

# European Union



**Annex 1**

## **European Union Police Mission in the Palestinian territories (EUPOL COPPS)**

### Advertisement for seconded/contracted staff members

<b>Organisation:</b>	<b>EUPOL COPPS</b>		
<b>Job Location:</b>	<b>Palestine</b>		
<b>Availability:</b>	<b>As indicated below</b>		
<b>Staff Regime:</b>	<b>As indicated below</b>		
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Available on</b>
	<b><u>Seconded/Contracted:</u></b>		
	HoMS08	Strategic Planning Coordinator	ASAP
	AdmS01	Head of Administration and Finance	ASAP
	<b><u>Seconded:</u></b>		
	HoMS02	Deputy Head of Mission	ASAP
	RoLS14	Prison and Detention Expert	ASAP
	RoLS3	Prosecution Expert	23/09/2010
	HoMS07	Reporting Officer*	07/09/2010
	AdvS15	Specialist Police Training Adviser	16/08/2010
	AdvS17	Police Training Adviser	16/08/2010
<b>Deadline for applications:</b>	<b>15 June 2010</b>		
<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eupolcopps@consilium.europa.eu</b>		
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, <b>e-mail: cpcc.cfc@consilium.europa.eu</b>		

**\* The availability of this post is subject to the non-confirmation of a request for extension.**

**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 is 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 contract<sup>1</sup>. 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.

#### **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 an CSDP Mission (desirable).

---

<sup>1</sup> 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.

**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.

**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 have 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 EU CI.

**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**

### **STRATEGIC PLANNING COORDINATOR (HoMS08)**

(1 position)

**Proposed deployment date:** As soon as possible

#### **Main tasks:**

Under the overall supervision of the Head of Mission or Deputy, in coordination with other experts of the ESDP mission the Strategic Planning Coordinator will:

- Ensure best possible coherence in the comprehensive EU approach when planning and carrying out activities in the broad mission area covering both security and justice sector.
- Assist the Head of Mission to set out strategic goals and define ways for implementing those goals, evaluate the capabilities needed to meet the strategic objectives, define tasks needed to achieve critical success factors, and measure whether the strategy is being met.
- Assist the Head of Mission in developing a Performance Management System for the Mission – Targets, Performance Indicators etc – and provide a monthly Performance Review Report.
- Facilitate practical cooperation and exchange of information between all players involved in the broader area of Mission.
- To participate in production of reports as directed.

#### **Qualifications and experience:**

- University degree in Law or Public Administration.
- At least 5 years of professional experience in strategic planning.
- Substantial experience / knowledge in relation to management and administration of judicial policy and penal institutions will be a distinct advantage.
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision.
- Proven experience in Performance Management.
- Prior mission experience in the field of police and criminal justice is highly desirable.
- Ability to operate Windows, Excel and Power Point applications, including Word processing and e-mail.
- Excellent level of written and spoken English.

## **HEAD OF ADMINISTRATION AND FINANCE (AdmS01)**

(1 position)

**Proposed deployment date:** As soon as possible

### **Main tasks:**

Under the overall supervision of the Head of Mission, the Head of Administration and Finance will:

- Assist and advise the Head of Mission on all administrative and financial issues.
- Be responsible for the implementation of financial accounting systems and procedures for the Mission according to the European Financial Regulations and the internal guidelines created for the Mission.
- Be responsible for the effective security and control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure.
- Responsible for the administration of the international personnel and local staff within the Mission.
- To ensure the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilizing established advertising procedures.
- To ensure the production of reports concerning personnel issues and recommends changes to personnel deployments, policies and directives as necessary.
- Monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements.
- Provide training and assistance to the Mission members related with all administrative and finance matters.
- Manage internal procurement requires and activities.
- Have the overall responsibility for the Mission vehicle fleet.
- Be responsible for the Missions IT and Communication system.
- Participate in Senior Management Team.
- Follow internal and external developments relating to the Mission goals and fully brief the Head of Mission on the administrative implications.
- Be responsible for the efficient monitoring and review of legal contracts relating with the acquisitions and maintenance/service contracts, including insurance issues.
- Undertake any other related tasks as required by the Head of Mission.

### **Qualifications and experience:**

- Advanced University Degree in Business Administration, Economy, Public Administration, Finance/Accounting or equivalent.
- Effective and extensive operational experience at middle management level, particularly in finance and accounting.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Experienced in financial management of tendering processes and audits, preferably including EU procedures.

## **DEPUTY HEAD OF MISSION (HoMS02)**

(1 position)

**Proposed deployment date:** As soon as possible

The Deputy Head of Mission will assist the Head of Mission to command, lead and control CSDP Mission activities and personnel and contribute to the strategic and programmatic planning. He/she will also help to ensure a proper flow of information within the Mission and take into account overall political developments in the Middle East. He/she will be part of the core leadership of the Mission.

### **Main tasks:**

- To report to the HoM.
- To be responsible for coordinating the work of the Rule of Law, Advisers and Programme Sections, ensuring appropriate integration.
- To assist the HoM in the day-to-day management of the CSDP Mission.
- To act for the HoM in his absence and on his behalf, when so appointed by the HoM.
- To be responsible for the management and functioning of the staff.
- Under the Head of Mission's guidance, to prioritize and delegate the day to day work required to his/her subordinated departments.
- To assist the Head of Mission to command, coordinate, manage and control the Mission personnel, and to contribute to the development of strategies and plans, taking into account overall political developments in the Mission area.
- To oversee the monitoring, updating and drafting of Mission Business Plans.
- To develop and implement on behalf of the HoM the necessary activities and competences to achieve objectives of the Mission, planning and maintaining timelines, allocating resources to ensure progress and success of Mission mandate.
- To assist the Head of Mission in the selection, appointment and deployment of personnel to address Mission needs.
- On delegation of the HoM, to exercise disciplinary control over all international and local civilian personnel in the Mission.
- To undertake any other tasks required by HoM.

### **Qualifications and experience:**

- Advanced university degree or studies relevant to the post. International experience essential, particularly in relation to crisis areas and multi-national and international organizations.
- Senior rank in a police service with experience of both operational command and of senior staff appointments.
- Experience in national or international assignments within senior staff functions, in particular planning and organization of crisis management Missions, experienced in wide range of senior command or management level.
- Broad professional experience, both in operational and organizational aspects of political/monitoring operations.
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel.
- Highly resilient under physical and mental pressure and stress-resistant

**Additional requirements:**

- Experience in international co-operation in relation to Civil Crisis Management is desirable.
- Experience in strategic liaison with international partners.
- International professional experience, particularly in crisis areas/frozen conflicts, such as Middle East or other areas within the same geopolitical context, with multi-national and international organizations is desirable.
- Good working knowledge of the political, cultural and security situation in the Middle East or other areas within the same geopolitical region is desirable.
- Experience in strategic management and/or public administration is desirable.
- Experience on senior Mission level in a Peacekeeping Mission or in an CSDP Mission would be an asset.
- Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course (desirable).

## **PRISONS AND DETENTION EXPERT (RoLS14)**

(1 position)

**Proposed deployment date:** As soon as possible

### **Main tasks:**

Under the overall supervision of the Head of Rule of Law (RoL) section and in coordination with other experts of the CSDP Mission, the expert will:

- Analyse procedures, circumstances/conditions in Palestinian detention facilities and treatment in view of international human rights standards with regard to imprisonment and detention.
- Review Law on Rehabilitation and Correction Centres and internal rules and regulations and identify obstructions to compliance with both.
- Examine Prison Administration recruitment and training procedures.
- Review administrative control of prisons from the Ministry of Interior (MoI) down to the Palestinian Civil Police (PCP) and the Prison Administration itself (part of PCP).
- Identify lines of command and responsibilities with regard to prison system.
- Review co-ordination and working relations between relevant institutions: MoI, Ministry of Justice (MoJ), PCP, Prison Service, Public Prosecution and the Judiciary.
- Identify (and analyse impact of) restrictions on movement and access for the relevant services (PCP, Prison Service, Prosecution, Judiciary), suspects and detainees on the operation of the prison and detention system.
- Participate in the further development of the prison service:
  1. Improving conditions for prison service staff and detainees in the current detention facilities in line with international human rights standards with regard to imprisonment and detention.
  2. Renovation and upgrading of existing facilities and identification of needs with regard to extra detention capacity in the Palestinian Territories.
  3. Enhancing the organisation and capacity of the Prison Service.
  4. Improving rules and regulations for prison management.
  5. Immediate measures to improve and streamline working relations and division of labour between relevant authorities.

### **Qualifications and experience:**

- An advanced University Degree in Law, Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of management experience in correctional institutions, with broad professional experience, in legal, organisational and operational aspects.
- To have excellent knowledge of prison related international standards.
- International or Mission experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Ability to operate Windows, Excel and Power Point applications, including Word processing and e-mail.
- Excellent level of written and spoken English
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.



## **PROSECUTION EXPERT (RoLS3)**

(1 position)

**Proposed deployment date:** 23 September 2010

### **Main tasks:**

Under the overall supervision of the Head of Rule of Law (RoL) section and in coordination with other experts of the CSDP Mission, the expert will:

- Contribute to the assessment of the prosecution service in Palestine in close cooperation with local and international stakeholders and specifically the Attorney General's Office.
- Implement the Mission Implementation Plan with regard to the prosecution service in close cooperation with the abovementioned local stakeholders.
- Carry out regular monitoring of progress towards achieving the goals of the Mission Implementation Plan concerning the prosecution service.
- Assist the Public Prosecution in achieving their goals.
- Advise and work with the Programme section to develop further projects aimed at reaching the end goal of an efficient, effective and sustainable prosecution service.
- Coordinate donor efforts in the field in close cooperation with existing donor coordination mechanisms.
- Intensify cooperation between the public prosecution and criminal investigation components of the police as well as with the judicial police, including through assisting in the organization of joint activities.
- Establishing professional working relationships with national as well as international stakeholders.
- Advise other experts on prosecution matters.
- Participate in the reporting procedures of the RoL Section and follow-up activities in the Mission.
- Perform other tasks as required by the Head of RoL Section.

### **Qualifications and experience:**

- A degree in law, preferably an advanced degree with specialization in criminal or international law.
- At least 10 years of professional experience as a prosecutor, in a civil law system
- Substantial knowledge in relation to management of a prosecution service.
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision.
- Prior international/Mission experience in the field of criminal justice is highly desirable.
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail.
- Excellent level of written and spoken English.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

## **REPORTING OFFICER (HoMS07)\***

(1 position)

**Proposed deployment date:** 7 September 2010

### **Main tasks:**

Under the overall supervision of the Head of Mission the Reporting Officer will:

- Be responsible for providing daily support to the HoM's Office through Chief of Staff/Staff Officer.
- Capturing, assembling, assessing and collating Mission information in a cohesive and variable format.
- Preparation of reports and presentations.
- Preparing and archiving reports, information and other Mission material.
- Assisting in organizing visits, meetings, presentations etc. on behalf of the Head and Deputy Head of Mission.
- Obtaining and managing timely availability of permits for CMT and other Palestinian Interlocutors.
- Undertake any other tasks required on behalf of the HoM / DHoM.

### **Qualifications and experience:**

- Bachelor's or degree in Administration, Secretariat, Social Science or equivalent academic or professional training in Law, Police or Judicial Service.
- Minimum of 10 years of judiciary or policing experience, with broad professional experience both in operational and organizational aspects of policing.
- Broad professional experience, both in operational and organizational aspects.
- Excellent and demonstrable skills in report writing and communication on all levels.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Knowledge of political, cultural and security situation in crisis management questions related with Palestine, Israel and Egypt (desirable).
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail.
- Excellent level of written and spoken English.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

**\* The availability of this post is subject to the non-confirmation of a request for extension.**

## **SPECIALIST POLICE TRAINING ADVISER (AdvS15)**

(1 position)

**Proposed deployment date:** 16 August 2010

### **Main tasks:**

Under the overall supervision of the Lead Police Adviser the Specialist Police Training Adviser will:

- Advise and assist senior police managers responsible for training matters in support of EUPOL COPPS mission aims.
- Mentor and advice on all training related matters, including development of strategies and course curricula.
- Instigate management training in the Palestinian Civil Police.
- Facilitate and mentor implementation of projects within his/her specialist area.
- Participate in project mentoring committees within his/her specialist area.
- Identify training opportunities within and external to the Palestinian Occupied Territories.
- Monitor quality of training programmes and advise regarding improvements.
- Report on project implementation.
- Support and advise the PCP Training Commandant.
- Support, co-ordinate and facilitate training courses at the Jericho Police Training Centre.
- Support, develop, co-ordinate, facilitate and deliver in-service or rehabilitation training courses to the PCP as required.
- Full fill any other tasks and duties related to the activities of the Mission and Mission Implementation Plan.

### **Qualifications and experience:**

- An advanced University Degree in Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics or equivalent academic training.
- Working experience in police training within a national police organization, with appropriate responsibilities at upper and strategic decision levels.
- Working experience at a national or international level as a police training expert to management level employees.
- Experience in developing and delivering police training courses.
- Project management experience (desirable).
- Excellent level of written and spoken English.
- Ability to be flexible and re-prioritise work on short notice.

## **POLICE TRAINING ADVISER (AdvS17)**

(1 position)

**Proposed deployment date:** 16 August 2010

### **Main tasks:**

Under the overall supervision of the Lead Police Adviser the Police Training Adviser will:

- Advise and assist senior police managers responsible for training matters in support of EUPOL COPPS mission aims.
- Mentor and advice on all training related matters, including development of strategies and course curricula.
- Instigate management training in the Palestinian Civil Police.
- Facilitate and mentor implementation of projects within his/her specialist area.
- Participate in project mentoring committees within his/her specialist area.
- Identify training opportunities within and external to the Palestinian Occupied Territories.
- Monitor quality of training programmes and advise regarding improvements.
- Report on project implementation.
- Support and advise the PCP Training Commandant.
- Support, co-ordinate and facilitate training courses at the Jericho Police Training Centre.
- Support, develop, co-ordinate, facilitate and deliver in-service or rehabilitation training courses to the PCP as required.
- Full fill any other tasks and duties related to the activities of the Mission and Mission Implementation Plan.

### **Qualifications and experience:**

- An advanced University Degree in Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics or equivalent academic training.
- Working experience in police training within a national police organization, with appropriate responsibilities at upper and strategic decision levels.
- Working experience at a national or international level as a police training expert to management level employees.
- Experience in developing and delivering police training courses.
- Project management experience (desirable).
- Excellent level of written and spoken English.
- Ability to be flexible and re-prioritise work on short notice.