

# European Union



## Annex 1

### **EU Police Mission and its Justice Interface in the Democratic Republic of Congo (EUPOL RD Congo)**

#### Advertisement for seconded/contracted staff members

<b>Organisation:</b>	EUPOL RD Congo		
<b>Job Location:</b>	Kinshasa, Goma (Democratic Republic of Congo), in accordance with the assignment indicated on each job description		
<b>Availability:</b>	As indicated below		
<b>Staff Regime:</b>	As indicated below		
<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>		
	POLRDC 11001	Mission Security Officer	ASAP
	POLRDC 11036	Human Resources Officer	ASAP
	POLRDC 11024	Project Manager	ASAP
	POLRDC 11037	Procurement Officer: Project management Unit	ASAP
	<b><u>Seconded</u></b>		
	POLRDC 11038	Trainer of Trainers	ASAP
	POLRDC 11039	Crowd Control Trainer	ASAP
	POLRDC 11040	Expert DH/PDE à Goma	ASAP
	POLRDC 11041	Expert VS/Genre (Equipe MD/Goma)	01.12.2010
	POLRDC 11010	CSRP Working Group "PNC Legislation" Expert	ASAP
	POLRDC 11026	Inter-Pillar Expert	ASAP
	POLRDC 11042	Conseiller Formation (PNC)	ASAP
	POLRDC 11043	Conseiller Organisation Stratégique (PNC)	ASAP
	POLRDC 11044	Conseiller RH (PNC)	ASAP
POLRDC 11021	Judiciary Police Adviser (PNC)	ASAP	
POLRDC 11017	General Inspectorate/Audit Adviser	ASAP	
<b>Deadline for applications:</b>	<b>Friday, 08 October 2010</b>		

**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

<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.

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 RD Congo, according to the requirements and profiles described below:

#### **A. Essential requirements**

### **EUPOL RD CONGO is a French speaking Mission.**

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 EU Member States.

**Ability to communicate effectively in French** – Mission members must be fully fluent in written and spoken French. 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 Mission area** – To have a good knowledge of the history, culture, social and political situation of the country. 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).

**Language skills** – knowledge of English and local languages will be an asset.

### **C. Essential documents for selected candidates**

**Passport** – The participants must obtain a passport from the respective national authorities. Seconding Member/Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

**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 EUCI.

**Security equipment** : Police officers shall be fitted with individual protection gears and armament, especially flack jackets (level 4) and bullet proof helmets, and their 9 mm duty side arm together with 100 rounds of ammo.

**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 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's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. 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 General Secretariat 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 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**

### **MISSION SECURITY OFFICER (POLRDC 11001)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

#### **Main tasks:**

- Report to respective Head of Missions (HoM) regarding the security aspects of his/her Mission.
- Under the responsibility of HoM ( as defined in the EU's Policy on the security of staff deployed in an operational capacity under Title V of the TEU, manage the safety and security Mission personnel and Mission activity, including that of its assets, resources and information.
- Support the Mission in accordance with the guidelines on the joint and shared capacities between EUPOL RD Congo and EUSEC RD Congo from level 3 of security.
- Assist the HoMs with the general management of both Missions' security aspects (i.e. drafting the Missions' security plan, their emergency and evacuation plans, ensuring secure communication & information security measures, force protection, etc., this in accordance with the requirement of the Joint Action to closely co-ordinate with the Council Security Office. The S-MSO will be assisted in this accountability by 3 deputies, each assigned to a specific Mission.
- Draft standing operating procedures, directives to support the Mission security plan and emergency plans and submit them to the HoM for approval and endorsement.
- Liaise with MONUC and the Commission's and Member States delegations in order to keep abreast of the security developments in DRC in order to make security recommendations and inform HoM accordingly.
- Be responsible for the continued development, implementation and update of the Mission security plan including an effective warden and movement of personnel system.
- Ensure that the security policies and procedures are followed as per Mission SOP.
- Ensure personal security advice is given to members of the Mission travelling into the countryside as required.
- Ensure an effective system of security audits in relation to EU Mission properties and buildings and recommends changes if necessary, in close coordination with the Council Security Office.
- Assess the threat level and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are updated and able to be implemented at short notice.
- Work in close cooperation with the Administration coordinator in matters related to the purchasing of necessary security related equipment and services.
- Ensure compliance with the basic principles and minimum standards of Council decision 2001/264/EC regarding the protection of EU Classified Information.
- Organize and conduct security training and rehearsals of security/evacuation plans etc.
- Carry out any other tasks as delegated by the Heads of Mission.

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

- Advanced University Degree, or being a graduate of a national police or military academy.
- Senior rank in a police service.

- Minimum of 10 years of effective and extensive operational police experience in the security field.
- Knowledge of the functioning of the EU, in particular the CFSP and CSDP.
- Have experience of health and safety issues in low level environment.
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organizations as well as international partners.
- Highly resilient under physical and mental pressure and stress-resistant.
- Excellent knowledge of all aspects concerning security and, in particular, the EU's Policy on the security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU and its supporting documentation.
- Experience in field security with other international crisis management actors (i.e. UN, OSCE), especially in Africa, will be considered an asset.
- Having - or being in the position to obtain - a national security clearance equivalent to the level EU SECRET.

## **HUMAN RESOURCES OFFICER (POLRDC 11036)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

### 1) **Responsibilities**

Under the supervision of Chief Admin & Finance Officer, the Human Resources Officer will be responsible for the following duties:

- Initiate and coordinate actions covering the entire span of human resources activities to ensure that the Division's requirements are met: recruitment, performance appraisal, vacancies job classifications reviews, placement, separation of staff members training, etc...
- Ensure that actions are in compliance with applicable rules and operational procedures for recruitment, placement, separation and implementation of staff promotions and staff – management relations (as described in SOMA).
- Ensure the full and timely completion of selection and recruitment processes of both local and international staffs.
- Support the HoM on Human Resources issues which could affect the operational activities of the Mission.
- Provide performance management advice to staff to promote a culture of high performance and continuous learning.
- Provide his/her expertise on all human resources matters concerning the mission.
- Draft office correspondence and produce major monthly reports in the field of human resources.
- Maintain human resources records for the Mission.
- Perform other related duties as required by HoM.

### 2) **Competencies**

- **Professionalism:** knowledge of administrative and human resources policies and procedures; ability to apply EU rules and regulations in work situations; remains calm in stressful situations; abilities to identify issues, formulate opinions and makes recommendations; shows persistence when faced with difficult challenges or problems.
- **Planning and organizing:** develops clear goals that are consistent with agreed strategies; identifies priorities activities and assignments; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Customer Orientation:** considers all those to whom services are provided to be “customers” and seeks to see things from clients ‘point of view.

### 3) **Education**

- Advanced university degree (Master degree or equivalent) in business or public administration, human resource management or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### 4) **Work Experience**

- A minimum of seven years of progressively responsible experience in administration, human resources management or related field is required.
- Experience working in an international multicultural environment is desirable.

- Working knowledge of staff selections systems, Microsoft office including both word and MS Excel is desirable.
- Experience in handling confidential information is required.
- To have expertise in EU legal and administrative procedures (desirable).
- To have international experience, particularly in crisis areas with multi-national and international organizations, preferably in Africa.
- To have very strong inter-personal communication skills and proven mediation skills.

#### 5) **Languages**

- French is the working language of the Mission. For the post advertised, fluency in oral and written French is required. Knowledge of English is desirable.

## **PROJECT MANAGER (POLRDC 11024)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

### **Main tasks:**

- Under the direct supervision of the Deputy Head of Mission responsible for Police Reform (CSRP), advising and assisting the Head of Mission in developing new projects in accordance with the Mission aims.
- Framing proposals for projects and drafting the relevant documents.
- Assisting and advising the members of the Mission in implementing projects.
- Drafting the reports required by the EUPOL administration or associated partners.
- Monitoring the financial and accounting activities connected with the implementation of projects in close collaboration with those responsible for the administration and financing of the Mission.
- Performing any other task linked to his technical specification as requested by the Head of Mission.

### **Qualifications and experience:**

- Middle management experience, with broad professional experience in both operational and organizational aspects of organizations.
- Experience in the actual planning, implementation and management of projects.
- Excellent written and spoken French would be an advantage.
- Familiarity with computer applications and in particular text-processing software and spreadsheets.
- Good organizational ability in a difficult environment and ability to work under great pressure in a wide range of tasks, often to very tight deadlines.
- Wide experience of foreign Missions, particularly in crisis areas or in Africa with multinational and international organizations (desirable).
- Completion of a course in civilian crisis management (CEPOL) or participation in an CSDP Mission (desirable).



# **PROCUREMENT OFFICER: PROJECT MANAGEMENT UNIT (POLRDC 11037)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

## **1) Responsibilities**

Under the guidance of Project Manager, the procurement officer (Project Management Unit) will be responsible for the following duties:

- Expert in EU project management for procurement operations in accordance with EU procurement framework of EU operations etc.,
- Advice requisitioning units and recipient entities on full range of procurement issues
- Provide supported guidance at all stages of the procurement cycle.
- Advice and assist requisitioning units to undertake effective acquisition plan, develop and manage all procurement and contractual aspects of the projects.
- Formulate strategies and design innovative solutions to resolve issues or conflicts for complex procurements projects.
- Participate in negotiations with senior supplier representatives.
- Issue and manage delegations of procurement authority.
- Draft public's orders, tenders (local and international) and contractual documents.
- Conduct contract administration.
- Establish and maintain work program and schedule contracts and newly-planned ones.
- Conduct market research to keep abreast of market developments.
- Ensure that actions are in compliance with EU procurement rules and operational procedures.
- Ensure the full and timely completion of procurement processes.
- Provide his/her expertise on procurement matters concerning the mission.
- Draft office correspondence and produce major monthly procurement reports in the field of procurement management.
- Maintain procurement databases records for the mission.
- Perform other related duties as required by HoM.

## **2) Competencies**

- **Professionalism:** Complete, in – depth grasp of procurement techniques, practices and operations; ability to apply EU procurement rules and regulations in work situations; remains calm in stressful situations; abilities to identify issues, formulate opinions and makes recommendations; shows persistence when faced with difficult challenges or problems; negotiating skills to shape and influence agreements with requested units and vendors; discretion and sound judgment in applying technical expertise to resolve complex or sensitive issues; teamwork and ability to speak and write clearly and effectively; ability to listen to others and correctly interpret messages from others.
- **Planning and organizing:** develops clear goals that are consistent with agreed strategies; identifies priorities activities and assignments; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Customer Orientation:** considers all those to whom services are provided to be “customers” and seeks to see things from clients ‘point of view.

### 3) **Education**

- Advanced university degree (Master degree or equivalent) in business administration, logistic, Public Administration, Law or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### 4) **Work Experience**

- A minimum of five years of progressively responsible experience in procurement and contracted operations or related field is required.
- Proven record of managing and delivering complex procurement program is required
- Experience working in an international multicultural environment is desirable.
- Microsoft office including, word, database software and MS Excel is desirable.
- Experience in handling confidential information is required.
- To have expertise in EU procurement and finance procedures (desirable).
- To have international experience, particularly in crisis areas with multi-national and international organizations, preferably in Africa.
- To have very strong inter-personal communication skills and proven mediation skills.

### 5) **Languages**

- French is the working language of the Mission. For the post advertised, fluency in oral and written French is required. Knowledge of English is desirable.

## **TRAINER OF TRAINERS (POLRDC 11038)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

### **Main tasks:**

- Work under the supervision of the mission's Coordinator of Operations ;
- Help identify the PNC needs in terms of training of trainers ;
- Help enhance training capabilities in compliance with the guidelines of the Comité de Suivi de la Réforme de la Police Nationale Congolaise ;
- Assist the recruitment and train the trainers for the PNC in various fields of police activity, as well as prepare and implement training for trainers ;
- Assist and advise the trainers of the PNC at central level on trainings methods and techniques, as well as develop new methods of trainings ;
- Monitor the trainers of the PNC ;
- Advise the trainers of the Mission on pedagogic methods ;
- Carry out any other tasks as delegated by the Head of Mission.

### **Qualifications and experience:**

- To possess a vocational degree or equivalent training in relevant police management, particularly with police training and training of trainers ;
- To possess specific training and recognized experience in the area of training the trainers within a police service with broad professional experience ;
- To have a minimum of 05 years of police experience ;
- To have 02 years experience in police training and training of trainers ;
- To have proven analysis and drafting knowledge of the French language – excellent oral, reading and writing skills in French ;
- To be familiar with basic IT tools, particularly word and excel processing tools;
- Good interpersonal skills and teamwork capabilities ;
- To possess a sound knowledge of the Congolese police and the DRC;
- To have international experience, particularly in crisis areas with multi-national and international organizations, preferably in Africa (desirable) ;
- To possess a training in Civilian Crisis Management – CEPOL (desirable).

## **CROWD CONTROL TRAINER (POL RDC 11039)**

(1 position)

**Duty Station:** Mobile Team (Kinshasa)

**Proposed deployment:** As soon as possible

### **Main tasks:**

- Train and advise the Police Nationale Congolaise (PNC) in Crowd Control operations planning.
- Assist and train the PNC in public order management and public security missions.
- Advise the PNC on the technical needs and technical specifications concerned, in partnership with potential international contributors.
- Facilitate the implementation of donors-sponsored projects in support of the Crowd Control.
- Help develop a public security intelligence processing system.
- Help develop a public order and crisis-related management system.
- Advise and train the Operations planners on how to collate, process, analyze and disseminate public order information and intelligence, when appropriate.
- Advise the Operations planners on how to follow up on a crisis situation and to report to the PNC chain of command, when appropriate.
- Performing any other task linked to his technical specification as requested by the Head of Mission.

### **Qualifications and experience:**

- To have a degree or equivalent training in relevant police management, namely with special police units (Anti Riot Unit...)
- To have a rank of Lieutenant, Captain, Major, Inspector Chief in a police force.
- To have a minimum of 10 years of police experience.
- To have experience in public order, crisis management and intelligence processing at an operations centre level.
- Excellent written, read and spoken French.
- To have very strong inter-personal communication skills and mediation skills.
- Be able to manage an important volume of work and must be able to prioritize tasks.
- To have international experience, preferably in Africa (desirable).

**EXPERT ANTENNE DE GOMA « PROTECTION DES MINEURS,  
GENRE ET DROITS HUMAINS » (POL RDC 11040)**

(1 position)

**Local de travail:** Goma

**Date de déploiement:** le plus rapidement possible

**Taches:**

- Supervisé par le Chef d'antenne EUPOL de GOMA.
- Fournir une expertise et constituer une référence dans le domaine de la protection des Mineurs et des Droits Humains dans le cadre de la réforme de la police au sein de l'antenne EUPOL de GOMA et vis-à-vis des partenaires externes
- Assurer les contacts nécessaires avec les entités extérieures partenaires de la réforme ou les prestataires de services pour les questions relevant de son domaine.
- Représenter EUPOL dans les fora de coordination sur la protection des Mineurs et des Droits Humains, afin d'assurer une cohérence entre les projets à mettre en œuvre dans le domaine et la stratégie de réforme de la police congolaise,
- Mettre à la disposition d'EUPOL les statistiques et les informations sur la problématique de la protection des Mineurs et des Droits Humains en RDC.
- Aider au maintien de la cohérence entre les différents projets du SE/CSRP en matière de protection des Mineurs, du Genre et des Droits Humains et les projets développés par l'antenne EUPOL de GOMA,

**Qualifications et expérience:**

- Etre détenteur d'une licence universitaire.
- Excellente capacité à parler, lire et écrire en français.
- Posséder une expérience internationale, particulièrement en zone de crise.
- Posséder une expérience avérée dans le domaine de la Protection des Mineurs, du Genre ou des Droits Humains.
- Posséder des aptitudes en animation et direction d'un groupe de travail.
- Posséder des aptitudes aux relations avec d'autres entités travaillant sur un même programme.
- Avoir une bonne connaissance de la Police et de la RDC.
- Posséder de bonnes qualités relationnelles.
- Etre capable de gérer une charge importante de travail et d'y déceler les priorités.

**EXPERT EQUIPE MULTIDISCIPLINAIRE DE GOMA « GENRE, VIOLENCES  
SEXUELLES ET DROITS HUMAINS » - (POLRDC 11041)**

(1 position)

**Local de travail:** Goma

**Date de déploiement:** 1 Décembre 2010

**Taches:**

- Supervisé par le Chef d'antenne EUPOL de GOMA.
- Fournir une expertise et constituer une référence dans le domaine du Genre, des Violences Sexuelles et des Droits Humains dans le cadre de la réforme de la police au sein de l'antenne EUPOL de GOMA et vis-à-vis des partenaires externes
- Assurer les contacts nécessaires avec les entités extérieures partenaires de la réforme ou les prestataires de services pour les questions relevant de son domaine.
- Représenter EUPOL dans les fora de coordination dans le domaine du Genre, des Violences Sexuelles et des Droits Humains, afin d'assurer une cohérence entre les projets à mettre en œuvre dans le domaine et la stratégie de réforme de la police congolaise,
- Mettre à la disposition d'EUPOL les statistiques et les informations sur la problématique du Genre, des Violences Sexuelles et des Droits Humains en RDC.
- Aider au maintien de la cohérence entre les différents projets du SE/CSRP en matière de Genre, de Droits Humains et de lutte contre les Violences Sexuelles et les projets développés par l'antenne EUPOL de GOMA

**Qualifications et expérience:**

- Etre détenteur d'une licence universitaire.
- Excellente capacité à parler, lire et écrire en français.
- Posséder une expérience internationale, particulièrement en zone de crise.
- Posséder une expérience avérée dans le domaine du Genre, de la lutte contre les Violences Sexuelles et des Droits Humains.
- Posséder des aptitudes en animation et direction d'un groupe de travail.
- Posséder des aptitudes aux relations avec d'autres entités travaillant sur un même programme.
- Avoir une bonne connaissance de la Police et de la RDC.
- Posséder de bonnes qualités relationnelles.
- Etre capable de gérer une charge importante de travail et d'y déceler les priorités.

## **CSRP WORKING GROUP "PNC LEGISLATION" EXPERT (POLRDC 11010)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

### **Main tasks:**

- Help record all documentation relating to the laws and regulations for the PNC.
- Help review and re-visit the current legal framework to fit it into the PNC reform and restructuring process.
- Assist the PNC in the conceptual and doctrinal framework underlying the PNC reform process.
- Assist in drafting regulations deriving from the "Loi Organique portant organisation de la PNC".
- Assist the PNC in outlining the future legal and professional status of the police personnel.
- Help outline a timeline for implementation of the new laws and regulations.
- Provide his/her expertise regarding the reform and restructuring process of a law enforcement agency in his/her area of competence.
- Help the CSRP Executive Secretariat adviser prepare the CSRP meetings relating to the topics dealt with by his/her Working Group.
- Report, through the DHOM/CSRP, to the HoM on the developments relating to his/her Working Group.
- Carry out any other tasks as delegated by the Head of Mission.

### **Qualifications and experience:**

- An advanced University Degree in Police Sciences, Social Sciences, Law or equivalent academic training.
- To have a rank of Lieutenant-colonel / Major /Commissaire, or equivalent in a police service.
- To have a minimum of 10 years of police management experience, with broad professional experience in police rules and regulations.
- To have proven analysis and drafting capacities in the French language.
- To have international experience, particularly in crisis areas with multi-national and international organizations (desirable).
- To have attended a Civilian Crisis Management Course (CEPOL) or have participated in an ESDP/CSDP Mission (desirable).

## **INTER-PILLAR EXPERT (POLRDC 11026)**

(1 position)

**Duty Station:** Kinshasa

**Proposed deployment:** As soon as possible

### **Main Tasks:**

- Work along with EUSEC RD Congo and Commission experts in a joint team in support of the SSR inter-pillar coordination mechanism, in close connection with the other international actors engaged in SSR
- Support the SSR inter-pillar coordination mechanism with the view to facilitating coherence and consistency between the EU actors and between the Defense/Police/Justice sectors.
- Advise on the SSR overall strategy and policy to be devised by DRC, in accordance with the views of the Congolese government and in close connection with the other international actors engaged in SSR.
- Help the Congolese government devise the political and legal framework for the various security sectors, in accordance with the views of the Congolese government and in close connection with the other international actors engaged in SSR.
- Support the Head of CSRP (Comité de Suivi de la Réforme de la Police) adviser on all issues relating to the SSR cross-pillar activities.
- Report to the HoM on the SSR coordination issues, especially those concerning the police reform process and its justice interface.

### **Qualifications and experience:**

- An advanced University Degree in Police Sciences, Social Sciences, Law or equivalent academic training.
- To be a police officer with a rank of Lieutenant-colonel / Major, Superintendent / Chief Inspector, or equivalent in a police force, or an expert in internal security and law enforcement systems.
- To have a minimum of 12 years of police management experience, with broad professional experience, both in planning and organizational aspects at strategy and command and control level, or a proven academic and field experience in the area of state security and protection.
- To have excellent interpersonal and communications skills; familiarity with diplomatic protocol; ability to display sensitivity and sound judgment.
- To have international experience, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context (desirable).
- To have attended a Civilian Crisis Management Course (CEPOL) or have participated in an ESDP/CSDP Mission (desirable).



## **CONSEILLER FORMATION ( AMO/IGPNC) (POLRDC 11042)**

(1 position)

**Local de travail:** Kinshasa

**Date de déploiement:** le plus rapidement possible

### **Taches:**

- Supervisé par le Coordinateur RSS d'EUPOL ;
- Fournir une expertise et constituer une référence dans le domaine de la formation, au sein de la Structure de Mise en Œuvre et vis-à-vis des partenaires externes ;
- Participer au groupe de travail Formation au sein de la Structure de Mise en Œuvre et à ce titre participer à la mise en place de projets de formation de la PNC et d'installation de Centres de Formation au sein de la Police Nationale Congolaise ;
- Participer à la rédaction des règlements relevant de son domaine ;
- Assurer les contacts nécessaires avec les entités extérieures partenaires de la réforme ou les prestataires de services pour les questions relevant de son domaine ;
- Fournir un appui en matière de Formation de la PNC, lors de la rédaction de Plans d'Action ;
- Appuyer les autres groupes de travail de la Structure de Mise en Œuvre en la matière ;
- Assurer le suivi des projets réalisés dans son domaine d'action ;
- Effectuer toute autre mission établie par le Chef de mission.

### **Qualifications et expérience:**

- Avoir le grade de Commandant, Capitaine ou sous-commissaire et détenir une expertise reconnue dans ce domaine de la RSS ;
- Avoir une expérience dans la mise en œuvre de projets ;
- Excellente capacité à parler, lire et écrire en français ;
- Avoir un minimum de trois ans d'expérience internationale, particulièrement en zone de crise, avec des organisations internationales et/ou multilatérales ;
- Posséder une expérience avérée en matière d'organisation pédagogique et de gestion de formation de police ;
- Posséder des aptitudes aux relations avec d'autres entités travaillant sur un même programme ;
- Avoir une bonne connaissance de la Police Congolaise et de la RDC ;
- Posséder de bonnes qualités relationnelles ;
- Etre familiarisé avec les outils informatiques, plus particulièrement les logiciels de traitement de textes et les tableurs ;
- Etre capable de gérer une charge importante de travail et d'y déceler les priorités ;
- Avoir fréquenté une formation en Gestion Civile de Crise (CEPOL) ou avoir participé à une Mission PSDC (souhaitable).

## **CONSEILLER ORGANISATION STRATÉGIQUE ( AMO/IGPNC) (POLRDC 11043)**

(1 position)

**Local de travail:** Kinshasa

**Date de déploiement:** le plus rapidement possible

### **Taches:**

- Supervisé par le Coordinateur RSS d'EUPOL ;
- Fournir une expertise et constituer une référence dans le domaine de l'organisation opérationnelle et dans le cadre de la réforme de la police au sein de la Structure de Mise en Œuvre et vis-à-vis des partenaires externes ;
- Participer au groupe de travail Organisation et Opération au sein de la Structure de Mise en Œuvre et à ce titre participer à la mise en place des nouvelles structures et modèles organisationnels au sein de la Police Nationale Congolaise ;
- Participer à la rédaction des règlements relevant de son domaine ;
- Assurer les contacts nécessaires avec les entités extérieures partenaires de la réforme ou les prestataires de services pour les questions relevant de son domaine ;
- Fournir un appui en matière de réforme organisationnelle lors de la rédaction de Plans d'Action ; appuyer les autres groupes de travail de la Structure de Mise en Œuvre en la matière ;
- Assurer le suivi des projets réalisés dans son domaine d'action ;
- Effectuer toute autre mission établie par le Chef de mission.

### **Qualifications et expérience:**

- Avoir le grade de Commandant, Capitaine ou sous-commissaire et détenir une expertise reconnue dans ce domaine de la RSS ;
- Avoir une expérience dans la mise en œuvre de projets ;
- Excellente capacité à parler, lire et écrire en français ;
- Avoir un minimum de trois ans d'expérience internationale, particulièrement en zone de crise, avec des organisations internationales et/ou multilatérales ;
- Posséder une expérience avérée dans le domaine de l'organisation policière ;
- Posséder des aptitudes aux relations avec d'autres entités travaillant sur un même programme ;
- Avoir une bonne connaissance de la Police Congolaise et de la RDC ;
- Posséder de bonnes qualités relationnelles ;
- Etre familiarisé avec les outils informatiques, plus particulièrement les logiciels de traitement de textes et les tableurs ;
- Etre capable de gérer une charge importante de travail et d'y déceler les priorités ;
- Avoir fréquenté une formation en Gestion Civile de Crise (CEPOL) ou avoir participé à une Mission PSDC (souhaitable).

## **CONSEILLER RESSOURCES HUMAINES ( AMO/IGPNC) (POLRDC 11044)**

(1 position)

**Local de travail:** Kinshasa

**Date de déploiement:** le plus rapidement possible

### **Taches:**

- Supervisé par le Coordinateur RSS d'EUPOL ;
- Fournir une expertise et constituer une référence dans le domaine des Ressources Humaines dans le cadre de la réforme de la police au sein de la Structure de Mise en Œuvre et vis-à-vis des partenaires externes ;
- Participer au groupe de travail Ressources Humaines au sein de la Structure de Mise en Œuvre et à ce titre participer à la mise en place de la politique de gestion du personnel au sein de la Police Nationale Congolaise ;
- Participer à la rédaction des règlements relatifs à la gestion du personnel ;
- Assurer les contacts nécessaires avec les entités extérieures partenaires de la réforme ou les prestataires de services pour les questions relevant de son domaine ;
- Fournir un appui en matière de gestion des ressources humaines de la PNC, lors de la rédaction de Plans d'Action ;
- Appuyer les autres groupes de travail de la Structure de Mise en Œuvre en la matière ;
- Assurer le suivi des projets réalisés dans son domaine d'action ;
- Effectuer toute autre mission établie par le Chef de Mission.

### **Qualifications et expérience:**

- Avoir le grade de Commandant, Capitaine ou sous-commissaire et détenir une expertise reconnue dans ce domaine de la RSS ;
- Avoir une expérience dans la mise en œuvre de projets ;
- Excellente capacité à parler, lire et écrire en français ;
- Avoir un minimum de trois ans d'expérience internationale, particulièrement en zone de crise, avec des organisations internationales et/ou multilatérales ;
- Posséder une expérience avérée en matière de Ressources Humaines ;
- Posséder des aptitudes aux relations avec d'autres entités travaillant sur un même programme ;
- Avoir une bonne connaissance de la Police Congolaise et de la RDC ;
- Posséder de bonnes qualités relationnelles ;
- Etre familiarisé avec les outils informatiques, plus particulièrement les logiciels de traitement de textes et les tableurs ;
- Etre capable de gérer une charge importante de travail et d'y déceler les priorités ;
- Avoir fréquenté une formation en Gestion Civile de Crise (CEPOL) ou avoir participé à une Mission PSDC (souhaitable).

## **JUDICIARY POLICE ADVISER (POLRDC 11021)**

(1 position)

**Duty Station:** Kinshasa

**Proposed deployment:** As soon as possible

### **Main tasks:**

- Assist and advise the "Officiers de Police Judiciaire" (OPJ) of the PNC.
- Monitor and mentor the crime investigation capability of the OPJ, notably the "Serious Crimes Unit", when operational.
- Assist and advise the OPJ capacity of the "Serious Crimes Unit" in investigating crimes, in order to enhance the effectiveness and efficiency of the crime police, in accordance with the local legal framework and with full respect for Human Rights.
- Help enhance criminal procedures and reporting, in compliance with the DRC Criminal Procedural Code.
- Advise on crime intelligence collection and assist in gathering and updating criminal police data.
- Help identify the PNC crime investigation shortcomings and propose solutions and projects to improve the situation.
- Advise on the technical and logistics needs supporting the enhancement of the "Police Judiciaire" in Congo, in close partnership with potential international contributors, and facilitate the implementation of projects aimed at upgrading the "Police Judiciaire".
- Carry out any other tasks as delegated by the Head of Mission.

### **Qualifications and experience:**

- To have a vocational degree or equivalent training in relevant police management, namely with crime investigation units and forensics.
- To have a rank of Inspector, Sergeant, Lieutenant or equivalent in a police service.
- To have a minimum of 5 years of police experience.
- To have experience in crime investigations and crime intelligence processing.
- To have international experience, particularly in crisis areas with multi-national and international organizations, preferably in Africa (desirable).

## **GENERAL INSPECTORATE/AUDIT ADVISER (POLRDC 11017)**

(1 position)

**Duty Station:** Kinshasa (Capital)

**Proposed deployment:** As soon as possible

### **Main tasks:**

- Advise the General Inspector of the "Inspection générale d'Audit" on the strategies, policies, command and control required to set up his unit.
- Advise the Audit General Inspector and his two deputies on the management and leadership role.
- Advise the Audit General Inspector on the strategic aspects and on the implementation of the General Inspectorate policies, in coordination with the Provincial Inspections and in accordance with the Interior Minister's guidance and its founding Decree.
- Facilitate contacts with bilateral actors which want to support the "Inspection générale d'Audit".
- Advise on the establishment of inspection and audit reports, as appropriate, and on the collection and processing of citizens' complaints against the PNC (Police Nationale Congolaise).
- Help identify shortcomings in the handling of audit proceedings and internal affairs investigations and make recommendations to improve them.
- Advise on the technical and logistics needs and the set up of a data base allowing the "Inspection générale d'Audit" to properly record inspection, investigation and audit reports.
- Help the Audit General Inspector establish contacts with Human Rights NGOs, notably dealing with police abuse and violence.
- Undertake any other tasks required by the Head of Mission.

### **Qualifications and experience:**

- To have a rank of Major/Commissaire/Chief Inspector or equivalent in a police service.
- To have a minimum of 05 years of police management experience, with broad professional experience, both in planning, operational and organisational aspects of police services.
- To have a proven experience in an Inspectorate or audit service of a police service or in the field of Internal Affairs.
- To have international experience, particularly in crisis areas with multi-national and international organizations (desirable).
- To have attended a Civilian Crisis Management Course (CEPOL) or have participated in an CSDP Mission (desirable).
- An advanced University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable).