

E. Job Descriptions

EUBAM RAFAH – ADMINISTRATION DEPARTMENT – CIS SECTION
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COMMUNICATION AND INFORMATION SYSTEM OFFICER (CISO)

(1 position)

Duty Station: Ashkelon, Israel

Availability Date: 1 August 2009

Main tasks:

Under the overall supervision of the Senior/Chief CIS Officer (S/CCISO),

- Management and configuration of user accounts to allow access to centrally managed applications and data files upon written requests from users and supervisors; security related functions such as password management, encryption, review of backups for completeness and accuracy, anti virus protection (updates and upgrades).
- User support (advice and assistance to staff in the use of technology and software).
- Advice and assistance to staff in problems concerning information and communications technology.
- Establishment and management of the Mission web-site and e-mail systems.
- System service with regard to planning, procurement, installation, maintenance, repair and administration of information and communications technology, office technology and the electrical appliances within the domain of the Project Office and its field offices.
- Preventative maintenance of telecom assets, VHF and satellite radio systems, renewal of cables and connectors where necessary; corrective action on malfunctions, documents compiling for technical assessment; technical assistance to other Mission members.
- Administration and maintenance of radio communications.
- Support of the Crypto Custodian (changing Crypto keys etc.).
- Undertake any other related tasks as required by the Senior/Chief CIS.

Qualifications and experience:

- University Degree in Information / Communication technologies or equivalent combination of education, training and practical experience.
- Minimum of 3 years of effective and extensive operational experience in national or international deployments in peace support issues.
- IT Specialist with experience in Network and Mail servers Administration.

- Sound knowledge and experience with regard to information and communications (VHF, UHF, HF, Satellite, GSM), as well as the various PC applications.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Particular skills in identifying and conveying solutions to technical problems.
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent analytical, research and problem-solving skills.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B (mandatory) and C (desirable).

SENIOR LOGISTICS/TRANSPORT AND OPERATIONS SUPPORT EXPERT
(SLT&OPSE)

(1 position)

Duty Station: Ashkelon, Israel

Availability Date: 1 July 2009

Main tasks:

Under the overall supervision of the Chief of General Services (CGS) /Chief Logistics/IT/Transport (CLITT),

- Plan, analyse, design, program and implement all aspects of logistical needs of the Mission in cooperation and coordination with relevant members of the Team.
- 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.
- Establish a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- Coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair.
- Coordinate and supervise storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment.
- Provide advice, support and training on logistics and transport related matters.
- Ensure the effective management of logistics databases, inventories and lists of equipment on the items related to his/her field of expertise.
- Produce 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 logistics area of responsibility and technically define the appropriate requirements of the means required to cover these needs.
- Participate in the procurement process by evaluating the technical features of the goods and services.
- Ensure the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- In the role of expert, assist and support the General Support Services organisation of the Mission in accordance with ESDP policies.
- Manage, coordinate or support in all general logistics-related issues, implementing policies in accordance with Standard Operating Procedures.
- Provide advice and support to managers and staff on logistics-related matters.
- Assisting in drafting logistics reports;
- Undertake any other duties as assigned by the Chief of General Services / Chief Logistics/IT/Transport and/or the Head of Administration & Finance.

Qualifications and experience:

- Advanced University Degree in Logistics, Engineering, Administration, or equivalent combination of education, training and practical experience.
- Minimum of 10 years of professional experience at a progressive level of responsibility combined with broad managerial experience (at least 5 years) in logistics related matters.
- Good awareness of different product and services markets and industrial business networks.
- Experience in using legally established professional and transparent financial policies and procedures in accordance with European Union legislation and regulations.
- Experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel).
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent analytical, research and problem-solving skills.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B (mandatory) and C (desirable).

CHIEF OF GENERAL SERVICES (CGS)

(1 position)

Duty Station: Ashkelon, Israel

Availability Date: 1 July 2009

Main tasks:

Under the overall supervision of the Head of Administration & Finance (HoAF),

- Assist, advise and/or represent the Head of Administration & Finance when necessary.
- Plan, analyze, design, program and implement all aspects of logistical needs of the ESDP Mission to Rafah, in cooperation and coordination with relevant members of the Team.
- 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.
- Responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring 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.
- Responsible for the identification of needs, i.e., the responsible for the identification of needs not specifically attribute to a different expert.
- Coordinate the provision of material and office space.
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action.
- Actively co-operate with the Procurement Office.
- Review specifications for completeness and strive for competitive evaluation criteria.
- Prepare and issue solicitations, requests or invitations to quote, bid or proposals to registered and potential suppliers.
- Ensure the effective management of transport related databases, inventories and lists of equipment and spare parts.
- Assure for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- Advise, support and training to managers and staff on transport related matters, ensuring the necessary storage, distribution and allocation of Mission vehicles and associated equipment to Mission members.
- Technically and administratively responsible of the execution of vehicle maintenance and repairs.
- Manage the supply of spare parts and the disposal of the special wastes.

- Perform quality control over the work carried out by external firms.
- Analyze the environmental impact on the vehicles in order to identify appropriate solutions.
- Supervise the accounting activities related to the supply and use of fuel and oil.
- Undertake any other duties assigned by the Head of Administration & Finance.

Qualifications and experience:

- A University degree in Logistics, Engineering, Administration or equivalent combination of education, training and practical experience.
- Minimum of 10 years of professional experience at middle and upper level management in logistics related matters and 15 years of overall professional experience.
- Familiarity with project environment and excellent awareness of different product and services markets and industrial business networks essential.
- Good knowledge of the technological advances applied to a wide range of vehicles (i.e. car, bus, truck, special vehicles).
- Good knowledge of communication systems and equipments.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood).
- Arabic and/or Hebrew as well as other European Languages an asset.
- Good working knowledge of MS Word, Power Point and Excel software's.
- Familiar with MS Access and specific logistics planning software's (desirable).
- Familiar in implementation of EU procurement processes and regulations (desirable).
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent analytical, research and problem-solving skills.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C (mandatory).

EUBAM RAFAH – SECURITY DEPARTMENT

SPECIALISED SECURITY TEAM / HOM CLOSE PROTECTION (SST/HOMCP)

(1 position)

Duty Station: Israel, Gaza Strip and West Bank

Availability Date: as soon as possible

Main tasks:

Under the overall supervision of the Senior Mission Security Officer (SMSO),

- Drive the Head of Mission for all official business as required.
- Preserve the physical integrity of the Head of Mission by a safety support.
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

Qualifications and experience:

- Warrant Officer Class one or two, or equivalent in a military, police force or intelligence services.
- Graduated at a national military/ police academy with specialized training on field operations, force protection and/or security.
- Minimum of 10 years of progressively responsible professional experience at operational level in special operations.
- Able to work on appropriate shifts across 24 hours period.
- Good knowledge about techniques of authority's driver and close protection.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to establish priorities and to plan and co-ordinate own tasks.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class C mandatory.
- Diplomatic Passport desirable.

EUBAM RAFAH – OPERATIONS - CAPACITY BUILDING SECTION

**CAPACITY BUILDING OFFICER FOR CUSTOMS (CBO) / SENIOR CUSTOM EXPERT
(SCE)**

(1 position)

Availability Date: as soon as possible

Duty Station: Ashkelon, Israel AND/OR Gaza Strip

Main tasks:

Under the overall supervision of the Chief of Operations (CoO),

- Develop, plan, coordinate and implement basic and advanced training courses with the assistance of monitors and external experts and report to the Chief of Operations directly.
- Carry out training following train-the-trainer principles with the assistance of external experts in accordance with the Chief of Operation.
- Lead the capacity building activities in accordance with the Chief Operation and the line-managers directives.
- Develop and implement confidence building between all parties involved.
- Share knowledge about relevant legislation with Legal Advisor.
- Occasionally monitor the border control activities and in consultation with Senior Team leader identify future training needs for customs personnel.
- Contribute to the production of accurate reports.
- Advise and train Customs Monitors new in Mission.
- Undertake any other tasks required by Chief of Operations.

Qualifications and experience:

- Captain or equivalent dealing with customs management and customs services.
- Degree in customs management of executive class officer or equivalent.
- Training in Methodic/Didactics.
- Minimum 3 years of professional experience of effective and extensive operational experience in planning and carrying out training courses as well as 10 years of overall professional experience.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word / Excel processing, e-mail and particularly specific presentations programmes.

- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required (eg. ability to work shifts across 24 hour period).
- Civilian driving license class C mandatory.
- Diplomatic Passport.

EUBAM RAFAH – OPERATIONS - CAPACITY BUILDING SECTION

CAPACITY BUILDING OFFICER FOR BORDER POLICE (CBO)
/SENIOR BORDER EXPERT (SBE)

(1 position)

Availability Date: as soon as possible

Duty Station: Ashkelon, Israel AND/OR Gaza strip

Main tasks:

Under the overall supervision of the Chief of Operations (CoO),

- Develop, plan, coordinate and implement basic and advanced training courses with the assistance of monitors and external experts and report to the Chief of Operations directly.
- Carry out training following train-the-trainer principles with the assistance of external experts in accordance with the Chief of Operation.
- Lead the capacity building activities in accordance with the Chief Operation and the line-managers directives.
- Develop and implement confidence building between all parties involved.
- Share knowledge about relevant legislation with Legal Advisor.
- Occasionally monitor the border control activities and in consultation with Senior Team Leader identify future training needs for border police personnel.
- Contribute to the production of accurate reports.
- Advise and train Border Monitors new in Mission.
- Undertake any other tasks required by Chief of Operations.

Qualifications and experience:

- Captain or equivalent dealing with border police management.
- Degree in border police management or equivalent combination of education, training and practical experience as executive class officer.
- Training in Methodic/Didactics.
- Minimum 3 years of professional experience of effective and extensive operational experience in planning and carrying out training courses as well as 10 years of overall professional experience.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.

- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel)
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B is mandatory and C desirable.
- Diplomatic Passport desirable.

EUBAM RAFAH – ADMINISTRATION DEPARTMENT - MEDICAL UNIT

PARAMEDIC

(1 position)

Availability Date: as soon as possible

Duty Station: Ashkelon, Israel; Gaza

Main tasks:

Under the overall supervision of the Head of Administration & Finance (HoAF),

- Assist and advise the Head of Administration & Finance in all medical matters.
- Take care about the health of all Mission Members.
- Identify and plan clinics' material, supplies and equipment requirements and raise requisitions accordingly.
- Liaise with Procurement Section and Supply Section to establish essential contracts for the Mission.
- Coordinate medical evacuation: assist in providing medical support during evacuation and repatriation; advise evacuees on the requirements for evacuation and/or escorts patients if needed; conclude or closes medical evacuation files to enable staff members to submit claims; assist in arrangements for the deceased.
- Develop logistic plans to support field satellite clinics, and follows up on implementation.
- Design and implement health care programs for Mission personnel.
- Plan and organize preventive and promotes medical fairs.
- Draw and implement duty roster for clinic personnel.
- Perform medical briefing for incoming staff and conduct first aid training.
- Elaborate and maintain medical inventory and supplies and distributes medical supplies to outstations.
- Arrange medical appointments and examinations to Mission personnel.
- Update monthly medical reports.
- Undertake any other duties as requested by the Head of Administration & Finance.

Qualifications and experience:

- Registered Professional Nurse who is a graduate of either an accredited Baccalaureate Nursing Program (University) or an accredited Diploma Program (4 years).
- Sound knowledge of and proven experience in clinical/occupational nursing.
- Certificates in ECG, CPR or Basic Life Support an asset.
- At least 6 years of progressive clinical experience in general nursing, Intensive Care and health administration.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.

- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular proficiency in relevant medical software packages.
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent analytical, research and problem-solving skills.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B (mandatory) and C (desirable)

DEPUTY HEAD OF MISSION / CHIEF OF STAFF (DHOM/COS)

(1 position)

Duty Station: Ashkelon, Israel

Availability Date: 1 August 2009

Main tasks:

Under the overall supervision of the Head of Mission (HoM),

- Manage, coordinate and control all the operational activities related to the Mission.
- Serve as a key member responsible for the central coordination of activities (operations and planning) and ensuring that timely flow of information to and from the Mission is guaranteed.
- Responsible for central coordination of all activities of the different Departments, including but not limited to anticipating the needs of the Mission, facilitating communication and working closely with the leadership in a timely and efficient manner, understanding organizational policies so as to ensure appropriate decision-making procedures are followed.
- In collaboration with the Executive Officer, ensure planning for Head of Mission's appointments and meetings.
- Track, monitor and follow the progress of projects, action items, strategies that emanate from the CPCC and the Head of Mission, etc.
- Ensure that appropriate follow-up actions are taken. Initiate subsequent follow-up meetings and communication for key stakeholders as directed.
- Delegate authority when deemed necessary utilising the approved chain of command structure of the Mission.
- Deal with the internal disciplinary cases and related decisions, exercising disciplinary control over the police officers, international and local civilian personnel in the Mission.
- Study and propose operational and management decisions that have the objective to increase the efficiency of the Mission service.
- Perform other duties as assigned by the Head of Mission, as well as replace him/her in his absence.

Qualifications and experience:

- Colonel, Lt. Colonel, Superintendent or equivalent in a police force.
- An advanced University Degree in Police Sciences, Social Sciences, Law, Business Administration, Criminology or equivalent combination of education, training and practical experience.
- Minimum of 15 years of senior police management experience, with broad professional experience, both in operational and organisational aspects of police service including experience with border guard/control and immigration.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.

- Attendance of a Civilian Crisis Management Course (CEPOL) or participation in ESDP Missions.
- Interpersonal skills like service and client orientation, team working, relationship building and networking, advising, negotiating and diplomacy.
- Personal attitudes like initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development, organizational alignment.
- Civilian driving license class B (mandatory) and C (desirable).

EUBAM RAFAH – HEAD OF MISSION FRONT OFFICE

PRESS AND PUBLIC INFORMATION OFFICER

(1 position)

Availability Date: 1 August 2009

Duty Station: Ashkelon, Israel

Main tasks:

Under the overall supervision of the Head of Mission,

- To be responsible for the conduct and co-ordination of official visits according to the established protocol rules.
- To be responsible for arranging the visits of EUBAM Rafah leadership to other international organizations.
- To manage the institutional image of the EUBAM Rafah proficiently, providing advice and guidance on this issue.
- To create and promote positive media campaigns in support of a transparent public image of EUBAM Rafah.
- To draft press releases and to act as the EUBAM Rafah public spokesperson.
- To conduct and coordinate EUBAM Rafah press conferences.
- To analyse the public impact of the effectiveness of EUBAM Rafah activities.
- To be responsible for the production of the daily press review.
- To undertake any other tasks required on behalf of the leadership of the Mission.

Qualifications and Experience

- Advanced University Degree in Political Sciences, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post.
- A minimum of 5 years of work experience.
- International experience, particularly in crisis areas with multinational and international organisations, preferably in the region (desirable).
- Excellent interpersonal and communications skills, familiarity with diplomatic protocol
- Excellent English written and spoken language skills.
- Experience in liaison with police (desirable).

EUBAM RAFAH – SECURITY DEPARTMENT

DEPUTY SENIOR MISSION SECURITY OFFICER (DSMSO)

(1 position)

Duty Station: Ashkelon, Israel

Availability Date: 15 August 2009

Main tasks:

Under the overall supervision of the Senior Mission Security Officer (SMSO),

- Replace the SMSO in his absence.
- Assist and advise the Head of Mission (HoM) on all security issues.
- Under the supervision of the SMSO, establish and implement security requirements, recommendations and safety instructions according Council Security Office and Field Security Services procedures.
- Responsible for the effective security measures.
- Assess the threat level and maintain updated security and contingency plans ensuring that plans for relocation/evacuation are current and able to be implemented at short notice.
- Manage and monitor the personnel under his/her authority.
- Conduct - or causing for them to be conducted - security surveys of team member personal protective security requirements, transport security and residential and office security.
- Ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings on matters affecting security of team members and ensure that they are properly prepared for emergencies.
- Establish liaison with co-operative closely on security issues with other international organizations and national law enforcement agencies.
- Provide comprehensive reports on any and all incidents affecting team members and initiate necessary follow up action with appropriate authorities.
- Ensure the protection of EU classified information.
- Participate as technical expert in procurement processes.
- Elaborate precise and accurate reports concerning information received which impacts upon the team members, initiating appropriate analyses and assessments of all pertinent information.
- Elaborate security situation reports and risks assessments before each field teams' mission.
- Supervise and give the approval on security matters to each field team mission/travel plan.

Qualifications and experience:

- Captain, Lieutenant or equivalent in a military, police force or intelligence services.
- Graduated by a national military/police academy with specialized training on field operations, force protection and/or security or equivalent combination of education, training and practical experience.
- Civilian Crisis Management Course (CEPOL) certification desirable.
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security field or in the military/police field.
- Able to work on appropriate shifts across 24 hours period.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word /Excel processing and e-mails.
- Excellent analytical, organizational, managerial and problem-solving skills.
- Ability to establish priorities and to plan and co-ordinate.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C mandatory.
- Civilian driving license class B and C mandatory.
- Diplomatic passport desirable.

EUBAM RAFAH – OPERATIONS DEPARTMENT

CHIEF OF OPERATIONS (CoO)

(1 position)

Availability Date: 12 August 2009

Duty Station: Ashkelon, Israel

Main tasks:

Under the overall supervision of the Deputy Head of Mission/Chief of Staff (DHoM/CoS),

- Follow internal and external development relating to Mission and brief Head of Mission and Deputy Head of Mission/Chief of Staff.
- Responsible for the daily planning and work of the Operations column of the Mission including planning, reporting, capacity building, liaison and monitoring tasks.
- Enforce the guidance and directives provided through the Deputy Head of Mission to ensure all operational tasks are performed efficiently and effectively across the Mission area.
- Update the Deputy Head of Mission about Mission related operational issues on a 24-hour basis, namely unexpected or emergency events that require immediate action.
- Participate in the production of operational guidelines and directives, including security issues.
- Ensure the production of required reports relating to operational activities.
- Collaborate in the preparation of documents/reports to be signed by the Head of Mission, or his Deputy.
- Undertake any other tasks required on behalf of the Deputy Head of Mission.
- Replace Deputy Head of Mission during his absence.

Qualifications and experience:

- Lieutenant Colonel, Major, Superintendent, or equivalent in Police, Border Police or Customs.
- Degree or equivalent training in relevant police matters or equivalent combination of education, training and practical experience.
- EU Civilian Crisis Management Course (CEPOL) certification desirable.
- Minimum 15 years of effective and extensive operational experience with an emphasis on operations, planning and capacity building.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel).

- Excellent analytical, organizational, managerial and problem-solving skills.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C.
- Border Police experience.
- Diplomatic passport.

EUBAM RAFAH – OPERATIONS DEPARTMENT

EXECUTIVE OFFICER TO THE HEAD OF MISSION (EXO)

(1 position)

Availability Date: 29 August 2009

Duty Station: Ashkelon, Israel

Main tasks:

Under the overall supervision of the Head of Mission (HoM),

- Cooperate with the DHoM/CoS to request and summarize information and prepare briefing materials for the Head of Mission, including documents for use with external agencies and interlocutors.
- Attend internal and external meetings with the Head of Mission in order to obtain information for transmission internal and external to the Mission.
- Identify, assign and take appropriate action on incoming requests and correspondence within the Front Office of the Head of Mission.
- Oversee the correspondence process to ensure timely and appropriate responses.
- Draft reports and other correspondence in cooperation with the DHoM/CoS.
- Edit documents, reports and letters prepared for the Head of Mission.
- Oversee the activities of the Front Office.
- Coordinate the Mission's welfare activities.
- Maintain the Mission's outgoing and incoming archive.
- Enforce confidentiality regulations within the Mission.
- Perform any other duties assigned by the Head of Mission and/or the Deputy Head of Mission/Chief of Staff.

Qualifications and experience:

- Lt. Colonel, Major, Captain or equivalent in a police force.
- University education in international studies, political science, policing or related field.
- Command experience and staff qualified at a relevant Military or Police Academy.
- A minimum of 8 years of experience at middle management levels.
- International experience, particularly from the ESDP and other international missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel).

- Excellent analytical, organizational, managerial and problem-solving skills.
 - Ability to establish priorities and to plan and co-ordinate own work.
 - Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
 - Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
 - Interpersonal skills like service and client orientation, team working, relationship building and networking, advising, negotiating and diplomacy.
 - Personal attitudes like initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development, organizational alignment.
 - Familiarity with diplomatic protocol.
 - Civilian driving license class B (mandatory) and C (desirable).
-