



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 2-2024 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Police Mission for the Palestinian Territories			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (14)</u>			
	HoM 02	Deputy Head of Mission/Chief of Staff	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	HoM 02-b	Head of Operations	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	JUS 02	Deputy Head of Justice Section	Ramallah	11 October, for 12 months with the possibility of extension, and non-permanent deployment
	JUS 04	Prosecution Senior Adviser	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	JUS 10 & JUS 11	Criminal Justice Senior Adviser	Ramallah	2 September (JUS 10) and ASAP (JUS 11), for 12 months with the possibility of extension, and non-permanent deployment
	MSD 14	Senior Administrative Officer	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	SSR 05 & SSR 09	Senior Police Adviser – General Policing	Ramallah	26 August (SSR 05) and ASAP (SSR 09), for 12 months with the possibility of extension, and non-permanent deployment
	SSR 06	Senior Police Adviser – Institutional Development – Human Resources	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment

Job titles/ vacancy notice:	SSR 08	Police Adviser – Community Policing	Ramallah	27 June, for 12 months with the possibility of extension, and non-permanent deployment
	SSR 15	Police Adviser – Training	Ramallah	16 July, for 12 months with the possibility of extension, and non-permanent deployment
	PRE 02	Evaluation and Planning Officer	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	PRE 06	Reporting Officer	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment
	<u>Seconded/Contracted (2)</u>			
	HoM 13	Mission Security Officer – Operations Room*	Ramallah	2 September 2024, for 12 months with the possibility of extension, and non-permanent deployment
MSD 07	Finance Officer	Ramallah	ASAP, for 12 months with the possibility of extension, and non-permanent deployment	
Deadline for applications:	Friday, 21 June 2024 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>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>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>			

High Risk Non-Family Mission

EUPOL COPPS operates primarily in areas where the present risk rating is assessed as high, according to the SIAC risk rating table. International seconded and contracted mission members shall at no time receive visits by any family member in high-risk areas for the duration of their tour of duty or contract. The Mission does not bear responsibility for the duty of care or any other responsibilities regarding family members visiting or habitually residing in the Area of Operations, regardless of

whether it is assessed as a high or medium-risk area. Only the Mission members are covered by the Mission MEDEVAC or security/evacuation arrangements and use of Mission assets, including vehicles. All costs for family members, including insurance, are the respective staff member's responsibility.

Seconded personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to 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.

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

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

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for [Mission], according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

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

Flexibility and adaptability – Candidates must be able to work in arduous conditions with a limited network of support, 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 – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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:

Physical and mental health – 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 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.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

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

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills – 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 advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving skills – 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 general conditions 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 Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Education diploma(s)/certificate(s) and/or professional certificate(s) – 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 their duties.

Required Personnel Security Clearance (PSC) – 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 – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended.)

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

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

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

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

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. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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.

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

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

Hostile Environment Awareness Training (HEAT) – HEAT is a mandatory training for all selected candidates.

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, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

V. 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 Operational Plan (OPLAN).

SECONDED POSITIONS

Position name: Deputy Head of Mission/Chief of Staff	Employment regime: Seconded	
Ref. number: HoM 02	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Deputy Head of Mission/Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To deputise and represent the Head of Mission as required;
- To ensure the implementation of a knowledge management system for the Mission;
- To participate in the development of the overarching Mission policy and implementation strategy;
- To participate in the development and overall planning of the Mission activities and the development of Mission reports;
- To participate in the implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations;
- To support the Head of Mission in the duty of care of Mission members and contribute as required;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy (CSDP) Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors in line with the integrated approach;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To provide instructions and review reports delegated by the Head of Mission;
- To supervise the Office of the Chief of Staff and the following units: Planning, Reporting and Evaluation, Human Resources;
- To administratively coordinate the advisers to the Head of Mission (Legal, Political, Human Rights, Gender, PPIO, Archive, Special Assistant, Environment) on aspects related to human resources management;
- To manage the Mission headquarters functions including Mission Support ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;

- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the training of Mission members; To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior 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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;

- Excellent level of spoken and written English.

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

n/a

Position name: Head of Operations	Employment regime: Seconded	
Ref. number: HOM 02-b	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Operations reports to the HoM.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN)
- To supervise the conduct of Mission operational activities and ensure orientation and operational coherence;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- 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;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements.

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;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanisms and conflict prevention.

6. Desirable Qualifications and Experience:

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position name: Deputy Head of Justice Section	Employment regime: Seconded	
Ref. number: JUS 02	Location: Ramallah	Availability: 11.10.2024
Component/Department/Unit: Operations Department/Justice Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C1 driving license
- Arabic language skills

Position name: Prosecution Senior Adviser	Employment regime: Seconded	
Ref. number: JUS 04	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 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 and international partners;
- To liaise closely with other Mission 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 Civil Police – Palestinian Prosecution;
- To be the key interlocutor with the Office of the Attorney General;
- To advise on and support the implementation of the Justice Sector Strategy.

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 in the field of prosecution including of elements pertinent to institutional level capacity building.

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: Criminal Justice Senior Adviser	Employment regime: Seconded	
Ref. number: JUS 10 and JUS 11	Location: Ramallah	Availability: 02.09.2024 (JUS 10) and ASAP (JUS 11)
Component/Department/Unit: Operations Department/Justice Section	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Criminal Justice 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 (CRCD);
- To be the key interlocutor with the Office of the Attorney General;
- To advice 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 (SSR)	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: Senior Police Adviser - General Policing	Employment Regime: Seconded	
Ref. Number: SSR 05 & SSR 09	Location: Ramallah	Availability: ASAP (SSR 05) / 26.08.2024 (SSR 09)
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 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 Ministry of Interior (MoI) and/or Palestinian Civilian Police (PCP) in the field of strategic, tactical and operational development;
- To be the key interlocutor with the MoI and/or 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 general policing issues and experience in field operations, crime and/or traffic police;
- Ability to engage with senior officials/governmental level decision makers.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Experience in an advisory role;
- 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: Police Adviser - Community Policing	Employment Regime: Seconded	
Ref. Number: SSR 08	Location: Ramallah	Availability: 27.06.2024
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 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 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: Senior Police Adviser - Training	Employment Regime: Seconded	
Ref. Number: SSR 15	Location: Ramallah	Availability: 16.07.2023
Component/Department/Unit: Security Sector Reform Section (SSR)	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior 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 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.

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: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. Number: PRE 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: Reporting Officer	Employment Regime: Seconded	
Ref. Number: PRE 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: HoM Office/Planning, Reporting and Evaluation Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports.

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 editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding;

- Excellent spoken and written English.

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.

SECONDED/CONTRACTED POSITIONS

Position Name: Mission Security Operations Room Manager	Employment Regime: Seconded	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. Number: HoM 13	Location: Ramallah	Availability: 02.09.2024
Component/Department/Unit: Joint Security and Duty of Care Department	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Operations Room Manager reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- 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 manage the staff and the work of the Mission Operations Room;
 - To develop Standard Operating Procedures;
 - To effectively monitor the location and movement of all Mission members deployed in the field;
 - To ensure the collection, analysis, distribution and archiving of incoming security and operational reports and all other information sources;
 - To monitor the media/open sources and distribute relevant information in contribution to the situational awareness of the Mission;
 - To prepare and disseminate situation summaries for the Mission in a timely manner;
 - To review incoming messages and alerts, establish the level of urgency and inform relevant Mission Members accordingly;
 - To ensure accurate registration of all activities particularly relating to incidents;
 - To alert and inform key security personnel and senior management of important developments;
 - To travel to all Mission areas including high-risk areas as required.
 - To alternate within the Security Unit to be available to deploy on very short notice, 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:

- Organisational, planning, and time management 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:

- Successful completion of a Mission or Field Security Officer Course or equivalent;
- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- 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 threats;
- Arabic language skills.

Position Name: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
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.