

E. Job descriptions

CHIEF HUMAN RESOURCES (AdmS2)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

Under the supervision of the Head of Administration and Finance,

- To be responsible for the management and co-ordination of all human resources related issues for the Mission.
- To advise and guide concerning Human Resources/Personnel policies and procedures,
- To prepare job descriptions for every position, as well as the call for contributions as part of the force generation process.
- To process applications and maintain rosters and databases as appropriate.
- In coordination with the CPCC to organize the Mission recruitment and selection process of qualified applicants for the vacant positions (all international experts and local staff).
- To handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures.
- To prepare and manage deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of Mission, attendance records, duty rosters, leaves, pension funds, and all relevant finance personnel related issues.
- To assess training needs throughout the Mission for at all levels.
- To prepare the deployment of operational field units in consultation and co-ordination.
- To develop and implement the existing personnel administration rules for the operations, and the deployment of all human resources.
- To act as a focal point in the Mission for organizing training programmes, conduct needs analysis, specify resource requirements and coordinate performance management regime for the Mission.

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 5 years of management experience, with broad professional experience, in legal, administrative and operational aspects of human resources and training.
- To have experience in the implementation of EU processes and regulations in Human Resources (desirable).
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- Excellent level of written and spoken English.

SENIOR PROCUREMENT OFFICER (AdmS3)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

Under the overall supervision of the Head 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.

FINANCE OFFICER (AdmS6)

(1 position)

Proposed deployment date: As soon as possible

Main tasks

- To process invoices for payments ensuring that the expenses were eligible and correctly procured;
- Handling the monthly payments to the Mission Members;
- Preparing and following up the payments considering different payment procedures and to maintain the petty cash;
- To follow up bank statements with different bank accounts;
- To administer the account system, enter and maintain the financial data and records, both on paper and electronically in line with good and sound financial management;
- To provide data for financial reports and to prepare monthly reports;
- To assist in the establishment and implementation of financial accounting systems and procedures for the Mission according to European Financial Regulations and the internal guidelines created for the Mission;
- Evaluate current systems and make recommendations to ensure efficient management of EUPOL COPPS funds;
- Maintain any financial control as appropriate and as asked by Head of Administration and Finance.

Qualifications and experience:

- Bachelor or degree in Economics, Finance or Accounting.
- At least 4 years of work experience.
- Decision-making and communications skills at middle management levels required.
- Ability to prioritize and manage a high workload expeditiously.
- Ability to work as a team member.
- Excellent analytical, research and problem-solving skills.
- Excellent level of written and spoken English.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in special extremely confident with spreadsheets (Excel), or PC based financial systems.
- Theoretical knowledge and practical experience with a double entry bookkeeping system is essential.

HUMAN RESOURCES OFFICER (AdmS7)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

- Supervised by the Head of Administration and Finance.
- To be responsible for the management and co-ordination of all human resources related issues for the Mission.
- To advise and guide concerning Human Resources/Personnel policies and procedures,
- To prepare job descriptions for every position, as well as the call for contributions as part of the force generation process.
- To process applications and maintain rosters and databases as appropriate.
- In coordination with the CPCC to organize the Mission recruitment and selection process of qualified applicants for the vacant positions (all international experts and local staff).
- To handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures.
- To prepare and manage deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of Mission, attendance records, duty rosters, leaves, pension funds, and all relevant finance personnel related issues.
- To assess training needs throughout the Mission for at all levels.
- To prepare the deployment of operational field units in consultation and co-ordination
- To develop and implement the existing personnel administration rules for the operations, and the deployment of all human resources.
- To act as a focal point in the Mission for organizing training programmes, conduct needs analysis, specify resource requirements and coordinate performance management regime for the Mission.
- To 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.

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 5 years of management experience, with broad professional experience, in legal, administrative and operational aspects of human resources and training.
- To have experience in the implementation of EU processes and regulations in Human Resources (desirable).
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- Excellent level of written and spoken English.

COMMUNICATIONS AND INFORMATION SYSTEMS OFFICER (AdmS8)

(1 position)

Proposed deployment date: As soon as possible

Under the supervision of the Head of Administration and Finance.

Main tasks

- Be overall responsible for the communication and information tasks in the Mission
- 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, applications, Internet browsers, workstation operating systems, etc.).
- 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.
- Ability to install, manage and configure software:
 - Backup systems and software
 - Operating systems: Windows 2003 server, Windows XP
 - Office software: Microsoft Office
 - Microsoft Exchange

CHIEF OF GENERAL SERVICES (AdmS9)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

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

- Plan, analyze, design, program and implement all aspects of logistical needs of the ESDP 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.
- 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.
- Responsible for the management of Mission estate and all supporting activities.
- 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.
- Advice, 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.
- 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.
- Demonstrate good technical understanding of transport related coverly.
- Good understanding 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).
- Good working knowledge of MS Word, Power Point and Excel software's.
- Civilian driving license class B and C (mandatory).

PRESS AND PUBLIC INFORMATION OFFICER (HoMS5)

(1 position)

Proposed deployment date: As soon as possible

Under the overall guidance of the HoM, the PPIO will deliver accurate, timely and sufficient information on the EUPOL COPPS. Information activities will mainly be conducted from the field, but part of these activities will also be carried out from Brussels. The PPIO will be in close contact with the EUSR Office and the SG/HR Spokesperson/Press Office of the General Secretariat of the Council of the European Union and receive guidance from them when requested. Also, the PPIO will liaise with the EC Delegations in Tel Aviv and East Jerusalem as well as the EUBAM Rafah.

Main tasks:

- Develop and implement a media and public information strategy.
- Overall responsibility for communication with the international or local media.
- Responsible for writing press releases and articles as well as providing briefings for the media etc.
- Provide advice on all media related matters.
- Assist as required in meetings with key stakeholders.
- Arrange press conferences, news briefings, media interviews, visits and public events related to the Mission or related projects.
- Preparing material for delegations that visit EUPOL COPPS.
- Keep up to date with current issues and public opinions.
- Overall monitoring and analysis of media coverage.
- Assist the HoM and Mission members in all aspects related to the Public Information, including preparation for interviews.
- Contribute to raising the media awareness of all staff and keeping Mission personnel informed about the state of play of the Mission and the media rules to follow.
- Develop and manage the website of EUPOL COPPS.
- Preparation, drafting, publication and distribution of fact sheets and information material on the activities/project of the EUPOL COPPS, to the media and general public and donors.
- Act as a spokesperson of the Mission as well as taking care of protocol issues.
- Undertake any other tasks required on behalf of the HoM.

Qualifications and experience:

- Excellent skills to communicate on all levels.
- International PPI experience, particularly in crisis area with multi-national and international organisations (desirable).
- Excellent working knowledge of political, cultural and security situation in crisis management questions related with the Middle East.
- Relevant university education or other equivalent experience.
- Good command of Arabic considered an advantage.
- Knowledge of Hebrew will be considered an advantage.

STRATEGIC PLANNING COORDINATOR (HoM8)

(1 position)

Proposed deployment date: 30 March 2010

Main tasks:

Under the direction of the Head of Mission or Deputy, in coordination with other experts of the ESDP Mission the Strategic Planning Coordinator will:

- Ensure best possible coherence in the comprehensive EU approach when planning and carrying out activities in the broad Mission area covering both police and justice sector.
- Assist the Head of Mission to set out strategic goals and define ways for implementing those goals, evaluate the capabilities needed to meet the strategic objectives, define tasks needed to achieve critical success factors, and measure whether the strategy is being met.
- Assist the Head of Mission in developing a Performance Management System for the Mission – Targets, Performance Indicators etc – and provide a monthly Performance Review Report.
- Facilitate practical cooperation and exchange of information between all players involved in the broader area of Mission.
- To participate in production of reports as directed.

Qualifications and experience:

- University degree in Law or Public Administration.
- At least 5 years of professional experience in strategic planning.
- Substantial experience / knowledge in relation to management and administration of judicial policy and penal institutions will be a distinct advantage.
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision.
- Proven experience in Performance Management.
- Prior Mission experience in the field of police and criminal justice is highly desirable.
- Ability to operate Windows, Excel and Power Point applications, including Word processing and e-mail.
- Excellent level of written and spoken English.

PROJECT MANAGER (ProgS3)

(3 positions)

Proposed deployment date: As soon as possible

Main tasks:

- Advise and assist the Programmatic Sections - Police Advisers and Rule of Law - with developing new projects in accordance with the Mission's priorities and programme.
- Assist the Senior Management Team with developing the Mission's programme and planning.
- Assist the Police Adviser Section with identifying weaknesses within the Palestinian Civil Police (PCP) structure and developing, implementing and evaluating the PCP Programme.
- Follow internal and external developments relating to the EUPOL COPPS Programme.
- Collaborate in the preparation of documents/reports.
- Coordinate and liaise with donors and potential donors.
- Support the Programme Steering Group.
- Support and provide mentoring for the Change Management Team.
- Support reporting on progress of the Mission's programme according to EU reporting requirements.
- Evaluate relevance and effectiveness of Mission projects.
- Undertake any other tasks required on behalf of the Programme Director.

Qualifications and experience:

- Management experience, with broad professional experience, both in operational and organisational aspects of organisations.
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects.
- Excellent writing skills in English language.
- International experience, particularly in crisis area with multi-national and international organisations (desirable).
- Good working knowledge of political, cultural and security situation in crisis management questions related to the Middle East (desirable).

COURT ADMINISTRATION EXPERT (RoLS10)

(1 position)

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:

- To provide information and advice on judicial administration and court reform matters.
- To collect and collate all necessary information related to judicial administration and court reform matters.
- To analyze and provide a field perspective on the applicability and impact of an ESDP Mission concerning judicial administration and court reforms.
- To liaise and establish professional working relationships with relevant local and international law enforcement, prosecution, judicial and military authorities and other actors.
- To facilitate practical cooperation and exchange of information in the broader area of RoL.
- To co-ordinate information and provide advice to prioritise needs.
- To participate in the production of presentations and reports as directed.
- If required, to assist in the briefing and training of incoming members of the Mission.
- To analyze and scrutinize issues and problems (legal and institutional) concerning proceedings and judicial administration.
- To identify issues needing urgent attention in the area of judicial administration.
- 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 section.

Qualifications and Experience:

- University Degree in Law, Public Administration or equivalent professional training.
- A minimum of 3 years of experience in judicial administration at middle management level or as a judge/prosecutor.
- Experience from developing legislative framework and judicial institutions in a Member State and/or in a developmental, transitional or post-conflict situation.
- Experience of administrative or judicial reform processes.
- Experience from administration of justice on ministerial/central level or substantial experience of managing judicial institutions on local level.
- Ability to operate Windows, Word, Excel and Power Point applications, including e-mail.
- Excellent level of written and spoken English.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

MINISTERIAL ADMINISTRATION EXPERT (RoLS11)

(1 position)

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.
- contribute to the implementation of the Criminal Justice Action plan in identifying project areas, developing projects and coordinate donor efforts in the field.
- participate in the reporting procedures of the RoL unit and follow-up activities in the Mission.
- 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.
- 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, and planning management (desirable).
- Relevant international/Mission experience would be a distinctive asset.

PRISONS AND DETENTION EXPERT (RoLS14)

(1 position)

Proposed deployment date: 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,

- Analyse procedures, circumstances/conditions in Palestinian detention facilities and treatment in view of international human rights standards with regard to imprisonment and detention.
- Review Law on Rehabilitation and Correction Centres and internal rules and regulations and identify obstructions to compliance with both.
- Examine Prison Administration recruitment and training procedures.
- Review administrative control of prisons from the Ministry of Interior (MoI) down to the Palestinian Civil Police (PCP) and the Prison Administration itself (part of PCP).
- Identify lines of command and responsibilities with regard to prison system.
- Review co-ordination and working relations between relevant institutions: MoI, Ministry of Justice (MoJ), PCP, Prison Service, Public Prosecution and the Judiciary.
- Identify (and analyse impact of) restrictions on movement and access for the relevant services (PCP, Prison Service, Prosecution, Judiciary), suspects and detainees on the operation of the prison and detention system.
- Participate in the further development of the prison service:
 1. Improving conditions for prison service staff and detainees in the current detention facilities in line with international human rights standards with regard to imprisonment and detention.
 2. Renovation and upgrading of existing facilities and identification of needs with regard to extra detention capacity in the Palestinian Territories.
 3. Enhancing the organisation and capacity of the Prison Service.
 4. Improving rules and regulations for prison management.
 5. Immediate measures to improve and streamline working relations and division of labour between relevant authorities.

Qualifications and experience:

- An advanced University Degree in Law, Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of management experience in correctional institutions, with broad professional experience, in legal, organisational and operational aspects.
- To have excellent knowledge of prison related international standards.
- International or Mission 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.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

SPECIALIST POLICE ADVISOR POP (AdvS10)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

Under the overall supervision of the Lead Police Adviser the Specialist Police Adviser SPF/Public Order Police, located in the EUPOL COPPS HQ:

- Accomplishes in-service monitoring periods of time so as to evaluate the outcome of the POP courses and their operational efficiency.
- Monitors through observation periods of time the current PCP Public Order Police command and control strategy and initiates a global advising phase so as to improve the operational use of POP forces on the ground in coordination with the Districts Commanders and PCP POP WB Commander.
- Monitors the delivery of specialised POP equipments to the POP Units in coordination with PCP POP WB Commander and EUPOL COPPS Program Section Director.
- Develops and ensures the follow up of Small Project Schemes aiming at improving everyday life living conditions within PCP POP Units.
- Assist and develop training programmes related to AOR.

Qualifications and experience:

- Firm professional background in POP branch as a commissioned officer both on operational and management level.
- Ability to work in a multicultural environment with local partners of different professional background, religion and diverse political views while maintaining impartiality and objectivity.
- Training background important and desirable.
- Excellent level of written and spoken English.

SPECIALIST POLICE ADVISOR / COMMAND CONTROL EXPERT (AdvS13)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

Supervised and directed by Lead Specialist Police Adviser and in co-ordination with other Experts in the ESDP Mission, will:

- Provide support and advice to the PCP on developing Operation rooms on regional and national level.
- Provide advice and guidance on developing strategic and operational structures.
- Advise on Operations room daily working routines and procedures.
- Assist prepare plans and provide advice on operations and contingency planning.
- Advise on conducting joint operations with other authorities.
- Advise on Crisis Cell work.
- Assist and advise on the development of Standard Operating Procedures and Command procedures.
- Advise on technical solutions relating to Operations rooms (IT, radio communications, telephone systems).
- Provide advice and guidance on other Operations room related issues.
- Participate in reviews, planning, coordination, evaluation and other Operations Room related meetings.
- Provide presentations and reports on project developments.
- Participate in the reporting procedures and follow-up activities in the Mission.
- Undertake any other tasks on behalf of Head of Rule of Law Section.
- Develop and assist in training within the AOR.

Qualifications and experience:

- Senior Police Officer with qualification/experience at Snr Management level within a Policing environment.
- Firm knowledge and experience working in Operations room environment/ Police Control Center.
- Management experience, with broad professional experience, both in operational and organisational aspects of Policing.
- Knowledge of technical solutions (communications, it-network, data bases used in OPS rooms).
- Training background beneficial.
- International or Mission 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.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

PHQ HUMAN RESOURCES AND TRAINING ADVISER PCP (AdvS16)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

Supervised by the Lead Police Adviser 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.
- Advise and guide concerning Human Resources/Personnel policies and procedures.
- 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.

POLICE TRAINING ADVISER (AdvS18)

(1 position)

Proposed deployment date: As soon as possible

Main tasks:

Under the overall supervision of the Lead Police Adviser the Police Training Adviser will:

- Advise and assist senior police managers responsible for training matters in support of EUPOL COPPS Mission aims.
- Mentor and advice upon all training related matters, including development of strategies and curricula.
- Instigate management training in the Palestinian Civil Police.
- Facilitate and mentor implementation of projects within his/her specialist area.
- Participate in project mentoring committees within his/her specialist area.
- Identify training opportunities within and external to the Palestinian Occupied Territories.
- Monitor quality of training programmes and advise regarding improvements.
- Co-ordinate with Programme Section in the implementation of projects.
- Report on project implementation to Programme Section.
- Support and advise the PCP Training Commandant.
- Support, co-ordinate and facilitate training courses at the Jericho Police Training Centre.
- Undertake any other task required on behalf of the Head Police Adviser.

Qualifications and experience:

- An advanced University Degree in Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics or equivalent academic training.
- Specialist in training and related matters.
- Working experience in training, policing, appropriate responsibilities at upper and strategic decision level.
- Working experience at national or international level as training expert on management level.
- Project management experience (desirable).
- Excellent level of written and spoken English.

MISSION SECURITY OFFICER (HoM3)

(1 position)

Proposed deployment date: 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'.

FIELD POLICE ADVISER (AdvS7+8+9+12)

(4 positions)

Proposed deployment dates: 20 October 2009, 30 December 2009, 14 February 2010 and 1 January 2010*

Main tasks:

Under the overall supervision of the Lead Police Adviser the Field Police Adviser will:

- Collect, analyze and disseminate information on all policing activities within their area of responsibility (AOR).
- Facilitate implementation of projects within their geographical area.
- Advising and provide close mentoring to Palestinian Civil Police District Commanders and Senior Officers in AOR.
- Establish and develop professional working relationships with relevant authorities and civil society organizations in AOR.
- Development of short and longer-term policing plans together with district police management in AOR.
- Facilitate and support implementation of approved projects.
- Identify and facilitate interventions under the Small Projects Scheme.
- Monitor and follow-up on implemented Small Projects Scheme projects and on delivered equipment.
- Staying informed of all development relating to security and policing in AOR.
- Support to Specialist Police Advisers.
- Assist in development and conducting local training
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- Proven ability to effectively manage change and get things done.
- Professional experience on national and/or international levels in operational management.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Ability to process and analyze information and data.
- Project management experience (desirable).
- Training background beneficial.
- Excellent level of written and spoken English.

* or 14 March 2010, subject to confirmation of a request for extension.

PENITENTIARY EXPERT (RoLS9)

(1 position)

Proposed deployment date: 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

- Analyse procedures, circumstances/conditions in Palestinian detention facilities and treatment in view of international human rights standards with regard to imprisonment and detention.
- Review Law on Rehabilitation and Correction Centres and internal rules and regulations and identify obstructions to compliance with both.
- Examine Prison Administration recruitment and training procedures.
- Review administrative control of prisons from the Ministry of Interior (MoI) down to the Palestinian Civil Police (PCP) and the Prison Administration itself (part of PCP).
- Identify lines of command and responsibilities with regard to prison system.
- Review co-ordination and working relations between relevant institutions: MoI, Ministry of Justice (MoJ), PCP, Prison Service, Public Prosecution and the Judiciary.
- Identify (and analyse impact of) restrictions on movement and access for the relevant services (PCP, Prison Service, Prosecution, Judiciary), suspects and detainees on the operation of the prison and detention system.
- Participate in the further development of the prison service:
 1. Improving conditions for prison service staff and detainees in the current detention facilities in line with international human rights standards with regard to imprisonment and detention.
 2. Renovation and upgrading of existing facilities and identification of needs with regard to extra detention capacity in the Palestinian Territories.
 3. Enhancing the organisation and capacity of the Prison Service.
 4. Improving rules and regulations for prison management.
 5. Immediate measures to improve and streamline working relations and division of labour between relevant authorities.

Qualifications and experience:

- An advanced University Degree in Law, Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of management experience in correctional institutions, with broad professional experience, in legal, organisational and operational aspects.
- To have excellent knowledge of prison related international standards.
- International or Mission 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.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

ADMINISTRATION OFFICER (RoLS16)

(1 position)

Proposed deployment date: 1 January 2010

Main tasks:

Under the direction and supervision of the Head of Rule of Law Section and under administrative instruction from the Head of Administration and Finance Section

- To assist the administration of the Rule of Law Section with the daily running of the Mission.
- To perform administrative and secretarial duties, arrange meetings, draft itineraries, arrange accommodations and flights reservations, file documents, maintain filing systems – both electronically and as hard copies - and recorded data in appropriate databases and files.
- To conduct administrative tasks in relation to staff within the Mission such as leave requests, duty rosters, stationary requests, register and allocation files, etc.
- To schedule appointments and meetings and maintain contacts, as necessary.
- To perform other work related duties.

Qualifications and Experience

- Bachelor's or degree in Administration, Secretariat, Social Science or equivalent academic or professional training.
- At least 5 years of work experience as Administration Officer.
- Excellent organizational, analytical, research and problem-solving skills.
- Knowledge and background in a criminal justice related institution (CID, prosecution office, court, prison administration, Ministry of Justice) would be an asset.
- International/Mission 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.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

LEAD POLICE ADVISER (AdvS1)

(1 position)

Proposed deployment date: 1 January 2010

Main tasks:

Responsible to Deputy Head of Mission.

- Managing the Section to fulfil its tasks efficiently and effectively according to given guidelines to reach the set objectives and thus contributing to reaching the overall goals of the Mission.
- Managing proper, continuous planning, resource allocation, plan implementation and assessment work of the Section.
- Looking for continuous improvement of the performance of the Section and acting accordingly.
- Managing the working mode of the Section to encourage communication, coordination and co-operation both inside the Section and between the Section and other units of the Mission and relevant actors outside it.
- Maintaining close, result-oriented contact with relevant local counterparts and other international organizations operating in field of Palestinian Civilian Policing.
- Maintaining contact and facilitating necessary coordination with other international and local human rights organization in the area of the Police.
- Liaising, when appropriate with relevant officials at the Ministry of Interior, Palestinian Civilian Police and other relevant bodies of Palestinian National Authority.
- Facilitating and mentoring the implementation of projects within the Section.
- Co-ordinate with Programme Coordination Section in donor coordination and implementation of projects.
- To undertake any other tasks assigned by the Deputy Head of Mission.

Qualifications and experience:

- University degree in Police Sciences, Law, Public Administration or other relevant field or equivalent police professional training with at least 10 years professional experience in managing position within the Police, Ministry of Interior or other relevant organisation.
- Sound, proven management skills, desirably also in context of international organisation.
- International experience of working with police development, preferably in Security System Reform (SSR) context (desirable).
- Understanding of the importance of Civilian Policing concept, Rule of Law, Human Rights and the whole chain of Criminal Justice (from Police to Prison) in an institution building and development context.
- Project management experience (desirable).
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.
- Fluency in English language.

HEAD OF RULE OF LAW SECTION (RoL1)

(1 position)

Proposed deployment date: 1 December 2009

Responsible to Deputy Head of Mission.

Main tasks

- Managing the Section to fulfil its tasks efficiently and effectively according to given guidelines to reach the set objectives and thus contributing to reaching the overall goals of the Mission.
- Managing proper, continuous planning, resource allocation, plan implementation and assessment work of the Section.
- Looking for continuous improvement of the performance of the Section and acting accordingly.
- Managing the working mode of the Section to encourage communication, coordination and co-operation both inside the Section and between the Section and other units of the Mission and relevant actors outside it.
- Maintaining close, result-oriented contact with relevant local counterparts and other international organizations operating in field of Criminal Justice (CJ).
- Maintaining contact and facilitating necessary coordination with other international and local human rights organization in the area of CJ.
- Liaising, when appropriate with relevant officials at the Ministry of Interior, Ministry of Justice, Courts, Prosecutor's Office and professional associations.
- Facilitating and mentoring the implementation of projects within the Section.
- Co-ordinate with Programme Coordination Section in donor coordination and implementation of projects.
- To undertake any other tasks assigned by the Deputy Head of Mission.

Qualifications and experience:

- University degree in Law, Public Administration or other relevant field with at least 10 years professional experience in managing position within Ministry of Justice, Ministry of Interior or other organisation in field of CJ.
- Sound, proven management skills, desirably also in context of international organisation.
- International experience of working with rule of law and criminal justice system issues (SSR) (desirable).
- Understanding of the importance of Rule of Law, Human Rights and the whole chain of Criminal Justice (from Police to Prison) in an institution building and development context.
- Project management experience (desirable).
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.
- Fluency in English language.

HUMAN RIGHTS EXPERT (RoLS8)

(1 position)

Proposed deployment date: 1 January 2010

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:

- Serve as a focal point for advice to office of the HoM and the other experts in the Mission on all Human Rights issues, policies and trends in the region in general.
- Establish a local network and maintain cooperative and effective working relationships with Palestinian police, judiciary and other local or international organisations operating in the region, regarding their Human rights related activities.
- Advise on the design of training curricula for members of the Palestinian judiciary and/or police regarding Human Rights concepts, international human rights standards and practices.
- Identify further training requirements and program development needs.
- Participate in the reporting procedures of the RoL unit and Human Rights related follow-up activities in the Mission.
- Identify project areas, develop projects and coordinate donor efforts in the field.
- Perform other duties and responsibilities as requested by the Head of section.

Qualifications and experience:

- Advanced degree in international Human Rights Law is required.
- Comprehensive knowledge of international human rights, humanitarian law and practical experience in the region with understanding of the history, political and legal system, is an asset.
- At least 5 years of experience in working with Human rights aspects and institutional reforms in conflict societies.
- Practical experience in designing of training curricula and conducting training on Human Right issues for members of the judiciary and/or police.
- Excellent communication and negotiation skills.
- Ability to operate Windows, Excel and Power Point applications, including Word processing and e-mail.
- Excellent level of written and spoken English.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

Relevant experience that will be an advantage could include:

- Practical experience regarding rights of prisoners in the detention system.
- Experience in mainstreaming gender equality issues in institutional reforms in conflict societies will be a distinct advantage.

CRIMINAL AND POLICE LAW DRAFTING EXPERT (RoLS15)

(1 position)

Proposed deployment date: 17 February 2009

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:

- Advise and monitor on the legal situation throughout the area of responsibility.
- Evaluate criminal justice and police related laws and contribute to drafting/reviewing
- To liaise with officials at the Ministry of Justice, High Judicial Council, Attorney General's Office, Ministry of Interior, court, prosecutor's offices, police headquarters and professional associations.
- Advise other experts on the legal framework.
- Identify project areas, develop projects and coordinate donor efforts in the field (mainly prosecution related).
- Facilitate and mentor implementation of projects within his/her specialist area.
- Co-ordinate with Head of RoL, Program Section and other experts the implementation of projects.
- 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.
- Understanding of the importance of rule of law and human rights in an institutional building and developmental context.
- Experience of working with rule of law, especially police law and criminal justice related laws in a civil law system.
- Professional experience in a judicial institution and/or with prosecutorial tasks (highly desirable).
- Experience in comparative police law and/or criminal law.
- Extensive practical experience in drafting legal texts and knowledge of law drafting processes.
- 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 background, religion and diverse political views while maintaining impartiality and objectivity.
- International/Mission experience is a distinct advantage.
- Ability to draft legal texts in English.