability to develop and maintain awareness campaigns;
- Ability to advise in security and counter intelligence in hardship environment;
- Fluent written and spoken English language skills.

6. Desirable Qualifications and Experience:

- Experience in developing and administrating an information security program;
- Certification such as CISSP or any other international relevant certification in the field; forensic or malware analysis certification;
- Experience with impact studies and implementing risk assessment recommendation;
- Overseas deployments in hardship environment, operations, as counter intelligence adviser in official framework (national intelligence, NATO, etc);
- Experience coordinating security-engineering projects and implementing systems;
- Validated License for armoured vehicle or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations;
- Technical knowledge of information technology and security issues;
- Ability to develop and audit security systems (physical, technical, human) using traceability framework;
- 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.

Position Name: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Mission Support Management Level (MSML)
Ref. Number: MSD 12 and MSD 13	Location: Ramallah	Availability: As soon as possible
Component/Department/Unit: Mission Support/CIS	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Communication and Information Systems (CIS) Officer reports to Chief of CIS.

2. Main Tasks and Responsibilities:

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video conferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios).

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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, Telecommunications, IT Engineering or other related fields) OR equivalent and attested police and/or military education or training; AND

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem solving skills;
- Drafting and writing skills.

6. Desirable Qualifications and Experience:

- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Category C driving license and experience driving vehicles with manual transmission.