

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 1-2024 Call for Contributions			
Organisation:	EUPOL COPPS		
Availability:	As indicated below		
Job Location:	Ramallah, Palestine		
Employment Regime:	As indicated below		
Job Titles/ Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Availability:
	Seconded (21)		
	HoM 03	PPIO*	ASAP
	HoM 07	Human Rights Adviser	ASAP
	HoM 17	Senior Medical Adviser	ASAP
	SSR 06	Senior Police Adviser - Institutional Development- Human Resources	ASAP
	SSR 07	Senior Police Adviser Community Policing*	02.04.2024
	SSR 10	Police Adviser - Intelligence-Led Police	ASAP
	SSR 11	Police Adviser – Criminal Investigation Department	ASAP
	SSR 12	Police Adviser - Family Protection Unit	17.04.2024
	SSR 14	Senior Police Adviser - Training	ASAP
	SSR 16	Senior Police Adviser – Accountability	14.05.2024
	SSR 18	Operations Officer	ASAP
	SSR 19	Cyber Crime Expert	08.05.2024
	SSR 20	Penitentiary Adviser	15.05.2024
	SSR 24	Senior Police Adviser - Criminal Investigation Department	05.03.2024
	PREU 01	Head of Planning, Evaluation and Reporting Unit	ASAP
	PREU 02	Planning and Evaluation Officer	ASAP
	PREU 03	Project Manager	ASAP
	JUS 01	Head of Justice Section	02.04.2024
	JUS 09	Programme Manager	ASAP
	JUS 10	Criminal Justice Senior Adviser*	29.04.2024
	MSD 14	Senior Administrative Officer	ASAP
Seconded/Contracted (2)			

	HoM 12	Mission Security Officer	30.03.2024
	MSD 07	Finance Officer	ASAP
Deadline for Applications:	On Friday 26 January at 17:00 (CET)		

Applications must be submitted via:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply.</p> <p style="padding-left: 40px;">a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p style="padding-left: 40px;">b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
Information :	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Katriina Lilloiva</p> <p>cpcc.eupolcops@eeas.europa.eu</p> <p>+32 (0)2 584 5276</p>

** Pending availability of the position*

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/Invited Third States (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 Invited 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 Council approval of the extension of the current Mission mandate beyond 30 June 2024 and the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

Non-Family mission status - At the moment, EUPOL COPPS bears a "Low and/or Medium Risk Non-Family mission status", meaning that the Mission is not responsible for the duty of care of the Mission member's family visiting or habitually residing in the Area of Operations. As such, the Mission takes no responsibility for family members of Mission members visiting or habitually residing in the country. All costs for family members in the Mission area, including insurance, are the respective staff member's responsibility. In addition, only the Mission members are covered by the Mission MEDEVAC or security/evacuation arrangements and use of Mission assets, including vehicles. Visiting or habitually residing family members should liaise with their respective Embassy for the duty of care/security matters.

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

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State or of a Contributing Third State

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The candidates shall carry out their duties and act in the interest of the Mission.

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

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

Physical and Mental Health – 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 States/country of residence.

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

II. REQUIREMENTS

II.A Essential Requirements

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

Education and Training

Candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)¹ or equivalent, at a level specified in the individual job descriptions. Candidates are strongly advised to verify their compliance through the link available in the footer reference.

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 Skills² – 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.

Digital Skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the link available in the footer reference.

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

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

II.B Desirable Requirements

Knowledge of the Mission area – 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, as applicable.

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), depending on the job tasks and responsibilities.

Driving Licence - Category C or equivalent driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](#)

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 European Union Classified Information (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 must also be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. 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 candidates 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 Head of Mission reserves 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 (Annex 2 - List of Recommended Security Equipment sent to the Contributing States).

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 Mission operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

Application Form – 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 dedicated Application Form returned in word format.

Selection Process – 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 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.

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

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

Accommodation - Mission Members will arrange their accommodation and carry all the costs.

Training – The selected candidates should complete Missionwise, and e-SAFE modules ³ which are designated for the delegations or an equivalent course.

Pre-Deployment Training (PDT) – The candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy or a national alternative of the course.

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).

³ <https://webgate.ec.europa.eu/eeas/security-e-learnings>

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. Number: HoM 03	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office/ Press and Public Information	Security Clearance Level: EU Confidential?	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To support Palestinian counterpart security and justice institutions efforts to enhance and strengthen their strategic communications capability, including advising on a communication strategy, visibility efforts and organising media coaching for spokespersons;
- To liaise with the Spokespersons of the HR/VP and the CPCC communication adviser and to receive guidance from them when appropriate;
- 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 contribute to raising 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 policies to adhere to;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To administer the Mission's visibility budget;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To be the focal point of the Mission for press and public information work;
- To manage the PPIO Office and supervise its local staff;
- To coordinate with the press offices of other EU actors in the host state.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To assist in the implementation of the Mission Strategic Communications Plan;
- 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 or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;
- Proficient English skills.

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness;
- Arabic Language skills.

Position Name: Human Rights Adviser	Employment Regime: Seconded	
Ref. Number: HoM 07	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line

The Human Rights Adviser reports to the Head of Mission and is administratively line managed by the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

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 Degree; OR equivalent and attested police and/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.

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position Name: Senior Medical Adviser	Employment Regime: Seconded	
Ref. Number: HoM 17	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Joint Security and Duty of Care Department/ Medical Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Medical Adviser reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To work from any of the Mission operating bases;
- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- Coordinate the JSDCD Medical Unit;
- 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 input for all Mission members especially regarding operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- 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 Missions insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate 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 security management team.

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 in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care; AND

- A minimum of 6 years relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Experience in drafting Standing Operational Procedures, medical planning documents, decisions notes or similar;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;
- Good English skills.

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.

7. Desirable Knowledge, Skills and Abilities:

- Valid C or C1 driving license;
- Arabic language skills.

Position Name: Senior Police Adviser - Institutional Development and Human Resources	Employment Regime: Seconded	
Ref. Number: SSR 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser Institutional Development and Human Resources reports to the Head of the Security Sector Reform 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 (PCP) in the field of Institutional Development and Human Resources through:
 - Providing strategic advice to the PCP in implementing organisational reform in accordance with their policies and national plans;
 - Advising and supporting the PCP in clarifying respective structures, functions and responsibilities at the HQ and district level;
 - Mentoring the staff of the Human Resource Department to acquire skills related to Human Resources policies and procedures (e.g. recruitment, performance appraisal, promotion, career planning, etc.).
- Advising and supporting the Palestinian Civil Police (PCP) senior leadership on the development of a modern Human Resources Management model
- To be the key interlocutor with the PCP;
- To develop policies in line with the PCP.

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 Institutional Development and Human Resources;

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations
- C/C1 driving licence and ability of driving 4x4 vehicles
- Arabic language skills.

Position Name: Senior Police Adviser - Community Policing	Employment Regime: Seconded	
Ref. Number: SSR 07	Location: Ramallah	Availability: 01.04.2024
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Community Policing reports to reports to the Head of Security Sector Reform Section

2. Main Tasks and Responsibilities:

- 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 ensure compliance with instruction/direction from Mission management;
- 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.

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 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:

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

Position Name: Police Adviser Intelligence-Led Policing	Employment Regime: Seconded	
Ref. Number: SSR 10	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Adviser Information Led Policing reports to the Head of Security Sector Reform 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 Intelligence-Led Policing through development of activities to introduce and implement the Intelligence Led-Policing and to support the PCP investigative units identifying appropriate equipment and infrastructure activities
- To be the key interlocutor with the Palestinian Civil Police;
- To develop policies in line with the Palestinian Civil Police.

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 or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training [as applicable];
- Knowledge of Intelligence-Led Policing

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
- Arabic language skills.

Position Name: Police Adviser - Criminal Investigation Department	Employment Regime: Seconded	
Ref. Number: SSR 11	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Police Adviser Criminal Investigation Department reports to the Head of Security Sector Reform 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 (PCP) Criminal Investigation Department in the field of crime prevention, detection and criminal investigations, as well as the regulatory framework for the investigative units through advising, mentoring and liaison activities;
- To be the key interlocutor of the Mission with the PCP Criminal Investigations Department;
- To support in developing policies in line with the local institutions' priorities/framework.

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 or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of crime prevention, detection and criminal investigations;
- Experience of designing and delivering training;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.

Position Name: Police Adviser - Family Protection Unit	Employment Regime: Seconded	
Ref. Number: SSR 12	Location: Ramallah	Availability: 17.04.2023
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser Family Protection Unit reports to the Head of Security Sector Reform 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 tactical and operational development
- To advice in chain of investigation from crime scene up to trial in all cases related to family/juvenile protection;
- To develop and implement of preventive policies regarding family/juvenile protection;
- To advice on risk identification and assessment connected with family/juvenile protection;
- To support the development of the Palestinian Civil Police in the field of tactical and operational development
- To develop and to implement policies and procedures and to deliver respective workshops / trainings in line with the local institutions' s priorities/framework.
- To be the key interlocutor of the Mission with the Palestinian Civil Police;

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 or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

- Knowledge of juvenile delinquency and child interview techniques;
- Mediation skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.

Position Name: Senior Police Adviser - Training	Employment Regime: Seconded	
Ref. Number: SSR 14	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser reports to the Head of Security Sector Reform 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To design and deliver training;
- To identify training gaps and support PCP in developing long-term training plans;
- To support PCP in developing curricula for various fields of training and/or education;
- To support PCP in developing and implementing in-service trainings;
- To support the PCP Training Administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To be embedded within the local institution, security permitting ;
- To develop policies in line with the local institutions' priorities/framework.

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;
- Knowledge of organisational interdependencies in a police training organisation;
- Knowledge of modern training tools (for instance e-learning, virtual training systems, language labs, etc.).
- Ability and/or experiences to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Experience of designing and delivering training.

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;
- Arabic language skills.

Position Name: Senior Police Adviser - Accountability	Employment Regime: Seconded	
Ref. Number: SSR 16	Location: Ramallah	Availability: 14.05.2024
Component/Department/Unit: Security Sector Reform Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser – Accountability reports to the Head of Security Sector Reform 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 senior management of the Palestinian Civil Police in implementing its accountability strategy and plan, besides overall development of its accountability units;;
- To be the key interlocutor with the Palestinian Civil Police on the development and implementation of a public complaint mechanism, and support the institutionalisation of necessary organisational structures;
- To develop policies in line with the local institutions.
- 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;
- C/C1 driving licence and ability of driving 4x4 vehicles;

- Arabic language skills.

Position Name: Operations Officer	Employment Regime: Seconded	
Ref. Number: SSR 18	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Operations Officer reports to the Head of Security Sector Reform Section.

2. Main Tasks and Responsibilities:

- To ensure the communication flow and timely information sharing of operational findings;
- To analyse and assess the development and progress of the Security Sector Reform Section performance against the Mission's mandate, tasks and priorities set in the Mission's planning documents and the Mission Implementation Plan;
- To conduct quantitative and qualitative analysis of inputs originating from the Security Sector Reform Section operational activities;
- To advise and coordinate cross-cutting activities of Security Sector Reform and Justice sections;
- To provide, in coordination with Justice Section management, timely updates on the state of play of mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports to the Mission's operational headquarters and EU Member States on the status of the Mission's mandate implementation;
- To liaise regularly with other Mission operational elements;
- To contribute, in support of the Planning, Reporting and Evaluation Unit, and in coordination with Justice Section, to identify and develop new projects according to the objectives of the Mission's mandate;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;

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 or an award of an equivalent rank; AND
- A minimum 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;

6. Desirable Qualifications and Experience:

- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence;
- Arabic language skills.

Position Name: Police Adviser - Cyber Crime	Employment Regime: Seconded	
Ref. Number: SSR 19	Location: Ramallah	Availability: 08.05.2024
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser - Cyber Crime reports to the Head of Security Sector Reform 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 tactical and operational development;
- To be the key interlocutor of the Mission with the PCP Cybercrime Department;
- To develop policies and procedures in line with the local institutions' priorities/framework;
- To provide advice and support the Palestinian Civil Police to detect, prevent and investigate crimes, particularly related to cybercrimes/computer related crimes;
- To support service-minded policing through the overall development of the Cybercrime Department.

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 or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- General knowledge about forensic digital evidence related to crime scenes;
- Ability to process and analyse information and data, including reporting progress and challenges.

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
- Arabic language skills.

Position Name: Penitentiary Adviser	Employment Regime: Seconded	
Ref. Number: SSR 20	Location: Ramallah	Availability: 15.05.2024
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Adviser/Expert reports to the Head of Security Sector Reform 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 Corrections and Rehabilitation Center Department (CRCDD) of the Palestinian Civil Police (PCP) CRCDD and the Corrections and Rehabilitation Centres (CRCs) in the field of the adoption of policies, manuals and procedures and identifying and supporting in the delivery of training needs through activities of mentoring and advising;
- To be the key interlocutor of the Mission with the CRCDD;
- To develop policies in line with the local relevant institutions (Ministry of Interior/Justice).
- To advise other international and national actors concerned with the subject matter and assist in the coordination of relevant activities.

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 or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of prison management, with substantial and diverse experience in all facets of the job;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.

Position Name: Senior Police Adviser - Criminal Investigation Department	Employment Regime: Seconded	
Ref. Number: SSR 24	Location: Ramallah	Availability: 02.03.2024
Component/Department/Unit: Operations Department/Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Senior Police Adviser Criminal Investigation Department reports to the Head of Security Sector Reform 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 (Attorney General's Office, Ministry of Justice, Civil Society Organisations);
- To support police-prosecution cooperation;
- To liaise closely with other horizontal advisers;
- To support, design and deliver training;
- To support the development of the Palestinian Civil Police (PCP) Criminal Investigation Department in the field of crime prevention, detection and criminal investigations, as well as the regulatory framework for the investigative units through advising, mentoring and liaison activities;
- To be the key interlocutor with the PCP Criminal Investigations 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 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;
- In-depth knowledge of criminal investigation protocols and policies;
- Knowledge and 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 in the field of crime prevention, detection and criminal investigations.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Experience in project management;
- C1/C driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.

Position Name: Head of Planning, Evaluation and Reporting Unit	Employment Regime: Seconded	
Ref. Number: PREU 01	Location: Ramallah	Availability: ASAP
Component/Department/Unit: HoM Office/ Planning, Evaluation and Reporting	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Planning, Reporting and Evaluation Unit (PREU) reports to the Deputy HoM/Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit, to produce the Mission operational planning, reporting and analysis requirements, including, the Weekly Operations Summary (WoS), monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- 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;
- To support the Operational Sections in Outcome-oriented planning on the basis of the EU Results Model.

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, 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;
- Report compilation, drafting and analytical skills.

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position Name: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: PREU 02	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

The Planning and Evaluation Officer reports to the Head of Planning, Evaluation and Reporting Unit (PREU).

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Planning, Evaluation and Reporting Unit's activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.

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 or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;
- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in business administration or other related topics;
- Experience in leading and communicating change management initiatives;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic Language skills.

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: PREU 03	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

The Project Manager reports to the Head of Planning, Reporting and Evaluation Unit (PREU).

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission's projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational sections and heads of sections in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various entities of the Mission Support Department;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.
- To support the Planning, Reporting and Evaluation Unit in planning, monitoring and evaluation exercises of the Mission Implementation Plan (MIP) to ensure strategic consistency of Quick Impact Projects (QIP) and MIP related activities.

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 or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Knowledge of current technologies used for implementing projects from administrative and financial perspective like an Enterprise Resource Planning (ERP) System;

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;

- Arabic language skills.

Position Name: Head of Justice Section	Employment Regime: Seconded	
Ref. Number: JUS 01	Location: Ramallah	Availability: 2.4.2024
Component/Department/Unit: Operations Department/Justice Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Justice Section reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Justice Section in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee 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 oversee the Section's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of Criminal Justice, including participation in the Justice Sector Working Group ensuring that appropriate technical assistance is provided to the Group;
- To act as the representative of the Section with external interlocutors as required;
- To support the development of the capacity of local authorities in the field of Criminal Justice ;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects within the mandate of the Mission;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in the Mission 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 the 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 to ensuring 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; the qualification must be in law; AND
- A minimum of 7 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- The qualification must be in law and work experience as a judge, prosecutor, lawyer or legal expert;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to effective and comprehensive planning at both strategic and operational level, including identification and review of priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;

- Proficient level of written and spoken English

6. Desirable Qualifications and Experience:

- Master's degree in management, 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, preferably in the field of rule of law and criminal justice;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position Name: Programme Manager	Employment Regime: Seconded	
Ref. Number: JUS 09	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Justice Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

The Programme Manager reports to the Head of Justice Section.

2. Main Tasks and Responsibilities:

- To assist in project planning, development, coordination and implementation of Mission's projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational sections and heads of sections in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various entities of the Mission Support Department;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.
- To support the Justice Section in planning, monitoring and evaluation exercises of the Mission Implementation Plan (MIP) to ensure strategic consistency of Quick Impact Projects (QIP) and MIP related activities.

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 or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Knowledge of current technologies used for implementing projects from administrative and financial perspective like an Enterprise Resource Planning (ERP) System.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;

- Arabic language skills.

Position Name: Criminal Justice Senior Adviser	Employment Regime: Seconded	
Ref. Number: JUS 10	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Justice Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser reports to the Head of Justice 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 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 Office of the Attorney General in the field of Palestinian prosecution service and cooperation between–Palestinian Prosecution - Palestinian Civil Police, including the Correction and Rehabilitation Centres Department (CRCDC);
- To be the key interlocutor with the Office of the Attorney General;
- To advise on and support the implementation of the Justice Sector Strategy;
- 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 liaise with and advise the host state justice authorities and relevant security sector reform actors;

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 or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training on RoL/justice related matters;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Practical understanding of the principles of fair trial in order to be able to support the enhancement of access to justice in line with those principles.
- Working experience within a Justice Institution or other similar institution;
- International experience in the field of criminal justice, legal or institutional reform.

- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Professional experience as a judge, prosecutor, defence lawyer or within a Ministry of Justice or Ministry of Interior;
- Mediation skills.

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position Name: Senior Administrative Officer	Employment Regime: Seconded	
Ref. Number: MSD 14	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Administrative Officer reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures and guidelines in Mission Support;
- To assist the Head of Mission Support in scheduling Mission Support related activities;
- To verify reports, data and information in the Mission Support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within Mission Support;
- To coordinate internal communication within Mission Support and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions;
- To contribute to the maintenance of the filing system to meet administrative, legal and financial requirements.

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. Bachelor'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:

- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System;
- Knowledge of EU financial regulations.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Arabic Language skills.

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: HoM 12	Location: Ramallah	Availability: 30.03.2024
Component/Department/Unit: Head of Mission Office/ Joint Security and Duty of Care Department	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the 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 Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer 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 in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.
 - 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;

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 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 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.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills;
- Valid license for armoured vehicles or C or C1 Driving license;
- Minimum of 2 years relevant experience of international field security and/or security management in ensuring protection of personnel and/or assets
- Fluent written and spoken English language skills;

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security;
- Arabic language skills.

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSMI)
Ref. Number: MSD 07	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department/Finance Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Chief of Finance.

2. Main Tasks and Responsibilities:

- To assist the Chief of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Chief of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and regularity of transactions prior to authorising financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Chief of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Chief of Finance;
- To support, maintain and make necessary recommendations on the use of the ERP (Enterprise Resource Planning) System;
- To support, maintain and make necessary recommendations on the financial management of Quick Implementation Projects (small projects).

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 or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;
- Proficient English language skills

6. Desirable Qualifications and Experience:

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related 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 or Chartered Accountant;

- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.