

Political Adviser (HoMS04)

Proposed deployment date: 1 January 2011

Main tasks:

- To support, assist and advise the Head of Mission and Senior Management in relation to the political environment within which the Mission operates.
- To monitor global, regional and national diplomatic and political events which may impact on the political situation in the Middle East, with specific reference to the Israel/Palestinian conflict and follow closely related developments.
- Support the mission through regular working level contacts with local authorities and close co-operation and co-ordination with international organizations and experts.
- To be responsible for the provision of advice, guidance and training to all mission members regarding the Middle East, with particular reference to national political structures and current political issues involving Israel and the Occupied Palestinian Territories.
- To assist in conducting and co-ordination official visits according to the established protocol rules.
- To assist in drafting press releases and act as the alternative mission public spokesperson when required. To assist in conduction and co-coordinating press conferences.
- To prepare precise summaries and reports concerning political issues arising the mission and advising mission members accordingly.
- To undertake any other tasks required on behalf of the Head of 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 8 years of experience of independent interaction with high and middle management levels.
- International experience preferable, particularly in crisis area with multinational and international organizations, ideally in a political advisory mission.
- Experience in matters relating to Middle East. Knowledge of the language, history, culture and the social and administrative structures of the area is an advantage.
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol.
- To be able to exercise good interpersonal and diplomatic skills in interaction with governmental officials in Middle East at all levels, and representatives of local and interpersonal organizations, in particular EC Delegation, international organizations, Embassies, NGO's, etc.
- Experience in liaison with military, police, the judiciary, prosecution and defence authorities and courts of justice (desirable).

Reporting Officer (HoMS07)

Proposed deployment date: 16 March 2011

Main tasks:

Under the overall supervision of the Head of Mission the Reporting Officer will:

- Be responsible for providing daily support to the HoM's Office through Chief of Staff/Staff Officer.
- Together with the Personal Assistant to the HoM, liaise with the office of the Palestinian Civilian Police Chief of Police
- Together with the Personal Assistant to the HoM, act as a POC for International enquiries, visits and invitations
- Capture, assemble, assess and collate Mission information in a cohesive and variable format.
- Prepare reports and presentations.
- Prepare and archive reports, information and other Mission material.
- Assist in organizing visits, meetings, presentations etc.
- Obtain and manage timely availability of permits for CMT and other Palestinian Interlocutors.
- Undertake any other tasks required on behalf of the HoM / DHoM.

Qualifications and Experience:

- Bachelor's or degree in Administration, Secretariat, Social Science or equivalent academic or professional training in Law, Police or Judicial Service.
- Minimum of 10 years of judiciary or policing experience, with broad professional experience both in operational and organizational aspects of policing.
- Broad professional experience, both in operational and organizational aspects.
- Excellent and demonstrable skills in report writing and communication on all levels.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Knowledge of political, cultural and security situation in crisis management questions related with Palestine, Israel and Egypt (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.

Programme Director (ProgS01)

Proposed deployment date: 1 January 2011

Main tasks:

Under the overall supervision of the Head of Mission,

- Provide information and advise the EUPOL COPPS HoM on supporting the Palestinian Authority in taking responsibility for law and order and related matters.
- Support and develop the Project Management system which will identify, support and assess the progress of the programs/projects designed to achieve the goals of the Palestinian Authorities and EUPOL COPPS.
- Planning and maintaining timelines, allocating resources and co-ordinating all respective phases of the programs/projects to ensure the required progress and success.
- Provide guidance on implementation of agreed projects according to strategic plans of the Palestinian Civil Police and the related EUPOL COPPS strategic plans. Producing overall resource plans and analysis of external funding that could be used to produce appropriate equipment and training.
- Supervise close co-ordination and information sharing with Advisory Section.
- Participate in Senior Management Team.
- Facilitate practical cooperation and exchange of information, between EUPOL COPPS and the CPCC Conduct of Operations in Brussels, Palestinian Security Agencies, countries involved in the provision of security assistance, European Commission and other donors involved in reform of the Criminal Justice System and public security sector.
- Co-ordinate activity by guiding the participants and experts involved in the various projects, negotiating and liaising with people and organizations at different levels, and co-ordinating tasks and responsibilities.
- In cooperation with the Lead Police Advisro co-ordinate police assistance at field level and monitor and evaluate progress according to the above mentioned strategic plans.
- Develop and maintain reports, presentations and lessons of the projects to provide assistance in the periodic briefings to the Member States.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and Experience:

- An advanced university degree in Police Sciences, Economic, Project Management, Business administration or equivalent academic training.
- Management experience, with broad professional experience both in operational and organizational aspects of organizations.
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies such as PRINCE and risk management approaches.
- Budget management experience.
- International experience preferable, particularly in crisis area with multi-national and international organizations (desirable).
- Excellent knowledge of political, cultural and security situation in crisis management questions related with The Middle East (desirable).

Criminal Justice and Police Law expert (RoLS12)

Proposed Deployment Date: As soon as possible

Main tasks:

Responsible to Lead Police Adviser. Under the supervision of the Lead Police Adviser the CJPL Adviser will:

- Establish cooperation with the Ministry of Interior of Palestinian Authority (PA).
- Mentor and advise – from police perspective - relevant counterparts in MOI concerning existing laws related Palestinian Civil Police and take initiative to find possible gaps in them and/or identify needs to propose amendments or new regulations.
- Support and provide analytical and strategic advice to the relevant counterparts in the MOI concerning all matters related to Palestinian Civil Police (PCP)
- Initiate and advise strategic planning and development processes for the relevant counterpart(s) in MOI concerning matters related to PCP
- Provide coordination assistance to MOI towards the PCP/HQ, International stakeholders and EUPOLCOPPS
- Maintain close, result-oriented contact with all relevant local counterparts and other international organizations operating in field of Palestinian Civilian Policing
- Liaising, when appropriate with relevant officials at the Ministry of Interior, Palestinian Civilian Police and other relevant bodies of Palestinian National Authority
- Represent the Mission in the Security Sector Working Group (SSWG).
- Co-ordinate with Police Adviser to PCP, Project Adviser of Police Advisory Section and Programme Coordination Section about donor coordination and initiation and implementation of projects
- Undertake any other tasks assigned by the Lead Police Adviser

Qualifications and Experience:

- University degree in Police Sciences, Law, Public Administration or other relevant field combined with police professional training with at least 5 years professional experience in managing position within the Supreme Command of Police or Ministry of Interior
- Sound, proven management skills, desirably also in context of international organisation
- International experience of working with police development, preferably in Security Sector Reform (SSR) context.
- Understanding of the importance of civil police concept and primacy, Rule of Law, Human Rights, i.e. the whole chain of Criminal Justice (from Police to Prison) in a capacity building and improvement context
- Project management experience (desirable)
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment
- Fluency in English language