

# European Union



## Annex 1

### The European Union Police Mission (EUPM) in Bosnia and Herzegovina (BiH)

#### Advertisement for seconded staff members

<b>Organisation:</b>	<b>EUPM BiH</b>		
<b>Job Location:</b>	<b>Bosnia and Herzegovina</b>		
<b>Availability:</b>	<b>As indicated below</b>		
<b>Staff Regime:</b>	<b>Seconded</b>		
<b>Job Titles/Vacancy Notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Available on</b>
	<b><u>Seconded</u></b>		
	<b>Functional Branch:</b>		
	DHOM 02	Senior Operational Advisor to DHoM	<b>ASAP</b>
	DHOM 03	Expert/Operational Advisor to DHoM	<b>ASAP</b>
	<b>Strategic Advisory Unit:</b>		
	EC 01	Senior Economic Crime Expert	<b>ASAP</b>
	CJT 01	Senior Criminal Justice Expert	<b>20.09.2010</b>
	BP 06	Border Police Advisor	<b>ASAP</b>
	ICI 01	Interface Cell for Criminal Intelligence Expert	<b>01.09.2010</b>
	CUS 02	Customs expert	<b>ASAP</b>
	<b>Policy Office:</b>		
	LEG 01	Senior Legal Advisor/Legal Council	<b>ASAP</b>
	REP 01	Senior Reporting Officer	<b>ASAP</b>
	COMC 02	Communication Centre Officer*	<b>01.10.2010</b>
	COMC 03	Communication Centre Officer	<b>ASAP</b>
	COMC 06	Communication Centre Officer	<b>ASAP</b>
	COMC 08	Communication Centre Officer*	<b>01.10.2010</b>
	<b>Regional Offices:</b>		
	ROT 01	Chief Advisor to Regional Office	<b>ASAP</b>
	ROBL 02	Deputy Chief Advisor to Regional Office	<b>10.10.2010</b>
	ROT 04	Criminal Justice Expert (prosecutor)	<b>ASAP</b>
	ROBL 12	Crime Advisor	<b>15.10.2010</b>
	ROSA 07	Crime Advisor	<b>ASAP</b>
	ROT 07	Crime Advisor	<b>ASAP</b>
	<b>Administration and Support Service:</b>		
	COP 01	Chief of Personnel	<b>ASAP</b>
<b>Deadline for applications:</b>	<b>Friday, 18 June 2010</b>		

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

<b>E-mail address to send the Job Application Form/CV:</b>	<b>cpcc.eupm@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>cpcc.cfc@consilium.europa.eu</b>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing 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 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 approval of the appropriate Financial Statement by the EU Council preparatory bodies, 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 EUPM, 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 Third Contributing 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/Contributing States.

<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.

**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 Bosnia and Herzegovina** – 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 local languages will be an asset.

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

**Passport** – 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 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'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 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 and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

## **E. Job descriptions**

<b>DEPUTY HEAD OF MISSION BRANCH</b>
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**SENIOR OPERATIONAL ADVISOR TO DHOM (DHOM 02)**

(1 position)

**Proposed deployment start: ASAP**

### **Main tasks:**

Under the overall supervision of the Deputy Head of Mission, the Senior Operational Advisor to DHoM will be responsible for the following tasks:

- To coordinate all EUPM activities related to Local Police operational tasks and duties.
- To advise EUPM personnel in their monitoring, mentoring and advising processes related to operational activities of their counterparts.
- To assess, evaluate and develop EUPM activities and to provide DHOM with relevant information and advises concerning operational tasks and duties.
- To communicate and co-ordinate internally with Heads of Departments within the Mission and externally with appropriate International Agencies concerning operational issues.
- To identify, assign and take appropriate action on incoming operational requests and correspondence of the DHoM.
- To oversee the correspondence process to ensure timely and appropriate responses.
- To draft reports and other correspondence dealing with operational issues on behalf of the DHoM.
- To edit documents, reports and letters prepared for the DHoM.
- To request and summarize information and prepare operational briefing materials for DHoM, including documents for use with external agencies and interlocutors.
- To attend internal and external operational meeting with and on behalf of DHoM in order to obtain information for onward transmission to DHoM or elsewhere internal/external to the Mission.
- To communicate to DHoM the status of action items, projects, and/or any other activity to DHoM.
- To perform any other duties as assigned by the DHoM.

### **Qualifications and experience:**

- Degree or equivalent police training and experience in relevant field of specialisation.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach.
- In practice proven capacity of making assessment, evaluations and compilations.
- Extensive experience on both CID and Uniform Policing.
- Full working fluency in written and oral English language.
- Previous International policing experience in Balkans desirable.
- Degree or equivalent police training and experience at senior management levels.
- Minimum 18 years of effective and extensive operational police experience desirable, at least five of which will have been at senior management level in command of a district or specialist department.
- Excellent interpersonal skills and the ability to lead and motivate staff.
- International policing experience preferable, particularly in crisis areas with experience in working with multinational and international organizations.

<b>DEPUTY HEAD OF MISSION BRANCH</b>
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**EXPERT / OPERATIONAL ADVISOR TO DHOM (DHOM 03)**

(1 position)

**Proposed deployment start: ASAP**

**Main tasks:**

Supervised by the Deputy Head of Mission and directed by the Senior Operational Advisor, the Expert/Operational Advisor will be responsible for the following tasks:

- To advise (in close co-operation with senior operational advisor) the Deputy Head of Mission on, and coordinate EUPM activities related to police operational tasks and duties.
- To advise EUPM personnel in their monitoring, mentoring and advising processes related to operational activities of their counterparts.
- To assess, evaluate and develop EUPM activities and to provide the Deputy Head of Mission, and senior Mission staff with relevant information and advice concerning operational tasks and duties.
- To communicate and co-ordinate internally with Heads of Departments other members of the senior staff within the Mission and externally with domestic and international agencies concerning operational issues, as appropriate.
- To identify, assign and take appropriate action on incoming operational requests and correspondence of the Deputy Head of Mission.
- To oversee the operational correspondence process to ensure timely and appropriate responses.
- To draft reports and other correspondence dealing with operational issues on behalf of the Deputy Head of Mission.
- To edit documents, reports and letters etc.
- To request and summarize information and prepare operational briefing materials for the Deputy Head of Mission, including documents for use with external agencies and interlocutors.
- To attend internal and external operational meeting with and on behalf of the Deputy Head of Mission in order to obtain information for onward transmission to the Deputy Head of Mission or elsewhere internal/external to the Mission.
- To communicate to the Deputy Head of Mission the status of action items, projects, and/or any other activity, especially related to operational issues.
- To deputize in case of her/his absence for the Senior Operational Advisor, including supervising the EUPM liaison officer to EUFOR and other staff.
- To perform any other duties as assigned by the Senior Operational Advisor.

**Qualifications and experience:**

- Minimum 15 years of effective and extensive operational police experience desirable, at least five of which will have been at senior management level in command of a district or specialist department.
- Degree or equivalent police training and experience at senior management levels.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach.

- In practice proven capacity of making assessment, evaluations and compilations.
- Extensive experience on both CID and Uniform Policing.
- Full working fluency in written and oral English language.
- Previous International policing experience in Balkans desirable.
- Excellent interpersonal skills and the ability to lead and motivate staff.
- International policing experience preferable, particularly in crisis areas with experience in working with multinational and international organizations.

**STRATEGIC ADVISORY UNIT BRANCH**

**SENIOR ECONOMIC CRIME EXPERT (EC 01)**

(1 position)

**Proposed deployment start: ASAP**

**Main tasks:**

Under the overall supervision of the Chief Adviser of the SAU, the Senior Economic Crime Expert will be responsible for the following tasks:

- To advise on the establishment of necessary policies, directives, documentation, administrative and operational requirements in relation to major and serious criminal offences in order to comply with relevant legislation and best practices.
- To provide technical, tactical and constructive advice to support, mentor and monitor national staff in relation to initiating pro-active and re-active operations to reduce and disrupt economic and financial crime within BiH and to provide guidance with complex and diverse enquiries.
- To assist police agencies in developing professional working relationships with neighbouring states and other European countries in order to increase cooperation in the investigation of cross border economic and financial crime.
- To produce written reports concerning the progression of enquires and the development of local staff and to make relevant recommendations for further development.
- To liaise with relevant national and international organisations to review current policies and operating principles.
- To manage the economic and financial crime investigators in accordance with short, medium and long term objectives.
- To undertake any other tasks as required.
- To provide expert advice to EUPM Chief Advisers in relation to the implementation of the BiH money laundering strategy and action plans within the LEAs in their AoR.

**Qualifications and experience:**

- Degree or equivalent police training and experience at senior management levels.
- Minimum of 18 years of effective and extensive operational police experience desirable, at least five of which will have been at senior management level in command of a district or specialist department.
- Excellent interpersonal skills and ability to lead and motivate staff.
- International policing experience preferable, particularly in crisis areas with multi-national and international organizations.
- A proven background in a wide range of coordination among police bodies at strategic level.



**STRATEGIC ADVISORY UNIT BRANCH**  
Criminal Justice Team

**SENIOR CRIMINAL JUSTICE EXPERT (CJT 01)**

(1 position)

**Proposed deployment start:** 20.09.2010

**Main tasks:**

Under the overall supervision of the Chief Adviser of the SAU, the Senior Criminal Justice Expert will be responsible for the following tasks:

- coordinate and supervise the tasks and activities of the Criminal Justice Team.
- coordinate the activities of the CJ team with other relevant EUPM Departments and Units, Chief Advisors at state and regional levels and the Inspection Unit and providing support in the identification of priority criminal investigations and other relevant cases.
- assisting in the implementation of the National Strategies and action plans that involve the judicial bodies including the required liaison with relevant ministries and HJPC.
- providing regular overview over the general organizational and substantial developments on prosecutorial and judicial levels and the overall functioning of the criminal justice system.
- liaise with the EUSR and other relevant institutions in the scope of the judicial reform process.

**Qualifications and experience:**

- Law degree and practice in criminal and procedural law
- Experience in liaison with court and prosecution authorities
- Previous experience with working in international organisations on rule-of-law issues in a post-conflict environment
- Extensive experience in criminal law and procedure in relation to major crime investigations
- Ability to effectively monitor criminal cases
- Knowledge of the complicated political and legal systems of the Mission area (BiH)

**STRATEGIC ADVISORY UNIT BRANCH**

**BORDER POLICE ADVISOR (BP 06)**

(1 position)

**Proposed deployment start: ASAP**

**Main tasks:**

Under the overall supervision of the Border Police (BP) Chief Advisor, the Border Police Advisor will be responsible for the following tasks:

- Monitor the current Border Situation.
- Have the overall responsibilities for the implementation of the duties.
- The field coordination in respect of the local ownership and mentoring, monitoring, advising and inspecting the BP.
- Report to the BP Chief Advisor about the implementation of the Mission aim, ordered tasks and of any other issues.
- Liaise with relevant EUFOR units or any other International of Non Governmental Organization in BP issues.
- Undertake any other tasks required on behalf of the Chief Advisor to Border Police.

**Qualifications and experience:**

- Experience working in the field of Airport Border Policing, Airport Security, Immigration and Organized Crime.
- Minimum of 10 years police experience desirable, three of which will have been as a specialist within the designated role, preferably in a managerial capacity.
- Knowledge about regulations related to International and European Aviation standards as ICAO Annex 17 (International standards), ECAC 30 document (European standards).
- Skilled individuals with relevant training, experience and competence in the required specific vocational areas of policing.
- Previous International policing experience desirable.

**STRATEGIC ADVISORY UNIT BRANCH**

**INTERFACE CELL FOR CRIMINAL INTELLIGENCE EXPERT (ICI 01)**

(1 position)

**Proposed deployment start:** 01.09.2010

**Main tasks:**

Under the overall supervision of the Chief Advisor Strategic Advisory Unit (SAU), the Expert will be responsible for the following tasks:

- To establish professional working relationships with relevant military personnel and others in the Mission area and to facilitate the mutual exchange of necessary information to ensure effective co-ordination and cooperation between EUPM and other primary stakeholders/international organisations and local law enforcement agencies within Bosnia & Herzegovina.
- To advise relevant military personnel and local law enforcement agencies in gathering, analysing and disseminating intelligence and information – including the use of special investigative techniques.
- To assist relevant military personnel and local law enforcement agencies in developing intelligence products and advising on courses of action.
- To advise relevant military personnel and local law enforcement agencies on legal and human rights issues concerning the use and storage of intelligence data.
- Where necessary, assist relevant military personnel and local law enforcement agencies in developing operational plans/orders in order to address identified problems or targets.
- Any other tasks as directed by the Chief SAU.

**Qualifications and experience:**

- Possess a good working knowledge of computerised intelligence systems, i.e. ANACAPA and Analysts Notebook or similar.
- Proven experience in preparing operational plans/orders.
- Security clearance.
- Ability to work with highly confidential and sensitive intelligence and be of the utmost integrity.
- Possess a firm understanding of the BiH National Intelligence model and its products.
- Previous Balkans experience essential.

**STRATEGIC ADVISORY UNIT BRANCH**

**CUSTOMS EXPERT (CUS 02)**

(1 position)

**Proposed deployment start:** ASAP

**Main tasks:**

Under the overall supervision of the Chief Adviser of Strategic Advisory Unit (SAU), the Custom Expert will be responsible to:

**Within ITA organization:**

- Mentoring, monitoring, advising and inspecting customs officers at HQ, regional and field level focusing on the effectiveness of investigations and operational activities. Assessing training needs for further development of investigative capacities.
- Developing the concept of the National Intelligence Model (NIM) within the ITA so that eventually all operations are intelligence led. Assessing the IT needs with regard to the intelligence system.
- Promoting joint agency cooperation and coordination, notably with the Border Police (see below), to include attendance as observer at Level 4 NIM meetings.
- Developing risk analysis capacities.
- Ensuring close cooperation between EUPM and the EC Regional Customs Assistance Programme (TACTA).

**Integrated Border Management:**

- Monitoring the implementation of relevant laws and guidelines within ITA, including the Integrated Border Management [IBM] Strategy and Action Plan.
- Monitoring the implementation of the ITA/BP Joint Cooperation Agreement Action Plan at the operational level.

**Within EUPM:**

- Attendance on behalf of EUPM at national and regional meetings relating to customs issues.
- Acting as a focal point for cooperation with EUROPOL on customs issues and offering assistance to EULEX.

**Qualifications and experience:**

- Degree or equivalent police training and experience in relevant field of specialization.
- Minimum of 15 years of extensive operational police experience desirable, four of which will have been as supervisor/manager of a unit or team within the required field of specialization.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach.
- Previous International policing experience desirable.

## POLICY OFFICE BRANCH

### SENIOR LEGAL ADVISOR/LEGAL COUNCIL (LEG 01)

(1 position)

**Proposed deployment start:** ASAP

#### **Main tasks:**

Reporting to the Head of the Policy Office, the Senior Legal Advisor/Legal Counsel to the Head of Mission will manage the legal office. The Senior Legal Advisor/Legal Counsel will

- provide legal expertise, advice and training to EUPM members concerning the BiH legal system and legislation.
- provide, on request by the Head of Mission or Senior Staff, legal expertise and advice on the judicial and legislative systems/structures of BiH.
- draft, on request by the Head of Mission, legal guidance to be issued by the Head of Mission.
- liaise with other Mission components, in particular legal advisors.
- on request by Head of Mission or Head of the Policy Office prepare legal issues arising in the Mission, and to advise the EUPM Head of Mission and other EUPM members as appropriate or requested.
- to undertake any other tasks required on request by the Head of Mission.

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

- Law Degree
- Security clearance EU SECRET mandatory.
- Minimum of 8 years of relevant professional experience of which at least 5 years experience in a management position.
- Experienced in policing and judicial and legal issues, including local legislative and judicial systems.
- To be experienced in cooperating and liaising with police and judicial organisations, prosecution and defence authorities and courts of justice, monitoring criminal cases as required.
- Qualified knowledge of basic international Human Rights Conventions and Principles
- Excellent interpersonal skills and the ability to lead and motivate staff.
- International policing experience, would be an advantage particularly in crisis areas with experience in working with multinational and international organizations.
- Knowledge of the official languages of Bosnia and Herzegovina is desirable.

## POLICY OFFICE BRANCH

### **SENIOR REPORTING OFFICER (REP 01)**

(1 position)

**Proposed deployment start:** ASAP

#### **Main tasks:**

Reporting to the Head of the Policy Office, the Senior Reporting Officer will be responsible for the following tasks:

- the analysis and assessment of developments and achievements of Mission goals and the drafting of high-quality reports, both for internal and external distribution, on behalf of the Police Head of Mission. The Reporting Department specifically analyses the Mission's progress towards its Strategic Priorities, reporting directly to Brussels in Special, Bi-weekly and Monthly Assessment Reports.
- gathering and analysis of information involves regular liaison with department heads and co-locations concerning issues that are of a political and sensitive nature.
- the post requires knowledge and an up to date awareness of the whole range of issues and activities affecting the Mission and the ability to synthesise large quantities of information, to assess its relevance and importance and to produce well-written and coherent text to strict deadlines.
- supervising the Reporting Dept., ensuring all tasks are carried out within prescribed deadlines.
- supervising police, civilian and national staff in those departments.
- compiling Mission reports on a periodic basis for submission to Brussels and EU member states on the status of the Mission. All reports are to be of a high standard in terms of accuracy, content and written English.
- compiling special reports as required for submission to Brussels and member states;
- instructing field locations on the information to be submitted; to analyse this information and provide feedback to locations.
- liaising with Mission management regarding the collation, analysis and presentation of information to Brussels.

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

- It is vital that the post holder has an excellent command of written and spoken English, as it is expected that the reports sent to Brussels are of the highest quality. To this end, the post holder will be expected to edit and re-write reports on behalf of others, with the aim of ensuring quality.
- The post holder will be expected to give presentations and also to produce presentations and speeches on behalf of others. He/she should therefore possess a high level of fluency in spoken English.
- The content of the reports produced is of great importance and relies on a degree of awareness of the political and social context in BiH and the situation within the Mission. As such, it is important that the post holder has recent strategic level experience in the country, preferably in the latter part of the EUPM.
- The post holder will be responsible for dealing with sensitive information and so the highest standards of integrity are crucial.
- Security clearance UE SECRET mandatory.

**POLICY OFFICE**

**COMMUNICATION CENTRE OFFICER**  
**(COMC 02\*, COMC 03, COMC 06, COMC 08\*)**

(4 positions)

**Proposed deployment start: ASAP**

**Main tasks:**

Under the direct supervision of the Communication Centre Coordinator, the Communication Centre Officer will

- work in the Communications Centre on a 24-hour basis, 7 days a week, in an agreed shift roster, with appropriate time off allowances.
- receive and collate reports and verbal/written information, from internal and external sources, channelling these to the appropriate destination in accordance with established guidelines. To review these documents and make recommendations/comments as agreed by the Policy Office Coordinator or Communications Centre Coordinator.
- ensure that electronic and paper record systems are managed according to set procedures
- request updated and accurate information, from internal or external sources, when it is necessary.
- check all the incoming media coming available.
- deliver assistance and appropriate response to Mission Members, ensuring that all necessary measures are provided in support of the situation, particularly in emergency events.
- undertake on-call duties as required in the shift roster.
- carry out administrative tasks as required.
- act as a professional and knowledgeable point of contact for internal and external users.
- maintain a high level of confidentiality (Security Clearance UE SECRET – mandatory requirement).
- undertake any other tasks required on behalf of Mission management.

**Qualifications and experience:**

- an excellent command of written and spoken English.
- a positive attitude and enthusiastic approach to work.
- ability to work unsupervised.
- ability to work under pressure.
- ability to work as part of a team.

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

<b>REGIONAL OFFICES</b>
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**CHIEF ADVISOR TO REGIONAL OFFICE (ROT 01)**

(1 position)

**Proposed deployment start: ASAP**

**Main tasks:**

Under the overall supervision of the Head and Deputy Head of Mission, the Chief Advisor will be responsible for the following tasks:

- Overall responsibilities for coordination, management and project implementation focused on the defined areas crime-police, administration and finance within the Region.
- Strategic planning issues involving the Regional Ministries of Interior (MOI) and EUPM.
- Responsibility for police accountability tasks within the Region.
- Advice, monitoring and mentoring of Director of Police in management and implementation of the National Strategies and Actions Plans.
- Strengthening of operational structures.
- Assistance in the planning and conduct of crime investigations.
- Facilitation of police coordination and information exchange.
- Responsibility for reporting related to the performance and effectiveness of the senior management level of Regional MOI.
- Co-operation with other stakeholders operating in AoR of the Region.
- Specific responsibility for personnel issues within the Region.
- Representing in various steering boards and/or working groups.
- Any other tasks required.

**Qualifications and experience:**

- Degree or equivalent police training and experience at senior management levels.
- Minimum of 18 years of effective and extensive operational police experience desirable, at least five of which will have been at senior management level in command of a district or specialist department.
- Excellent interpersonal skills and ability to lead and motivate staff.
- International policing experience preferable, particularly in crisis areas with multi-national and international organizations.
- A proven background in a wide range of coordination among police bodies at strategic level.



## REGIONAL OFFICES

### **DEPUTY CHIEF ADVISOR TO REGIONAL OFFICE (ROBL 02)**

(1 position)

**Proposed deployment start:** 10.10.2010

#### **Main tasks:**

Under the overall supervision of the Chief Advisor to Regional Office, the Deputy Chief Advisor will be responsible for the following tasks:

- Assist the Chief Advisor in the management of Police Officers, International Civilian Personnel and local staff within the Regional HQ.

As well as assist the Chief Advisor in the following tasks:

- Overall responsibilities for coordination, management and project implementation focused on the defined areas crime-police, administration and finance within the Region.
- To coordinate all OCC Mission activity in the region to ensure proper identification of the OCC cases at level A and ensure liaison with the SAU and other regions and that the EUCB has accurate updates to monitor the progress of such cases.
- Strategic planning issues involving the Regional Ministry of Interior (MOI) and EUPM.
- Responsibility for police accountability tasks within the Region.
- Advise, monitoring and mentoring of Director of Police in management and implementation.
- Strengthening of operational structures.
- Assistance in the planning and conduct of crime investigations.
- Provide tactical advice to support, mentor and monitor local cantonal police in relation to improving performance of local police regarding fight against major and organized crime.
- Facilitation of police coordination and information exchange.
- Responsibility for reporting related to the performance and effectiveness of the senior management level of Regional MOI.
- Co-operation with other stakeholders operating in AoR of the Region.
- Specific responsibility for personnel issues within the Region.
- Representing in various steering boards and/or working groups.
- Any other tasks required on behalf of EUPM HOM / DHOM.

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

- Degree or equivalent police training and experience at senior management levels.
- Minimum of 18 years of effective and extensive operational police experience desirable, at least five of which will have been at senior management level in command of a district or specialist department.
- Excellent interpersonal skills and ability to lead and motivate staff.
- International policing experience preferable, particularly in crisis areas with multi-national and international organizations.
- A proven background in a wide range of coordination among police bodies at strategic level.

**REGIONAL OFFICES**

**CRIMINAL JUSTICE EXPERT ( ROT 04)**

(1 position)

**Proposed deployment start: ASAP**

**Main tasks:**

Under the overall supervision of the Chief Advisor to Regional Office, the Criminal Justice Expert will be responsible for the following tasks:

- Liaise between police and prosecutorial authorities in BiH with the aim of enhancing their mutual cooperation.
- Through following up selected criminal investigations: identify and analyse deficiencies in the cooperation between police and prosecutorial authorities as well as deficiencies in the overall functioning of the criminal justice system.
- Provide police practical and criminal (procedural) legal advice related to investigations into serious and organised crime and contributing in finding solutions to procedural and legal deficiencies related to cooperation between police and prosecutors.
- Prepare precise summaries of criminal investigations as well as assessments regarding general aspects of the criminal justice system.
- Liaise with the EUSR (prosecutorial advisors) and other international and national institutions involved in criminal justice matters.
- As appropriate, liaising with EUFOR with respect to the conduct of investigations into serious and organised crime and relations with prosecutorial authorities.
- Deliver training material and participating in internal trainings and briefings on criminal and criminal procedure legislation and other CJ related matters.
- Perform any other tasks as assigned by the Chief Advisor.
- Identify areas where there is disputed responsibility between police and prosecutors and work with other EUPM advisers to ameliorate the problems.

**Qualifications and experience:**

- Minimum of 15 years of extensive operational police or justice experience desirable, four of which will have been as supervisor/manager of a unit or team within the required field of specialization.
- Law degree and practice in criminal and procedural law.
- Experience in liaison with court and prosecution authorities.
- Previous experience with working in international organisations on rule-of-law issues in a post-conflict environment.
- Extensive experience in criminal law and procedure in relation to major crime investigations.
- Ability to effectively monitor criminal cases.
- Knowledge of the complicated political and legal systems of the Mission area (BiH).
- Degree or equivalent police or justice training and experience in relevant field of specialization.
- Excellent interpersonal skills and able to work dynamically on own initiative in a methodical manner with a flexible approach.
- Previous International policing/judicial experience desirable.

## REGIONAL OFFICES

### **CRIME ADVISOR TO REGIONAL OFFICE (ROBL 12, ROT 07, ROSA 07)**

(3 positions)

**Proposed deployment start:**       **ROBL 12:** 15.10.2010  
  **ROSA 7 and ROT 7:** ASAP

#### **Main tasks:**

Under the overall supervision of the Chief Advisor to Regional Office, the Crime Advisor will be responsible for the following tasks:

- Maintenance of comprehensive and updated information about the situation and activities of Local Police in relation to 'crime-police'.
- Strengthen cooperation between Ministry of Interior (MOI) and Cantons.
- Provide tactical advice to support, mentor and monitor local cantonal police in relation to improving performance of local police regarding fight against major and organized crime.
- Reporting of projects and development of local police and recommendations for further development.
- Any other tasks required on behalf of the Chief Advisor to Region or their Deputy.
- Minimum of 5 years of experience on Organized and serious Crime investigations.
- Experience with Economic crimes and Financial investigations will be considered as an asset.
- To improve the information exchange and the cooperation between different LEAs and prosecutors within the region including and progressing opportunities for joint OCC investigations.

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

- Skilled individuals with relevant training, experience and competence in the required specific vocational areas of policing.
- Minimum of 10 years police experience desirable, three of which will have been as a specialist within the designated role, preferably in a managerial capacity.
- Previous International policing experience desirable.

## ADMINISTRATION AND SUPPORT SERVICES

### **CHIEF OF PERSONNEL (COP 01)**

(1 position)

**Proposed deployment start: ASAP**

#### **Main tasks:**

Under the overall supervision of the Head of Administration, the Chief of Personnel will be responsible for the following tasks:

- Ensure the rotation of personnel and human resources management of Police Officers, International Civilian Personnel and National Staff within the Mission.
- To implement EUPM personnel policies in accordance with Standard Operating Procedures, providing advice and support to managers and staff on human resources related matters.
- fully update the Head of Mission regarding all personnel issues.
- ensure the effective management of the EUPM Personnel Database.
- ensure the efficient monitoring and review of legal contracts relating to international civilian and national personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures.
- ensure the production of reports concerning personnel issues and recommend changes to personnel deployments, policies and directives as necessary.
- establish the guidelines for a transparent and objective performance assessment and evaluation system.
- follow internal and external developments relating to the EUPM operational goals and to fully brief the HoM on the personnel implications.
- undertake any other tasks required on behalf of the Head of Administration.
- undertake any other related tasks as required by the Head of Mission.

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

- Degree or equivalent police training and experience at senior management levels.
- Minimum of 18 years of effective and extensive operational police experience desirable, at least five of which will have been at senior management level in command of a district or specialist department.
- Excellent interpersonal skills and ability to lead and motivate staff.
- International policing experience preferable, particularly in crisis areas with multi-national and international organizations.
- A proven background in a wide range of coordination among police bodies at strategic level.
- Extended experiences in human resources management is required.