



**European Union Police Mission in the Palestinian territories
(EUPOL COPPS)**

Advertisement for EU seconded/contracted staff members

Organisation:	EUPOL COPPS			
Job Location:	Palestine			
Availability:	As indicated below			
Contract Regime:	As indicated below			
Job Titles/Vacancy Notice:	Ref.	Name of the post	Ner of positions	Available on
	<u>Seconded/Contracted</u>			
	AdmS1	Head of Administration and Finance	1	asap
	AdmS3	Senior Procurement Officer	1	asap
	<u>Seconded</u>			
	HoM2	Deputy Head of Mission	1	16 Aug 2009
	ProgS3	Project Manager	1	1 Jul 2009
	AdvS5	Field Police Adviser	1	25 Jul 2009
	AdvS4		1	26 Oct 2009
	AdvS8		1	28 Oct 2009
	AdvS6		1	9 Nov 2009
	AdvS7		1	9 Nov 2009
	ProgS1		Programme Director	1
	AdvS11	Specialist Police Adviser CID	1	7 Nov 2009
	ProgS6	Specialist Police Training Adviser	1	asap
	ProgS9	Deputy Security Officer	1	asap
	ProgS5	HR Training Advisor PCP	1	asap
	RoLS13	CID Expert	1	9 Nov 2009
	AdvS13	Command and Control Expert	1	4 Sept 2009
	AdmS2	Chief Human Resources	1	7 Sept 2009
	HoM6	Staff and Liaison Officer	1	15 Oct 2009
	HoM7	Reporting Officer	1	8 Sept 2009
	AdvS10	Specialist Police Adviser	1	asap
			1	17 Oct 2009
	RoLS4	Prosecution Expert	1	1 Dec 2009
	ProgS7	Training Adviser	2	29 Aug 2009
	ProgS8			
	RoLS14	Penitentiary Expert	1	30 Aug 2009
			1	1 Sept 2009
	RoLS11	Ministerial Administration Expert	1	asap
	RoLS8	Human Rights Expert	1	30 Aug 2009
	RoLS10	Court Administration Expert	1	asap
RoLS5	Judiciary Expert ¹	1	1 Sept 2009	

Deadline for applications:	29 June 2009
E-mail address to send the Job Application Form/CV:	cpcc.eupolcopps@consilium.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the General Secretariat of the Council of the European Union, CPCC:</p> <p>Paulo VIDAL, Mission Support Unit Civilian Planning and Conduct Capability, CPCC e-mail: cpcc.cfc@consilium.europa.eu Tel: + 32 (0) 2 281 5802 Rue de la Loi 175 B-1048 Brussels</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member States will be considered. Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract¹). The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

The General Secretariat of the EU, through CPCC – Civilian Planning and Conduct Capability, requests that Member States propose candidates for the following international expert positions for the EUPOL COPPS, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the mission.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

¹ () Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2007) 1746 of 21 December 2007) sets out the conditions of employment of international contracted staff.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

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

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of the Middle East – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in an ESDP mission (desirable).

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

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

Visas – Member States and mission members must ensure that visas are obtained for entry into the mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

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

D. Additional information on the selection process

The EU strives for improved gender balance in ESDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member State will bear any related costs.

Information on the outcome – Member States or candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

HEAD ADMINISTRATION AND FINANCE (AdmS1)

(1 position)

Proposed deployment - As soon as possible

Main tasks:

- Assist and advise the Head of Mission on all administrative and financial issues.
- Be responsible for the implementation of financial accounting systems and procedures for the mission according to the European Financial Regulations and the internal guidelines created for the Mission.
- Be responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure.
- Responsible for the administration of the international personnel and local staff within the Mission.
- To ensure the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures.
- To ensure the production of reports concerning personnel issues and recommends changes to personnel deployments, policies and directives as necessary.
- Monitor and direct day-to-day personnel, financial and administrative operations of the mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements.
- Provide training and assistance to the mission members related with all administrative and finance matters.
- Manage internal procurement requires and activities.
- Have the overall responsibility for the mission vehicle fleet.
- Be responsible for the Missions IT and Communication system.
- Participate in Senior Management Team.
- Follow internal and external developments relating to the mission goals and fully brief the Head of Mission on the administrative implications.
- Be responsible for the efficient monitoring and review of legal contracts relating with the acquisitions and maintenance/service contracts, including insurance issues.
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and Experience:

- Advanced University Degree in Business Administration, Economy, Public Administration, Finance/Accounting or equivalent.
- Effective and extensive operational experience at middle management level, particularly in finance and accounting.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Experienced in financial management of tendering processes and audits, preferably including EU procedures.

SENIOR PROCUREMENT OFFICER (AdmS3)

(1 position)

Proposed deployment - 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.

DEPUTY HEAD OF MISSION (HoM2)

(1 position)

Proposed deployment - 16 August 2009

The Deputy Head of Mission will assist the Head of Mission to command, lead and control ESDP Mission activities and personnel and contribute to the strategic and programmatic planning, as well as taking supervisory responsibility for the administrative work of the mission. He/she will also help to ensure a proper flow of information within the mission and take into account overall political developments in the Middle East. He/she will be part of the core leadership of the Mission.

Main tasks:

- To report to the HoM.
- To be responsible for coordinating the work of the Rule of Law, Advisers and Programme Sections, ensuring appropriate integration.
- To assist the HoM in the day-to-day management of the ESDP mission.
- To act for the HoM in his absence and on his behalf, when so appointed by the HoM.
- To be responsible for the management and functioning of the staff.
- Under the Head of Mission's guidance, to prioritise and delegate the day to day work required to his/her subordinated departments.
- To assist the Head of Mission to command, coordinate, manage and control the Mission personnel, and to contribute to the development of strategies and plans, taking into account overall political developments in the mission area.
- To oversee the monitoring, updating and drafting of Mission Business Plans.
- To develop and implement on behalf of the HoM the necessary activities and competences to achieve objectives of the Mission, planning and maintaining timelines, allocating resources to ensure progress and success of Mission mandate.
- To assist the Head of Mission in the selection, appointment and deployment of personnel to address mission needs.
- On delegation of the HoM, to exercise disciplinary control over all international and local civilian personnel in the mission.
- To undertake any other tasks required by HoM.

Qualifications and Experience:

- Advanced university degree or studies relevant to the post. International experience essential, particularly in relation to crisis areas and multi-national and international organisations.
- Senior rank in a police service with experience of both operational command and of senior staff appointments.
- Experience in national or international assignments within senior staff functions, in particular planning and organisation of crisis management missions, experienced in wide range of senior command or management level.
- Broad professional experience, both in operational and organisational aspects of political/monitoring operations.
- Excellent interpersonal skills and abilities to share the strategic vision of the HoM and communicate it to the Mission personnel.

- Highly resilient under physical and mental pressure and stress-resistant.
- International professional experience, particularly in crisis areas/frozen conflicts, such as Middle East or other areas within the same geopolitical context, with multi-national and international organisations.
- Good working knowledge of the political, cultural and security situation in the Middle East or other areas within the same geopolitical region.

Additional requirements

- Experience in international co-operation in relation to Civil Crisis Management is desirable.
- Experience in strategic liaison with international partners.
- Experience in strategic management and/or public administration is desirable.
- Experience on senior mission level in a Peacekeeping mission or in an ESDP mission would be an asset.

Course on Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course (desirable).

PROJECT MANAGER (ProgS3)

(1 position)

Proposed deployment - 1 July 2009

Main tasks:

Under the overall supervision of the Programme Director,

- Advise and assist in developing new projects in accordance with the mission aims.
- Be responsible for providing the programme initiatives and planning, which assist in the creation of strategies from which programmes can be developed according to the objectives of the EUPOL COPPS mandate.
- Identify the weaknesses within the PCP structure and to construct plans utilising SWOT analyses (assessment of Strengths, Weaknesses, Opportunities and Threats) to achieve successful resolution in accordance with the EUPOL COPPS mandate.
- Follow internal and external developments relating to the EUPOL COPPS programmes and to fully brief the Programme Director accordingly.
- Collaborate in the preparation of documents/reports to be signed by the Programme Director.
- Coordinate and liaise with donors and potential donors.
- Support Programme Steering Group.
- Support and provide mentoring for Change Management Team.
- Support in the reporting on progress of Programme and meet Brussels reporting requirements.
- Evaluate impact of Programme.
- 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).
- Excellent working knowledge of political, cultural and security situation in crisis management questions related to the Middle East (desirable).

FIELD POLICE ADVISER (AdvS4, AdvS5, AdvS6, AdvS7, AdvS8)

(5 positions)

Proposed deployment - 1 on 25 July 2009; 1 on 26 October 2009; 1 on 28 October 2009 and 2 on 9 November 2009

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.
- 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.

PROGRAMME DIRECTOR (ProgS1)

(1 position)

Proposed deployment - 30 October 2009

Main tasks:

Under the overall supervision of the Head of Mission,

- Provide information and advise the EUPOL COPPS HoM on capacity-building and related matters.
- Develop a Project Management system which will identify, support and assess the development of the programs/projects to achieve the goals of EUPOL COPPS by planning and maintaining timelines, allocating resources and co-ordinating all respective phrases to ensure the required progress and success.
- Provide guidance on implementation of agreed projects including conditionality aspects between the Transformational and Operational 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.
- Co-ordinate police assistance at field level and monitor and evaluate internal and external police reform.
- Develop and maintain reports, presentations and lessons of the projects to provide assistance in the periodic briefings to collect gatherings of 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).

SPECIALIST POLICE ADVISER CID (AdvS11)

(1 position)

Proposed deployment - 7 November 2009

Main tasks:

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

- Provide specialist advice within their specialist area to Palestinian Civil Police (PCP) and other members of the mission as required.
- Facilitate and mentor implementation of projects within his/her specialist area.
- Participate in project mentoring committees within his/her specialist area.
- Co-ordinate with Programme Support Section in the implementation of projects.
- Report on project implementation to Programme Support Section.
- Assist in liaising with EUROPOL/INTERPOL.
- Monitor and advise on investigation policing strategies that target crime.
- Monitor and mentor coordination of investigations in specific selected cases.
- Undertake any other tasks required on behalf of the Lead Police Adviser.

Qualifications and Experience:

- Long experience in one of the following areas: criminal police, forensics, organised crime. Professional experience and specialist at national and/or international levels in criminal techniques.
- Experience in international cooperation on judicial and law enforcement matters, and combating cross-border organised crime.
- Ability to process and analyse information and data.
- Project management experience (desirable).
- Excellent level of written and spoken English.

SPECIALIST POLICE TRAINING ADVISER (ProgS6)

(1 position)

Proposed deployment - As soon as possible

Main tasks:

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

- Advise and assist senior police managers responsible for training matters in support of EUPOL COPPS mission aims.
- Mentor and advise 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 Programme Director.

Qualifications and Experience:

- An advanced University Degree in Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics or equivalent academic training.
- 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.

DEPUTY SECURITY OFFICER (ProgS9)

(1 position)

Proposed deployment - As soon as possible

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

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

Main tasks:

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

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

Qualifications and experience:

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

Desirable:

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

Personal Qualities:

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

HUMAN RESOURCES TRAINING ADVISER PCP (ProgS5)

(1 position)

Proposed deployment - 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.

CID EXPERT (RoLS13)

(1 position)

Proposed deployment - 9 November 2009

Main tasks:

Under the overall supervision of the Head of Rule of Law Section and in close cooperation with the experts of the Advisory section, the CID Expert will:

- assess the standards and needs of the local criminal justice agencies.
- evaluate their performance and to make recommendations on facilitating organizational, structural, training and resource improvements.
- develop program outlines.
- take part in program implementation as an expert.
- advise the PCP and other criminal justice agencies.
- undertake any other tasks required on behalf of the Head of RoL.

Qualifications and Experience:

- Graduation degree from a recognized police training academy or school.
- Law degree is an advantage but not essential.
- A minimum of 15 years of progressively responsible experience in law enforcement matters, including a minimum of 5 years in criminal investigation in a civil law system in a leading position.
- Experience in direct cooperation with the judiciary and public prosecution.
- Peacekeeping or other international experience is an advantage but not essential.
- Proven ability and willingness to work as a member of a team, with people of different professional background, religion and gender, diverse political views while maintaining impartiality and objectivity.
- Ability to work in a multicultural environment with local partners of different professional background, religion and diverse political views while maintaining impartiality and objectivity.
- Experience in project management, planning and strategic development.
- Excellent level of written and spoken English.
- Knowledge of Arabic is an advantage.

COMMAND AND CONTROL EXPERT (AdvS13)

(1 position)

Proposed deployment - 4 September 2009

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.

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.

CHIEF HUMAN RESOURCES (AdmS2)

(1 position)

Proposed deployment - 7 September 2009

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.
- 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.

STAFF AND LIAISON OFFICER (HoM6)

(1 position)

Proposed deployment - 15 October 2009

Main tasks:

Under the overall supervision of the HoM,

- Daily support to the HoM and in his absence the DHoM.
- Preparation of reports and presentations.
- Arrange meetings for HoM with external stakeholders.
- Accompany HoM and facilitate visits in Palestine and Israel.
- Record and maintain minutes of HoM and meetings as required.
- Liaise with Palestinian Civil Police Chief of Police.
- Act a PoC for incoming Mission staff, International enquires, visits and invitations.
- Coordinate Mission responses to projects, requests etc.
- Undertake any other tasks required on behalf of the HoM.

Qualifications and Experience:

- Minimum of 10 years of policing experience, with broad professional experience both in operational and organisational aspects of policing.
- Management experience, with broad professional experience, both in operational and organizational aspects.
- Excellent skills to communicate on all levels, and a high experience in negotiations.
- Proven ability to effectively manage change and get things done.
- International experience, particularly in crisis areas with multi-national and international organizations.
- Have attended an European Police College course (CEPOL) or have participated in an ESDP police mission (desirable).
- Training background beneficial.
- Knowledge of political, cultural and security situation in crisis management questions related with Palestine, Israel and Egypt (desirable).
- Spoken and written Arabic (desirable).

REPORTING OFFICER (HoM7)

(1 position)

Proposed deployment - 8 September 2009

Main tasks:

Under the direction and supervision of the Head of Mission's Office.

- To be responsible for providing daily support to the HoM's Office through Chief of Staff/Staff Officer.
- Capturing, assembling, assessing and collating Mission information in a cohesive and variable format.
- Preparation of reports and presentations.
- Preparing and archiving reports, information and other Mission material.
- Assisting in organizing visits, meetings, presentations etc. on behalf of the Head and Deputy Head of Mission.
- Obtaining and managing 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.

SPECIALIST POLICE ADVISER (AdvS10)

(2 positions)

Proposed deployment - 1 as soon as possible, 1 on 17 October 2009

Main tasks:

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

- Advise and assist senior police managers responsible for training matters in support of EUPOL COPPS mission aims within Public Order Police.
- Mentor and advise 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 Programme Director.

Qualifications and Experience:

- An advanced University Degree in Law, Public or Business Administration, Police Sciences, Pedagogic Sciences, Economics or equivalent academic training.
- Specialist in Public Order Police 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.

PROSECUTION EXPERT (RoLS4)

(1 position)

Proposed deployment - 1 December 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:

- Contribute to the assessment of the prosecution service in Palestine in close cooperation with local and international stakeholders and specifically the Attorney General's Office.
- Work on the implementation of the Mission's Action Plan for the prosecution service in close cooperation with the abovementioned local stakeholders.
- Prepare regular updates for the Action Plan on prosecution and follow up on the goals set therein.
- Assist the Public Prosecution in achieving their goals.
- Advise the program section in the development of a project scheme aimed at reaching the end goal of an efficient, locally accepted prosecution service.
- Coordinate donor efforts in the field in close cooperation with existing donor coordination mechanisms.
- Intensify cooperation between the public prosecution and criminal investigation components of the police as well as with the judicial police, including through assisting in the organization of joint activities.
- Establishing professional working relationships with national as well as international stakeholders.
- Advise other experts on prosecution matters.
- Participate in the reporting procedures of the RoL unit and follow-up activities in the mission.
- Perform other tasks as required by the Head of Section.

Qualifications and Experience:

- A degree in law, preferably an advanced degree with specialization in criminal or international law.
- At least 10 years of professional experience as a prosecutor, in a civil law system
- Substantial knowledge in relation to management of a prosecution service.
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision.
- Prior international/mission experience in the field of 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.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

TRAINING ADVISER (ProgS7, ProgS8)

(2 positions)

Proposed deployment - 29 August 2009

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;
- The Specialist Police Adviser (SPA) will have a dual role. Apart from being adviser within his/her speciality to the PCP functional commanders in his/her daily work, she/he should also have a function as mentor to the members of the Change Management Team (CMT) in its role to drive the change process. This will enable the SPA to give guidance and help the PCP commanders to bridge their daily duties with the change process. The SPA will have a seat in the Project Monitoring Committees together with the respective PCP commanders responsible for the project implementation in certain area.

Qualifications and Experience:

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

PENITENTIARY EXPERT (RoLS14)

(2 positions)

Proposed deployment - 30 August 2009 and 1 September 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

- 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.

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.
- identify project areas, develop projects and coordinate donor efforts in the field.
- participate in the reporting procedures of the RoL unit and follow-up activities in the mission.
- undertake any other tasks required on behalf of the Head of Rule of Law.

Qualifications and Experience:

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

HUMAN RIGHTS EXPERT (RoLS8)

(1 position)

Proposed deployment – 30 August 2009

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.

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 prioritize needs.
- To participate in 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 academic training preferably with post-graduate or master studies in Civil Law, Procedural Law, Public administration.
- 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.

JUDICIARY EXPERT (RoL5)

(1 position)²

Proposed deployment - 1 September 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:

- Provide a comprehensive assessment of the status quo of the Palestinian criminal justice system including the legal framework in close cooperation with Palestinian institutions. specifically the Ministry of Justice, the High Judicial Council and the Chief Prosecutor's Office taking into consideration ongoing assessment efforts e.g. by the NL Representative Office.
- Prepare a development strategy for the criminal justice sector in close cooperation with the abovementioned local stakeholders clearly defining long term, middle term, and short term goals.
- Advise the program section in the development of a project scheme aimed at reaching the end goal of an independent, efficient, locally accepted criminal justice system.
- Coordinate donor efforts in the field in close cooperation with existing donor coordination mechanisms.
- Build a network with local stakeholders from the judicial field, NGOs, donors etc.
- Advise other experts on the Palestinian criminal justice and legal system, the socio-economic background and ongoing activities in the field.
- Advise local stakeholders.
- Participate in the reporting procedures of the RoL unit and follow-up activities in the mission.

Qualifications and Experience:

- A degree in law, preferably an advanced degree with specialization in criminal or international law.
- At least 7 years of professional experience as a judge for criminal cases in a civil law system.
- Strong analytical, planning and organizational skills and the ability to work independently with minimum supervision.
- Prior international/mission experience in the field of 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.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

² Subject to confirmation of a request for extension.