

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

Organisation:	EUPOL RD Congo		
Job Location:	Kinshasa, Goma or Bukavu (Democratic Republic of Congo), in accordance with the assignment indicated on each job description		
Availability:	As indicated below		
Staff Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.	Name of the post	Available on
	<u>Seconded/Contracted</u>		
	POLRDC 11004	Paramedic (Bukavu)	ASAP
	POLRDC 11016	Civilian Justice Expert	ASAP
	POLRDC 11026	Inter-Pillar Expert	ASAP
	<u>Seconded</u>		
	POLRDC 11001	Mission Security Officer	ASAP
	POLRDC 11002	Deputy Mission Security Officer (Bukavu)	ASAP
	POLRDC 11003	Deputy Mission Security Officer (Goma)	ASAP
	POLRDC 11006	CSRP "PNC Human Resources" Expert	ASAP
	POLRDC 11007	CSRP "PNC Human Resources" Expert	ASAP
	POLRDC 11008	CSRP "PNC Organisation" Expert	ASAP
	POLRDC 11009	CSRP "PNC Organisation" Expert	01/08/2010
	POLRDC 11010	CSRP "PNC Legislation" Expert	ASAP
	POLRDC 11011	CSRP "PNC Legislation" Expert	ASAP
	POLRDC 11012	CSRP "Budget" Expert	ASAP
	POLRDC 11013	CSRP "PNC Evaluation" Expert	ASAP
	POLRDC 11015	Civilian Justice Expert (Bukavu)	ASAP
	POLRDC 11022	Judiciary Police Adviser (Kinshasa)	18/08/2010
	POLRDC 11023	Senior Police Investigation Trainer (Mobile Teams)	ASAP
	POLRDC 11027	Judiciary Police Adviser	ASAP
	POLRDC 11028	Judiciary Police Adviser	ASAP
	POLRDC 11029	"Gender" Expert (Bukavu)	ASAP
	POLRDC 11030	"Sexual Violence / Gender" Expert (Bukavu)	ASAP
	POLRDC 11031	CSRP "C3C" Expert	ASAP
	POLRDC 11033	Logistics Coordinator / Transport Officer	10/09/2010
	POLRDC 11034	Reporting and Statistics Expert	30/10/2010
POLRDC 11035	Human Rights/Child Protection*	30/09/2010	
Deadline for applications:	Friday, 18 June 2010		

* The date of availability of this position 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⁽¹⁾. 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 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

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

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 EU CI.

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

PARAMEDIC (POLRDC 11004)

(1 position)

Duty Station: Bukavu (South Kivu)

Proposed deployment: POLRDC 11004: As soon as possible

Main tasks:

- To contribute to the execution of the health and medical support of the Mission.
- To advise the Mission members in medical matters, deliver first aid induction training and issue documentation on relevant medical protocol and first aid in DRC.
- To be able to deliver first aid assistance in case of life threatening situation until a medical support is provided.
- To support, monitor and co-ordinate in case of disease or injury of a Mission member in close contact and co-operation with all involved health care and medical transportation providers, accompanying all elements of the medical evacuation chain, from the beginning until the place of definitive treatment.
- To regularly check the content of First Aid/Trauma Kits in his/her area of responsibility.
- To perform Medical briefings and First Aid Training for Mission members.
- To contribute to the establishment and regularly update of medical emergency plans in co-ordination with all relevant elements of the Mission Headquarters, including international, civilian and military organizations in the area of responsibility.
- To monitor the epidemiological and overall medical situation in his/her area of responsibility.
- To promote and implement preventive measures including hygiene and recommendations for immunizations in his/her area of responsibility.
- To contribute to the production of reports and information concerning the medical status of the Mission, and to attend meetings related to the subject.
- Any other tasks related to his/her specialization as requested by the Head of Mission.

Qualifications and experience:

- To be registered as a nurse or certified paramedic with experience in emergency medicine.
- To have experience as a trainer.
- To be able to work independently and in a multinational environment.
- To have previous experience in Missions with similar profile.
- To have some knowledge in tropical medicine (desirable).
- To have some logistic skills and knowledge of the use of modern information technology (desirable).

CIVILIAN JUSTICE EXPERT (POLRDC 11015 & POLRDC 11016)

(2 positions)

Duty Station: Kinshasa (Capital) and Bukavu (South Kivu)

Proposed deployment: As soon as possible

Main tasks:

- Under the supervision of the Justice Senior Expert / Advisor, assist the advisors to the Kinshasa Crime Investigation, notably the "Serious Crimes Unit", in improving the crime investigation capacities of the PNC "police Judiciaire".
- Advise the PNC Crime Investigation Advisors on all legal matters related to crime investigation.
- In cooperation with the Kinshasa Crime investigation advisors, identify shortcomings in the criminal procedural system and the overall civil criminal justice system.
- Help draft recommendations on improving the applicable criminal legislation to be submitted to the Justice Senior Expert.
- Monitor the handling of selected crime cases by the Kinshasa Crime Investigation advisors up to the prosecutor in charge.
- Facilitate and establish interaction with relevant representatives from the prosecution in order to address shortcomings identified in the crime investigation.
- Propose appropriate solutions in order to improve the investigative skills and capacities of the Kinshasa crime investigators, notably within the "Serious Crimes Unit", and the law enforcement system in general.
- Any other tasks related to his/her specialization as requested by the Head of Mission.

Qualifications and experience:

- To have an advanced university Degree in Law, preferably with the specialization in criminal and criminal procedure law.
- To have a minimum of 05 years of professional experience in criminal legal matters, of which a minimum of 02 years of experience in working as a judge, a public prosecutor or similar experience in crime investigation or criminal procedure.
- To have international experience, particularly in crisis areas with multi-national and international organizations, preferably in Africa.
- To have strong inter-personal communication skills.

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 traveling 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.

DEPUTY MISSION SECURITY OFFICER (POLRDC 11002)

(1 position)

Duty Station: Bukavu (South Kivu)

Proposed deployment: As soon as possible

Main tasks:

- Working under the orders of the Senior Mission Security Officer (SMSO) of the EUPOL Mission as defined in the EU's Policy on the security of personnel deployed (Title 5 of the TEU), ensure management of the safety and security of Mission personnel and Mission activity, including all assets, resources and information.
- Report to the SMSO on all security aspects of the Mission.
- Assist the SMSO in the management of all the Mission's security aspects, for example: drafting the Mission's security plan, the emergency and evacuation plan, ensuring the implementation of communication and information security measures and the protection of the staff.
- Participate on an ongoing basis in the development, implementation and update of the Mission security plan, including a system for keeping track of the movements of personnel.
- Ensure that the security policies and procedures are followed as per the Standard Operating Procedures.
- Ensure that information on security is given to Mission members travelling outside the capital.
- Take part in assessing the threat level and keep a record of incidents and security, ensuring that plans for evacuation and relocation to safe havens are updated and able to be implemented at short notice.
- In case of public order disturbances, closely monitor the situation in Kinshasa, reporting to the SMSO and disseminating information to all Mission members.
- Ensure compliance with the basic principles and minimum standards provided for in Council Decision 2001/264/EC regarding the protection of EU Classified Information.
- Help to organize and conduct training sessions or rehearsals of security and evacuation plans.
- Stand in for the Senior Mission Security Officer of the EUPOL Mission when he/she is absent or not available.
- Carry out any other missions at the request of the HoM.

Qualifications and experience:

- Police or gendarmerie officer.
- Minimum of 05 years experience in an operational field service.
- Knowledge of the functioning of the EU Institutions, in particular the CFSP and/or the EDSP.
- Proven experience in first aid and of security in a hostile environment.
- University degree or graduate of a national police or military academy (desirable).
- Excellent ability to communicate internally and with multinational and international organizations as well as international partners.
- Highly resilient under physical and mental pressure and stress-resistant.
- Perfect knowledge of all aspects concerning security, in particular the EU's Policy on the security of EU staff deployed outside Europe 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, etc...), 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.

DEPUTY MISSION SECURITY OFFICER/MO (POLRDC 11003)

(1 position)

Duty Station: Goma (North Kivu)

Proposed deployment: As soon as possible

Main tasks:

- Working under the orders of the Senior Mission Security Officer (SMSO) of the EUPOL Mission as defined in the EU's Policy on the security of personnel deployed (Title 5 of the TEU), ensure management of the safety and security of Mission personnel and Mission activity, including all assets, resources and information.
- Report to the SMSO on all security aspects of the Mission.
- Assist the SMSO in the management of all the Mission's security aspects, for example: drafting the Mission's security plan, the emergency and evacuation plan, ensuring the implementation of communication and information security measures and the protection of the staff.
- Participate on an ongoing basis in the development, implementation and update of the Mission security plan, including a system for keeping track of the movements of personnel.
- Ensure that the security policies and procedures are followed as per the Standard Operating Procedures.
- Ensure that information on security is given to Mission members travelling outside the capital.
- Take part in assessing the threat level and keep a record of incidents and security, ensuring that plans for evacuation and relocation to safe havens are updated and able to be implemented at short notice.
- In case of public order disturbances, closely monitor the situation in Kinshasa, reporting to the SMSO and disseminating information to all Mission members.
- Ensure compliance with the basic principles and minimum standards provided for in Council Decision 2001/264/EC regarding the protection of EU Classified Information.
- Help to organize and conduct training sessions or rehearsals of security and evacuation plans.
- Stand in for the Senior Mission Security Officer of the EUPOL Mission when he/she is absent or not available.
- Carry out any other missions at the request of the HoM.

Qualifications and experience:

- Police or gendarmerie officer.
- Minimum of 05 years experience in an operational field service.
- Knowledge of the functioning of the EU Institutions, in particular the CFSP and/or the EDSP.
- Proven experience in first aid and of security in a hostile environment.
- University degree or graduate of a national police or military academy (desirable)
- Excellent ability to communicate internally and with multinational and international organizations as well as international partners.
- Highly resilient under physical and mental pressure and stress-resistant.
- Perfect knowledge of all aspects concerning security, in particular the EU's Policy on the security of EU staff deployed outside Europe 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, etc...), 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.

CSRP WORKING GROUP "PNC HUMAN RESOURCES" EXPERT
(POLRDC 11006 & POLRDC 11007)

(2 positions)

Duty Station: Kinshasa (Capital)

Proposed deployment: As soon as possible

Main tasks:

- Help record all documentation relating to the PNC personnel management.
- Help review and re-visit the current regulations and policies relating to Human resources to bring it up to modern standards.
- Assist in outlining a new Human resources management system fitting into the PNC requirements.
- Follow the developments relating to the qualitative and quantitative census carried out by the European Commission supported by MONUC, and closely interact with the Delegation of the Commission.
- Advise on the implementation of a computerized Human resources management system and help set priorities.
- 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 MIDS adviser, 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:

- To have a good experience in human resources. An University Degree in management is desirable.
- To have a rank of Major/ Commissaire / Chief Inspector, equivalent in a police service, or a civilian with relevant experience in this matter.
- To have a minimum of 05 years of police management experience, with broad professional experience in Human resources.
- 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 CSDP Mission (desirable).

CSRP "PNC ORGANISATION" EXPERT (POLRDC 11008 & POLRDC 11009)

(2 positions)

Duty Station: Kinshasa (Capital)

Proposed deployment: POLRDC 11008: As soon as possible; **POLRDC 11009:** 01/08/2010

Main tasks:

- Help record all documentation relating to the PNC Organization and police departments.
- Assist the PNC in the conceptual and doctrinal framework underlying the PNC restructuring and reform process.
- Assist in identifying priorities in restructuring the PNC and help facilitate the integration of the various law enforcement agencies within one single, integrated police institution.
- Assist in outlining the framework for organization, management, command and control of the PNC.
- Help outline a timeline for implementation of the restructuring and the set up of a new police organization.
- 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:

- To have a rank of Major/ Commissaire / Chief Inspector, or equivalent in a police service.
- To have a minimum of 10 years of police management experience, with broad professional experience, both in planning and organizational aspects at strategy and command and control level.
- To have proven analysis and drafting capacities in the French language.
- An advanced University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable).
- 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).

CSRP WORKING GROUP "PNC LEGISLATION" EXPERT
(POLRDC 11010 & POLRDC 11011)

(2 positions)

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).

CSRP BUDGET EXPERT (POLRDC 11012)

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: As soon as possible

Main tasks:

- Provide expert advice and serve as a point of reference on budgetary and financial matters in the context of police reform, at the Executive Secretariat of the Police Reform Monitoring Committee (SE/CSRP) and vis-à-vis external partners.
- Take part in meetings of the working party on budget and finance at the SE/CSRP and, as such, assist in the creation of financial bodies within the Congolese National Police.
- Help to draft financial and budgetary regulations.
- Maintain the necessary contacts with external bodies involved in the reform or service providers, on matters relevant to the area of expertise.
- Assist in drawing up budgets for Action Plans and assist the other SE/CSRP working parties in budgeting.
- Ensure budgetary and financial orthodoxy is adhered to in the different SE/CSRP projects and ensure that they are consistent with DRC financial rules.
- Report, through the DHOM/CSRP to the HOM on the developments relating to his/her working group.
- Any other tasks requested by the Head of Mission.

Qualifications and experience:

- Extensive experience in financial management, if possible with a university degree in business administration, economics, public administration or accounting/finance.
- Minimum of 5 years professional experience in accounting and finance.
- International experience, particularly in crisis management within multinational or international organizations.
- Fluent written and spoken French. Good knowledge of written and spoken English would be an advantage.
- Skills in chairing and heading working groups.
- Familiarity with IT tools, particularly word processing and spreadsheet software.
- Good organizational skills in a difficult environment, working under great pressure on a number of tasks, sometimes with very short deadlines.

CSRP "PNC EVALUATION" EXPERT (POLRDC 11013)

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: As soon as possible

Main tasks:

- Work with the CSRP Evaluation Working Group under the guidance of the Deputy Executive Secretary of the CSRP (Police Reform Monitoring Committee) and the Deputy Head of Mission and in close cooperation with the Head of Administration and Finance.
- In the framework of the SSR, determine the needs linked to the plan to reform and restructure the PNC and contribute his/her expertise to help monitor projects in progress.
- Keep an up-to-date record of the stage reached in the preparation and implementation of these projects.
- Indicate any incident or irregularity in the implementation of these projects.
- Draw up reports on his/her activities on a regular weekly and monthly basis and when requested.
- Maintain the necessary contacts with external reform partners or service providers on issues relating to his/her area.
- Assist the Executive Secretary of the CSRP to prepare meeting topics relating to his/her area of competence.
- Carry out any other task requested by the Executive Secretary of the CSRP (Police Reform Monitoring Committee) or his Deputy and EUPOL Deputy Head of Mission or by the Head of Mission.

Qualifications and experience:

- Proven experience in management, preferably with a University Degree in Economics, Public Administration or Accountancy/Finance.
- Minimum of 5 years' professional experience in a management role.
- International experience, particularly in the area of crisis management with multinational or international organizations.
- Excellent spoken and written French. A good knowledge of English, both written and spoken, would be an advantage.
- Ability to coordinate and lead a working group.
- Familiarity with IT tools, in particular word-processing and spreadsheet software.
- Good organizational capacity in a difficult environment and ability to work under intense pressure on a multitude of tasks, often with very short deadlines.

JUDICIARY POLICE ADVISER (POLRDC 11022 & POLRDC 11028)

(2 positions)

Duty Station: Kinshasa (Capital)

Proposed deployment: POLRDC 11022: 18/08/2010; **POLRDC 11028:** 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).

SENIOR POLICE INVESTIGATIONS TRAINER (Multidisciplinary Team)
(POLRDC 11023)

(1 position)

Duty Station: Mobile Teams

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 in "Sexual Violences", when operational.
- Assist and advise the OPJ capacity in "Sexual Violences" investigations crimes, in order to enhance the effectiveness and efficiency of the criminal 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", particularly in matter of Sexual Violence.
- 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 8 years of police experience and experiences in sexual abuses or sexual violence.
- 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).

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).

GENDER EXPERT (POLRDC 11029)

(1 position)

Duty Station: Bukavu (South Kivu)

Proposed deployment: As soon as possible

Main tasks:

- Provide technical assistance in the mainstreaming of gender in policies, programs and projects in support of EUPOL and EUSEC RD Congo.
- Conduct projects in support of women (civil and military servants in the security remit or spouses) in the social field by using a dedicated budget, as appropriate.
- Be responsible for planning and for following up gender equality, especially within the framework of the CSRP (Comité de Suivi de Réforme de la Police).
- Promote gender equality, equal opportunities in the mission and the participation of women in conflict resolution, giving advice and guidance, setting standards for achievements and developing plans of action.
- Help promote policies aiming at ensuring a better protection of women in DRC.
- Support initiatives intended to raise the Congolese police, justice and army awareness on the gender and male/female discrimination issues.
- Facilitate contacts and co-operation on gender-issues with other international organizations and non-governmental organizations.
- Advise and monitor compliance with commitments to equal opportunities in recruitment, reviewing policies and reporting on findings.
- Promote gender equality within the missions and assist the heads of mission in defining training standards, content and material for the training of mission's staff on gender-related issues.
- Carry out any other tasks as delegated by the Head of Mission.

Qualifications and experience:

- Advanced university degree in social sciences with focus on gender.
- Knowledge of the latest international developments in gender methods, approaches and tools for mainstreaming gender and research in the field.
- Documented experience from gender mainstreaming, education and work in international organizations.
- Experience of advising, seminars, training and project management as well as collaborations, changes and developmental work.
- Experience working with international development tasks in other international organizations is desirable.
- Formal/informal networking with other experts in gender, at international level, experience from civilian crisis management operations will be an advantage.

GENDER AND SEXUAL VIOLENCE EXPERT (POLRDC 11030)

(1 position)

Duty Station: Bukavu (South Kivu)

Proposed deployment: As soon as possible

Main tasks:

- Provide technical assistance in the mainstreaming of gender and violence sexual issues in policies, program and projects in support of EUPOL in the framework of the police reform
- Promote and conduct projects in support of gender and sexual violence issues.
- Be responsible for planning and for following up gender equality and sexual violence issues especially.
- Promote gender equality, equal opportunities in the mission and the participation of women in conflict resolution, giving advice and guidance, setting standards for achievements and developing plans of action.
- Help promote policies aiming at ensuring a better protection of women in DRC.
- Support and organize initiatives intended to raise the Congolese police, justice and army awareness on the gender and sexual violence issues.
- Organize and promote contacts and co-operation on gender and sexual violence issues with other international organizations and non-governmental organizations.
- Advise and monitor compliance with commitments to equal opportunities in recruitment, reviewing policies and reporting on findings.
- Promote gender equality within the missions and assist the heads of mission in defining training standards, content and material for the training of mission's staff on gender-related issues.
- Carry out any other tasks as delegated by the Head of Mission.

Qualifications and experience:

- Advanced university degree in law and social sciences with focus on gender and sexual violence issues.
- Knowledge of the latest international developments in gender methods, approaches and tools for mainstreaming gender and research in the field.
- Good knowledge of the judiciary and the police issues in post conflicts areas and especially in DRC
- International experience , particularly in a crisis zone, in the field of gender, human rights, sexual violence issues
- Experience of advising, seminars, training and project management as well as collaborations, changes and developmental work.
- Experience working with international development tasks in other international organizations is desirable.
- Ability to coordinate and lead a working group
- Ability to work with other entities on the same program
- Ability to initiate and promote projects with institutional and international partners
- Formal/informal networking with other experts in gender, human rights or sexual violence, at international level, experience from civilian crisis management operations will be an advantage.

**CSRP "COMMAND, CONTROL AND COORDINATION CENTRE" EXPERT (C3C)
FOR THE CNP - (POLRDC11031)**

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: As soon as possible

Main tasks:

- To work under the supervision of the Deputy Head of Mission in charge of Operations, in cooperation with the commanding structures and the Transmission Service of the Congolese National Police, at national and at DRC provinces levels.
- To work in close cooperation with the MONUC Civil Police and with the partners directly involved in the ongoing projects, like DFID (Department for International Development), the European Commission Delegation in Kinshasa and the Republic of South Africa.
- To work in priority on the creation of C3C for the CNP in the Democratic Republic of Congo's capital Kinshasa, and in the provinces of North Kivu, in Goma and of South Kivu in Bukavu.
- To participate in the drafting of an action plan on implementing the envisaged Centers, where the different implementation phases and financial quotations are described.
- To participate to the conception of training modules for radio operators and all other staff from C3C in coordination with Human Resources cell from the Comité de Suivi pour la Réforme de la PNC/ CNP Reform follow up comity (establishment of the organigram, job descriptions, certification and drafting of selection procedures of C3C operators).
- To carry any other task, linked to his/her technical specialization as required by the Head of Mission.

Qualifications and experience:

- University degree in police sciences or social sciences from military or police high schools, or an equivalent academic training.
- To have the rank of Major or Commissaire, Chief inspector or an equivalent rank in a police service.
- To have a minimum professional experience of 5 years in a job position within a police organization or Gendarmerie, added to a global professional experience in operational matters and organizational matters of police special units, police operations and training in these areas. A good strategic analysis capacity is also required.
- Excellent level in French, written and spoken. A good knowledge of English language written and spoken would be an asset.
- To be familiar with the use of IT tools such as Word and Excel.
- Good organizational capacity in a difficult environment, working capacity under heavy pressure and multi tasks requirements within very small delays of execution.
- To have acquired a diversified experience in missions abroad, in crisis areas in particular, on behalf of multi-national organizations and international ones (preferred).
- To have attended a civil crisis management course (CEPOL) or participated in a ESDP/CSDP mission (desirable).

HEAD OF HUMAN RESOURCES (POLRDC 11032)

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: As soon as possible

Main tasks:

- Prepare and manage deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of mission, rotation rosters, attendance records, duty rosters, pension funds, and all relevant finance personnel related issues.
- Set up the procedures for the management of National Staff including monitoring of registration with, and de-registration from the national Social Security System, Tax Office etc. in accordance with local legislation.
- Ensure the daily management of the documentation and correspondence concerning the arrival, deployment, redeployments, extensions and repatriation of the Staff Members
- Maintain all the records related to the Personnel in the proper filing system, keeping all relevant documentation in secure and organized place.
- Handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures.
- Advises and guides staffs members concerning the duties, responsibilities and entitlements under the Staff Rules and other administration instructions.
- Counsels and advises supervisors on staff-related issues as necessary and maintains close liaison with all concerned on all actions relating to recruitment, job classifications, rules and procedures, training, working conditions and other matters.
- Undertake any other tasks required by the Head of Mission

Qualifications and Experience

- University Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of professional experience in legal, administrative and operational aspects of human resources and training.
- In-depth technical knowledge of all aspects of human resources management, particularly personnel administration.
- Knowledge of EU human resources policies, regulations, rules and familiarity with recruitment policies
- Experience in planning and implementing projects.
- To have excellent interpersonal and communications skills
- Ability to display sound judgment and decisions making

LOGISTICS COORDINATOR/TRANSPORT OFFICER (POLRDC 11033)

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: 10/09/2010

Main tasks:

- Plan, analyze, design, program and implement all aspects of logistical needs of the Mission.
- Develop the logistical systems necessary for the Mission, with the adequate logistical support related to computers, vehicles, furniture, telecommunications, etc, suitable for the needs of all personnel.
- Coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair.
- Ensure the production of reports concerning logistical issues; propose/recommend changes and improvements ensure accuracy and comprehensive policies and guidelines to the logistics aspects.
- Identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- Coordinate the provision of material and office space.
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action.
- Be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- Provide advice, support and training to staff on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members.
- Ensure the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- Establish a management system that includes coordination and supervision of storage, allocation and distribution, consumption and future needs.
- Fulfill other tasks in the related field.

Qualifications and Experience

- University in Logistics, Engineering, Administration or equivalent combination of education, training and practical experience.
- To have a minimum of 5 years of professional experience.
- Good awareness of different product and services markets and industrial business networks.
- Good working knowledge of MS Word, Power Point and Excel software's.
- To be familiar with the use of MS Access and specific logistics planning software's (desirable).
- To have experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

REPORTING AND STATISTICS EXPERT (POLRDC 11034)

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: 30/10/2010

Main tasks:

- Under the supervision of the HoM
- Collate, evaluate and process information relating to the mission, drawing up different types of reports.
- Assist the HoM with the management of statistics.
- Prepare reports and presentations.
- Organise visits, meetings and presentations on behalf of the HoM and his deputies.
- Undertake any other tasks required by the Head of Mission.

Qualifications and experience:

- University degree.
- Excellent oral, reading and writing skills in French.
- International experience, particularly in a crisis zone.
- Proven experience in the field of administrative management.
- Good knowledge of the Police and the DRC.
- Good interpersonal skills.
- Familiarity with IT tools, especially presentation software.
- Ability to manage a heavy workload and identify priorities.

HUMAN RIGHTS/CHILD PROTECTION (POLRDC 11035)

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: 30/09/2010

Main tasks:

- Report to both Heads of Mission (HoM) regarding human rights aspects and on issues relating to children in armed conflicts and support both Missions in accordance with the guidelines on the joint and shared capacities between EUPOL RD Congo and EUSEC RD Congo.
- Advise HoMs on every issue dealing with human rights / children in armed conflicts, including preparation for interviews.
- Liaise with the MONUC Human Rights department in order to identify the human rights violations especially by the armed forces and the police and to be kept abreast of the children in armed conflicts issues.
- Collect information on possible human rights abuses with various local as well as international counterparts.
- Report on specific human rights cases, trends and issues which could notably impact the work of both Missions.
- Advise EUPOL and EUSEC on the children in armed conflicts issues in order to raise awareness on that topic.
- Assist EUPOL and EUSEC advisers in dealing with human rights and children in armed conflicts cases.
- Follow the proceedings that are linked to human rights violations, in coordination with the EUPOL crime investigation advisers.
- Make specific recommendations, as appropriate, to the relevant military and/or police authorities, in close coordination with the MONUC Human Rights department.
- Carry out any other tasks as delegated by the Heads of Mission.

Qualifications and experience:

- Extensive knowledge and experience in human rights domain and international human rights standards.
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national as well as international partners.
- Experience in crisis management Missions, preferably connected to Africa or other areas within the same geopolitical context.
- Knowledge of political, cultural, legal and social specificities of DRC (desirable).