

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 European Union Police Mission in the Palestinian territories (EUPOL COPPS)

Advertisement for seconded/contracted staff members

Organisation:	EUPOL COPPS		
Job Location:	Palestine		
Availability:	As soon as possible		
Staff Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.	Name of the post	Available on
	Seconded /Contracted		
	AdmS02	Chief Human Resources	Asap
	HoMS03	Senior Mission Security Officer	Asap
	Seconded only		
	HoMS09	Mission Security Officer	Asap
	AdmS04	Logistics Officer	Asap
Deadline for applications:	Wednesday 14 December 2011		
E-mail address to send the Job Application Form/CV:	cpcc.eupolcopps@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Mr. Joern Laursen e-mail: cpcc.cfc@eeas.europa.eu Phone: +32 (0) 2 281 3289 Mobile: +32 (0) 476 762158</p>		

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. 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 Council document 7291/09 (10 March 2009). Personnel seconded from Third Contributing States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract¹. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

The Civilian Planning and Conduct Capability, CPCC, requests that Member/Contributing States propose candidates for the following international expert positions for the EUPOL COPPS, according to the requirements and profiles described below:

A. Essential requirements

Member/Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) or of a Contributing Third State and full rights as a citizen.

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

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – 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 the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing/Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of the Middle East – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of Arabic or Hebrew will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

Visas – Member/Contributing States and Mission members 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 en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level Secret; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EUCL.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

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

Driver's licence – Be in possession of a valid - including Mission area - civilian driver license for motor vehicles (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable). Able to drive any 4 wheel drive vehicles. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC, encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member/Contributing States or candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions:

Chief Human Resources

Main tasks:

Under the overall supervision of the Head of Administration and Finance:

- To report to the Head of Administration and Finance regarding all personnel related issues
- To manage and co-ordinate all Human Resources issues
- To develop and update a Human Resource Policy for International and National staff in accordance with the OPLAN and the Standard Operating Procedures
- To develop the deployment plan for the deployment of the mission members with constant updates and follow up
- To provide advice and support to the HoM and DHoM, line managers as well as all staff members on Human Resources related matters
- To develop, manage and follow up the personnel database, lists and files for the mission members as well as to provide statistics and figures about mission members
- To ensure that all staff members are covered by an appropriate health and accident insurance on the expense of the mission
- To coordinate the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national mission members in accordance with the CPCC Staff Selection Procedures
- To lead/coordinate and follow up the deployment of personnel, the contracts, the selection letters, the contract extensions, the termination/ends of mission, the leave and sick leave files.
- To collaborate with the finance office for all relevant finance personnel related issues, including payroll, insurances, etc.
- To develop the guidelines for transparent and objective performance assessment and evaluation system for the mission
- To set-up and follow up an appropriate system for local staff representation.
- Responsible for the monthly and six monthly reports concerning all Human Resources and personnel issues
- To liaise with the CPCC and the European Commission on Human Resources related issues
- To develop and implement the existing personnel administration rules for CSDP operations
- To handle all special projects relating to personnel issues
- To manage and supervise the Human Resources staff
- To undertake any other tasks assigned by Head of Administration and Finance and HoM

Qualifications and Experience:

- Advanced University Degree in Human Resources, Business Administration, Social Sciences or equivalent academic or professional experience.
- Minimum of 3 years of human resources management experience, with a minimum of 8 years of professional experience in legal, administrative and operational aspects of Human Resources, as well as 10 years of overall professional experience
- International experience, particularly from the CSDP and other international missions in crisis areas as well as from multi-national and international organizations is highly desirable
- Experience in planning and implementing projects in the area of human resources is essential
- Fluent in written and spoken English

Senior Mission Security Officer

Summary

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM), who remains responsible overall for the security and safety of mission staff, the SMSO is responsible for managing the security and safety of EUPOL COPPS's and EUBAM Rafah's (whenever required) staff deployed to Palestine through the design and implementation of appropriate security policies and procedures. The SMSO reports to the Head of Mission of EUPOL COPPS.

Main tasks

- To carry out the daily management of the EUPOL COPPS's and whenever required, EUBAM Rafah's Mission Security Office(s)
- To be responsible for the protection of EU classified information (EUCI) within the mission(s) and thereby ensuring information is handled in accordance with EU rules
- To produce security inputs to daily SITREP's, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots
- To be responsible for the supervision of journey management planning for all field visits – providing timely advice and guidance to mission members as required
- To provide comprehensive Security Induction training to new Mission members as required
- To ensure that regular security drills, communication tests and evacuation exercises are conducted
- To ensure that the contracted security guard force meets assigned performance standards
- To oversee all staff responsible for security, providing instructions, support, and assistance as necessary
- To be responsible, in line with the EEAS Field Security Policy and its supporting documents, for the continued development, implementation and updating of the Mission security plans for relocation/evacuation, including an effective warden and movement of personnel system
- To supervise the recruitment of new staff to the Mission Security Office(s)
- To ensure that the security policies and procedures are followed as per mission(s) SOPs
- To monitor and assess the security situation and make security analyses, recommendations, and reports
- To ensure personal security advice is given to members of mission(s) staff as required
- To ensure an effective system of security reviews in relation to EUPOL COPPS and EUBAM (whenever required) missions property and buildings and recommend changes if necessary
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EEAS Security Policy and supporting documents
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary
- To alternate with the MSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents
- To participate in Senior Management Team Meetings - providing relevant security input (including assessments)
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness
- To ensure the policy on security clearances for Mission staff is correctly applied
- To liaise with the EEAS Security Department and CPCC-MSO on all matters foreseen by the EEAS Field Security Policy and supporting documents
- To undertake any other related tasks as required by the Head of Mission

Qualifications and experience

- University degree in security or management related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/ police academy or a civilian security organization with specialized training on field operations, force protection and/or security
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police
- Successful completion of the EU Mission Security Officer Certification Course (desirable)
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Excellent organizational, planning, and time-management skills
- Experience in planning and implementing projects
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding)
- Solid knowledge of the Middle East area and potential security threats
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel)
- Arabic and/or Hebrew as well as other European Languages an asset
- Civilian driving license class B and C mandatory. Diplomatic Passport is an advantage

EU Security Clearance at Level Secret only. No equivalent is acceptable.

Mission Security Officer

Summary

The incumbent is a part of the Mission Security Office, which works directly under the HoM. He/she is to assist and support the Senior Mission Security Officer (SMSO) in the provision of day to day security services within the Missions, reporting to the Senior Mission Security Officer of EUPOL COPPS.

The Mission Security Officer will act as the principal security reporting officer and stand-in for the Senior Mission Security Officer (SMSO) EUPOL COPPS during periods of leave or other absences and that in line with the EEAS Policy on the Security of staff deployed outside the EU.

Main tasks:

- To manage the security and safety of CSDP staff deployed in the mission area, through the design and implementation of appropriate security policies and procedures.
- To liaise with other international and national authorities with the aim to assess the security situation, make security recommendations, and adopt the security measures as appropriate.
- To carry out the daily work according to the job description for a CSDP Mission's Security Office.
- To be responsible, in line with the EEAS Field Security Policy and its supporting documents, for the continued development, implementation and updating of the mission's security plans.
- To ensure that the security policies and procedures are followed according to EUPOL COPPS SOPs and EUBAM's when required..
- To ensure timely and accurate security reporting including real time reporting from potential trouble spots.
- To respond to security incidents and events as directed by the SMSO, if necessary by deploying to the field, including acting as a first responder, particularly for first aid incidents.
- To contribute under the supervision of the SMSO to security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary.
- To contribute under the supervision of the SMSO to the production of daily SITREPs', WOS, monthly and six monthly reports.
- To ensure personal security advice is given to members of mission staff as required. In this regard, to provide a security-briefing package for staff members with regard to security situations to be expected or encountered in West Bank, Gaza strip, East Jerusalem and Israel
- To ensure an effective system of security reviews in relation to CSDP mission(s) property and buildings and recommend changes if necessary.
- To ensure (under the SMSO authority) protection of EU classified information (EUCI) within the mission and thereby ensure information is handled in accordance with EEAS rules.
- To identify staff training needs in security related areas in line with standards set by the EEAS Field Security Policy and supporting documents.
- Ensure in cooperation with local authorities that security screening is performed on nationals applying for a job in EUPOL COPPS and EUBAM when required.
- To alternate with the SMSO, 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
- Undertake any other tasks required by the SMSO or Head of Mission in support of the objectives of the Mission.

Qualifications and experience:

- University degree in security or management related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/ police academy or a civilian security organization with specialized training on field operations, force protection and/or security

- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police
- Successful completion of the EU Mission Security Officer Certification Course (desirable)
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Excellent organizational, planning, and time-management skills
- Experience in planning and implementing projects
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding)
- Solid knowledge of the Middle East area and potential security threats
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel)
- Arabic and/or Hebrew as well as other European Languages an asset

EU Security Clearance at Level Secret only. No equivalent is acceptable.

Logistics Officer

Main tasks:

Under the direction and supervision of the Chief General Services, the Logistics Officer will:

- Supervise the logistic and maintenance staff. The total number of staff is 5;
- Be responsible for coordination and management of the logistical support for the mission and the implementation of logistics policies and guidelines;
- Provide advice and support to managers and staff on logistics related matters, ensuring the necessary distribution of logistical resources (including storage of the equipment). This includes the aspects related to the customs clearance procedures;
- Support the Chief of General Services in all aspects related to the management of the Mission estate;
- Be responsible for the efficient monitoring and review of legal contracts relating to acquisition and maintenance/services contracts, including rental contracts and insurance issues;
- Be able to analyze and identify the technical specifications for logistics tenders related to goods and services. To support the realization of technical designs and evaluation or control reports for tender's process (acquisition and services);
- Assist both EUPOL COPPS and EUBAM Missions in all aspects related to logistics;
- Be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects of the mission;
- Establish a management system that includes transparent and objective analysis, coordination and supervision acquisitions, storage, allocation and distribution, consumption and future needs;
- Ensure the establishment and effective management of logistical databases, inventories and lists of equipment;
- Identify the Mission's need for office space, maintenance and repair;
- Coordinate the provision of material and office space for the mission members;
- Undertake any other duty assigned by the Chief of General Services.

Qualifications and Experience:

- A University degree in Logistics, Engineering, Administration or an equivalent combination of education, training and practical experience;
- Minimum of 5 years of professional experience in logistics related matters;
- Previous experience with project based work/planning and with different product and service markets as well as industrial business networks is essential;
- Experience in the implementation of EU procurement processes and regulations (distinct advantage);
- International experience, particularly from international missions or organizations in crisis areas (distinct advantage);
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment;
- Ability to operate Microsoft Office Package (Word, Excel Power Point, Outlook);
- Excellent level of written and spoken English.