

The General Secretariat of the EU, through the CPCC- Civilian Planning and Conduct Capability, requests Member States to propose candidates for the following international expert position for the EU Police Mission in the Palestinian Territories, according to the requirements and profiles described below:

A. Essential Requirements

Citizenship - Citizen of a Member State of the European Union (EU) and enjoying 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 related 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. Must be able to cope with extended separation from family and usual environment.

Physical and mental health - Physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance in the Mission.

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

Computer Skills - Skills in word processing and spreadsheets are essential. Knowledge of other IT tools will be an asset.

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 Defense Policy.

Knowledge of the Middle East - 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).

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

International Experience – previous experience in crisis areas with multi-national and international organisations (desirable)

C. Essential Documents and Requirements for the Selected Candidates

Passport - The participants must obtain a diplomatic passport from their national authorities.

Visas - Contributing countries and mission members must ensure that visas are obtained for entry in to 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 - To have or obtain a national security clearance "EU SECRET" level or equivalent.

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 - To be in possession of a valid certificate declaring fit to the mission.

Driver License - Be in possession of a valid - including mission area - civilian driver license for motor vehicles (Category C or equivalent is now required to drive armored vehicles in Israel, and it is therefore highly desirable). Able to drive any 4 wheel drive vehicles.

D. Additional information on the selection process

Application form – Applications will be considered only when using the standard Application Form (Annex 2) and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be the most suitable will be short-listed and invited to an interview before the final selection is made.

Information on the outcome – Candidates will be informed about the outcome of the selection process after its completion.

E. Job Descriptions

Chief Procurement Officer (ADMS3)

Staff regime: Seconded or Contracted

Proposed deployment: As soon as possible

Under the overall supervision of Administration and Finance

- Assist and advise the Head of Administration and Finance on all procurement issues.
- Plan, develop and manage the procurement activities expenditures for worldwide procurement of a broad range of commodities and services according EU/EC-procurement procedures.
- Serve as principal adviser to senior officials, providing authoritative technical and policy advice on all aspects of procurement, develop and disseminate best practices.
- Coach, mentor, lead and direct a small procurement work team, plan and allocate work assignments.
- Analyze unusually complex and/or critical procurement proposals of significant financial or operational impact, determine appropriate strategy/approach to best serve institutional interests, and ensure implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary.
- Direct, manage and conduct planning, solicitation, negotiation and if necessary, termination of contractual and procurement contracts/purchase orders.
- Develop and recommend strategy for the effective implementation of procurement policies and reforms.
- Assist and/or represent when necessary the Head of Administration and Finance in key meetings with senior officials internally and government officials, and in negotiations with senior staff.

Qualifications and Experience

- Advanced University Degree in Law, Public or Business Administration or equivalent.
- Minimum of 8 years of effective and extensive operational experience at middle management levels.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations.
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

Communications and Information Systems Officer (ref PROGS10)

Staff regime: Seconded or contracted

Proposed deployment: As soon as possible

Under the supervision of the Head of Administration and Finance:

- Co-ordinate with the Administration, the number, technical specifications and location of the equipment required for the Mission's personnel to perform their duties.
- Installation, upgrade and maintenance of supported hardware and software.
- Keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Logistics/Transport Officer.
- Supervise the performance of the EU supported systems for the Mission within the Mission area and the transmission to other areas/nodes/regions/departments.
- Prepare in co-ordination with the Administration the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement to the Master Plans.
- To be responsible for the creation of a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the mission.
- To establish Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication and computer issues.
- Co-ordinate with the Administration the optimal level and desired access to the networking system for the Mission's personnel.
- To ensure that an adequate level of security is applied to all communications and network IT system.
- To establish the necessary technical liaison and coordination with other international organisations in the mission area.
- To produce precise reports concerning communication issues and to recommend improvements for future acquisitions.
- Provide advice and assistance to mission staff in all communication and IT matters related to the performance of their duties. (e.g. e-mail, word processing, spreadsheets, presentation packages, database applications, Internet browsers, workstation operating systems, etc.).
- To provide technical and construction advice about computer network programmes.
- Create the necessary databases to manage the administrative and operational requirements of the Mission.
- To perform other duties required by the HoAF.

Qualifications and Experience

- University degree in computer science/communications or Technical Specialisation in Communications, Computer and Information Systems or equivalent combination of education, training and practical experience, with special interest in network technologies.
- A minimum of 8 years of experience in information and communication technology management.
- International experience, particularly in crisis areas with international organisations (desirable).
- Ability to draft policies and procedures for the use and management of computers systems and networks.

- Knowledge of hardware specifications and performances.
- Install, manage and configure servers, workstations, firewalls and other network equipment.
- Sound knowledge and experience with regard to information and communications (VHF, UHF, HF, Satellite, GSM), as well as software.
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN), TCP/IP, including installation, administration and management.
- Experience in Apache, MySQL and PHP.
- Ability to install, manage and configure software:
 - Backup systems and software
 - Operating systems: Windows 2003 server, Windows XP, Linux
 - Office software: Microsoft Office, Openoffice
 - Microsoft Exchange, Postfix

Deputy Mission Security Officer (PROGS9)

Staff regime: Seconded

Proposed deployment: As soon as possible

The purpose is to assist and support the Mission Security Officer (MSO) in identifying, assessing, and managing all the security related issues.

The Deputy Mission Security Officer will act as the principal security reporting officer and stand-in for the MSO during periods of leave or other absences.

Main tasks

- Reporting to the MSO or to the HoM (in the absence of the MSO).
- Provide the daily operational link to CPCC and CSO-EPS
- In conjunction with the MSO, to be available (in turn with her/him) 24/7, to give direction, instigate action and set priorities that deal effectively with unforeseen/unexpected events or incidents.
- Provide regular performance feedback to the Deputy MSO and provide written assessments for her/him in accordance with personnel plans in mission.
- EU Classified Information. To be directly responsible (to the MSO) for EUCI management within the mission and thereby ensure information is handled in accordance with EU rules.
- Be directly responsible for maintaining the mission risk register.
- Produce the daily SITREP's and the weekly and monthly report security inputs.
- Provide regular performance feedback to the Deputy MSO and provide written assessments for her/him in accordance with personnel plans in mission.
- Be the daily management focus for the manned guarding security team.
- Directly responsible for managing the journey management planning for all field visits – providing timely advice and guidance to mission members as required.
- Ensure adequate briefings on matters affecting security of team members and ensure that they are properly prepared for emergencies.
- Assist the MSO to provide comprehensive Security Induction as required.
- Responsible to the MSO for ensuring that regular security drills, communication tests and evacuation exercises are conducted.
- Responsible for conducting Residential Security Surveys and seeking sign-off approval from the MSO.
- Responsible for all follow-up action from Residence Security Surveys.
- Responsible to the MSO for ensuring that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- Responsible to the MSO for ensuring that security surveys of team member personal protective security requirements, transport security and residential and office security is conducted as required.
- Responsible to the MSO for ensuring delivery of the physical security guarding contract in accordance with the TOR and KPI's. Liaising with the Contract Manager to ensure monthly client meetings take place and an agenda is prepared.
- Responsible for all security procurement actions.
- Act as a technical expert in procurement processes as required by the MSO.

- To be aware and informed of incidents, events, trends and threats in country and regionally and to be prepared to give practical informed advice to the MSO, HoM or other mission members.
- Proactively assist the MSO in identifying risks throughout the mission, assess their likelihood and effect, and manage them in accordance with MSO guidance.
- Assist the MSO identify threats that may have current or future risk implications for the mission; help him to monitor their development, and assist in drafting recommendations and plans to manage them as appropriate.
- Participate in Senior Management Team Meetings in the absence of the MSO - providing relevant security input (including assessments).
- Support the MSO in producing comprehensive reports on all incidents affecting team members and initiate necessary follow up action with appropriate authorities.
- Conduct and maintain regular security liaison with other EU Security Officers in the area; UNDSS, OSAC, PCP, IDF and all other diplomatic representative offices and international organisations as available.
- Undertake any other tasks required by the MSO or Head of Mission in support of the objectives of the mission.

Qualifications and experience

- Former EU or UN Security Officer or serving junior to middle ranked officer in a police or military police service. Non-commissioned ranks considered in exceptional cases. Caveat is relevant experience counts for more than rank where a clear choice has to be made.
- Minimum of 5 years of effective and extensive operational police or related security experience, at least 2 of which at middle management level in his/her organization.
- A working knowledge of the functioning of the EU, in particular the CFSP and ESDP.
- Experienced in the handling and storage of classified information.
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners.
- Highly resilient under physical and mental pressure and stress-resistant.
- International experience in provision of mission oriented security in hostile environments.

Desirable

- Experience in Peacekeeping missions or in ESDP missions at senior management level
- Good working knowledge of the political, cultural and security situation of Palestine/Israel
- Basic level of Arabic language.

Personal Qualities

- Self starter, take initiative to work with minimal supervision, quick decision maker & resilient.
- Good interpersonal skills, confidence and presence with the ability to liaise and work at every level.
- Ability to communicate and engage with line managers, peers and other mission members.
- Can do', hands on, practical attitude, proactive, take responsibility and ownership. No issue too great or too small. Needs minimum of administrative support.
- Challenging and grounded – ability to provide advice to both senior management and 'down the line'.

Human Resources and Training Adviser (PROGRS5)

Staff regime: Seconded

Category - CIVILIAN/POLICE

Proposed deployment: As soon as possible

Main tasks

Supervised by the Programme Director in matters related to support to the Palestinian Civil Police (PCP) on the HQ level the Human Resources and Training Adviser will:

- Advise in management and co-ordination of all human resources related issues for the Chief of PCP.
- To advise and guide concerning Human Resources/Personnel policies and procedures,
- To advise in preparation of job descriptions.
- Advise in process applications and maintain rosters and databases as appropriate.
- Advise in the development of Standard Operating Procedures.
- Advise in preparing and managing deployment of personnel, contracts, letters of appointment, contract, reassignments, redeployments, termination, attendance records, duty rosters, pension funds, and all relevant finance personnel related issues.
- Advise in the development of the PCP Training Department.
- Advise and support the PCP Director of Training.
- Advise and assist in the preparation of a 3-year Training Support and Action Plan.
- Advise in assessing training needs.
- Advise in development and implement the existing personnel administration rules for the operations, and the deployment of all human resources.
- Advise in identifying 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.

Qualifications and Experience

- An advanced University Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 8 years of management experience, with broad professional experience, in legal, administrative and operational aspects of human resources and training.
- Held a Senior position at a Police Training School or Head of a Police Training Department.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Ability to operate Windows, Excel and Power Point applications, including Word processing and e-mail.
- Excellent level of written and spoken English.
- Knowledge of spoken and written Arabic will be a distinct advantage.

Ministerial Administration Expert (RoLS11)

Staff regime: Seconded

Proposed deployment: As soon as possible

Main tasks

Under the direction of the Head of Rule of Law (RoL) section and in coordination with other experts of the ESDP mission the Expert will:

- Assess the capacities of the Ministry of Justice and devise a development strategy in close cooperation with local stakeholders.
- Assist in the development of a legal framework clearly identifying and separating competencies of the Ministry of Justice and other institutions in the judicial sector.
- Serve as a focal point for advice to office of the head of Mission and the other expert of the mission on ministerial administration issues.
- Contribute in establishing a local network for the RoL section within the Ministries of Justice and Interior to liaise with the other experts in the mission.
- Advise other experts on Ministry of Justice related matters.
- Identify project areas, develop projects and coordinate donor efforts in the field.
- Participate in the reporting procedures of the RoL unit and follow-up activities in the mission.
- To undertake any other tasks required on behalf of the Head of Rule of Law.

Qualifications and Experience

- University Degree in Law, Political Science or International Human Rights Law.
- Extensive working experience in ministerial administration in a Ministry of Justice at least at middle management level.
- Good knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective.
- Understanding of the importance of rule of law and human rights in an institutional building and developmental context.
- Demonstrated ability and willingness to work as a member of a team, with people of different professional background.
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity.
- Project management experience, planning and strategic management (desirable).
- Relevant international/mission experience would be a distinctive asset.

Mission Security Officer (HoM3)

Staff regime: Seconded

Proposed deployment: As soon as possible

The purpose of the MSO is to support the HoM in identifying, assessing, and managing all security related issues.

Main tasks

- Reporting to the Head of Mission (HoM), with technical oversight and expertise provided by CPCC Council Security Office (CSO) External Protection Service (EPS)
- Provide appropriate, management direction, guidance and advice in respect of the Deputy MSO.
- In conjunction with the Deputy MSO, to be available (in turn with her/him) 24/7, to give direction, instigate action and set priorities that deal effectively with unforeseen/unexpected events or incidents.
- To be aware and informed of incidents, events, trends and threats both regionally and worldwide, and to be prepared to give practical informed advice, in consultation with other experts from CPCC or CSO, to HoM or other mission members.
- Risk Management. To identify risks throughout the mission and to understand their causes, assess their likelihood and effect, and manage them in priority according to their significance to the mission.
- Proactive Risk Assessment. To identify threats that may have future risk implications for the mission; monitor their development, and draft timely recommendations and plans to manage them as appropriate.
- EU Classified Information. To ensure information is handled in accordance with EUCI security regulations and procedures.
- Assess the tactical level threats (SIAC provides the higher level Threat Assessment and grading for ESDP missions) for mission operating environment and maintain updated security and contingency plans ensuring that plans for relocation/evacuation are current and able to be implemented as required.
- Maintain the mission risk register.
- Implement all baseline EU security requirements MSOS, MSORS and define, draft maintain and develop the mission security plan(s), including MSSOS and supporting security and safety policies, procedures, orders and instructions under the authority granted to HoM (and with his approval) and in consultation with CSO-EPS.
- Participate in Senior Management Team Meetings; providing relevant security input (including assessments).
- Provide minutes of the SMT to CSO-EPS (security input only).
- Oversee production of security situation reports and risks assessments (to inform field visits).
- Ensure comprehensive reports on all incidents affecting team members and initiate necessary follow up action with appropriate authorities.
- Supervise journey management planning for all field visits.
- Ensure adequate briefings on matters affecting security of team members and ensure that they are properly prepared for emergencies.
- Ensure comprehensive Security Induction is provided for all new mission members and visitors as required by HoM.

- Ensure that regular security drills, communication tests and evacuation exercises are conducted.
- Ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- Ensure security surveys of team member personal protective security requirements, transport security and residential and office security is conducted.
- Oversee physical security guarding for the mission estate through the contract manager of the outsourced service provider.
- Participate as technical expert in procurement processes in accordance with reasonable expectation of skill area expertise.
- Conduct and maintain regular security liaison with other EU Security Officers in the area; UNDSS, OSAC, PCP, IDF and all other diplomatic representative offices and international organisations as available.
- Undertake any other tasks required by the Head of Mission and the Deputy Head of Mission in support of the objectives of the mission

Qualifications and experience

- Former EU or UN Staff Security Officer or serving middle to senior ranked officer in a police or military/police service. Senior non-commissioned ranks considered in exceptional cases. Caveat is relevant experience counts for more than rank where a clear choice has to be made.
- Minimum of 10 years of effective and extensive operational police or related security experience, at least 5 of which at upper management level in his/her organization.
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national and international organisations as well as international partners.
- Highly resilient under physical and mental pressure and stress-resistant.
- Extensive international experience in provision of mission oriented security in hostile environments.
- Good working knowledge of the functioning of the EU, in particular the CFSP and ESDP

Desirable

- Experience of living/working in the Middle East is desirable
- Experience in Peacekeeping missions or in ESDP missions at senior management level
- Good working knowledge of the political, cultural and security situation of Palestine/Israel
- Basic level of Arabic language.

Personal Qualities

- Self starter, take initiative to work with minimal supervision, quick decision maker & resilient.
- Good interpersonal skills, confidence and presence with the ability to liaise and work at every level.
- Ability to communicate and engage with line managers, peers and other mission members.
- Can do', hands on, practical attitude, proactive, take responsibility and ownership. No issue too great or too small. Needs minimum of administrative support.
- Challenging and grounded – ability to provide advice to both senior management and 'down the line'.