

<b>1</b>	<b>Offices of the Head of Mission and the Chief of Staff</b>
1.1	Deputy Head of Mission
1.2	Chief of Staff
1.3	Head of Political, Analysis and Reporting Department
1.4	Head of Planning, Coordination and Cooperation Department
1.5	Head of Press and Public Information Office
1.6	Senior Political Adviser
1.7	Political Adviser
1.8	Mission Analytical Capability (MAC) Analyst
1.9	Senior Reporting Officer
1.10	Reporting Officer
1.11	Planning and Evaluation Officer
1.12	Press and Public Information Officer
1.13	Executive Officer

<b>2</b>	<b>Operations Staff</b>
2.1	Head of Operations
2.2	Deputy Head of Operations
2.3	Head of Rule of Law Component
2.4	Deputy Head of Police Advisory Section
2.5	Head of International Coordination Unit
2.6	Deputy Head of Field Office
2.7	Regional Presence Coordinator
2.8	Rule of Law/Justice Adviser
2.9	Lead Adviser on Prosecution
2.10	Legal Officer Mitrovica Court Level
2.11	Senior Police Adviser - Community Policing
2.12	Criminal Investigations Adviser/Trainer
2.13	Migration Adviser
2.14	Penitentiary Adviser
2.15	Border Control/Customs Control
2.16	Human Rights Expert
2.17	Gender Adviser
2.18	Project Manager
2.19	Programme Manager
2.20	Coordination and Cooperation Officer
2.21	Monitor
2.22	Operations Officer
2.23	Training Coordinator
2.24	Brussels Support Element/Policy Support Officer
2.25	Police Adviser
2.26	Adviser Environmental Investigations

2.27	Cyber Crime Adviser/CRC Member
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<b>3</b>	<b>Mission Support Staff</b>
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3.1	Legal Adviser
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3.2	Brussels Support Element/Human Resources and Administration
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<b>4</b>	<b>Secretariat</b>
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4.1	Policy Officer - Hybrid Threats
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4.2	Advisor for Cyber Questions
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4.3.	Advisor on Youth and Security
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## SECONDED POSITIONS

<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAH 02	<b>Location:</b> Kyiv	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Office of the Head of Mission	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **1. Reporting Line**

The Deputy Head of Mission reports to the Head of Mission (HoM).

### **2. Main Tasks and Responsibilities**

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff.
- To deputise for the HoM in his/her absence.
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives.
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC.
- To act as the primary interlocutor at senior management level for the Local Staff Committee.
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming.
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline.
- To undertake any other related tasks as requested by the HoM.

### **3. Mission Specific Tasks and Responsibilities**

- To contribute to the overall planning of the Mission activities in the field of civilian Security Sector reform and to the development of mission reports, including lesson observations, in accordance with HoM's instructions and without prejudice for the prerogatives of the Chief of Staff.
- To contribute to the induction training of Mission staff, as required.
- To support the HoM in the duty of care of Mission staff.

### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration OR police or military equivalent education or training or equivalent rank AND

- After having fulfilled the educational requirements, at least 15 years of relevant professional experience with at least 5 years of experience at senior management level.
- Ability to lead and oversee a Mission with staff members of different professional backgrounds
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol.
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.
- Ability to demonstrate political and diplomatic acumen.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent interpersonal and managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.
- Ability to mentor and motivate staff, to review and edit the work of others.

#### **5. Desirable Qualifications and Experience**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions.
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

## SECONDED POSITIONS

<b>Position Name:</b> Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 01*	<b>Location:</b> Kyiv	<b>Availability:</b> 14 Sep 2016
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **Reporting Line:**

The Chief of Staff reports to the Head of Mission.

### **Main Tasks and Responsibilities:**

- To supervise the Chief of Staff's Office, including the Reporting Section, and the following Mission Headquarters' (MHQs) Departments: Planning and Evaluation, Analysis, Security, Political, Legal, Public Information;
- To exercise the day-to-day coordination of the MHQs' Departments, including Mission Support, in order to ensure that all aspects are globally considered when preparing for the Head of Mission's decision-making and when analysing the internal reporting of Mission activities;
- To ensure that all Mission activities are consistently planned, supported and executed according to Head of Mission's directions (quality control);
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that the MHQs' Staff are periodically updated on Mission implementation progress as well as on the political and security situation of the Mission area;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, (*"the Office of the EUSR,"* if established) the representatives of EU Member States and contributing third States in the Area of Responsibility, according to the Head of Mission's instructions;
- To ensure that liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders, according to the Head of Mission's instructions;
- To coordinate all contributions to the Mission's external reporting;
- To contribute to the induction training of new Mission personnel as required;
- To ensure that all Mission components contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To fulfil any other related tasks delegated to him/her by the Head of Mission.

### **Education and Experience:**

Essential

- Successful completion of university studies of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the educational requirements, a minimum of 12 years of relevant professional experience, with at least 5 years of experience at senior management level.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Science, Security, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the Head of Mission, to establish priorities, to plan and to exercise control;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, whilst taking into account possible new guidance as situations evolve;
- Excellent leadership and managerial skills - ability to mentor and motivate staff, to review and edit the work of others;
- An outstanding team player able to unite staff;
- Excellent interpersonal and communication skills - highly resilient under physical and mental pressure;
- Ability to establish priorities and to plan, coordinate and monitor work of others;
- Experience in monitoring and co-ordinating a broad set of activities and ensuring overall coherence;
- Be able to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail;
- Have excellent communication skills;
- Previous international experience;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.

<b>Position Name:</b> Head of Political, Analysis and Reporting Department	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 11	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/Political, Analysis and Reporting Department	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Head of Political, Analysis and Reporting Department reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Department, to comply with the Mission's operational reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports.
- To act as focal point for all political matters relating to or influencing on the Mission and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation.
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including the benchmarking of achievements, analysis and evaluation of outcome.
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Learned.
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To contribute at the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the OPLAN and the Mission Implementation Plan (MIP).
- To interact with governmental officials at appropriate levels, and representatives of local and international organisations, regarding issues that concern the Mission and in support of the Mission's outreach efforts necessary to allow the Mission to fulfil its mandate.
- To liaise with other relevant international actors at the appropriate level, in particular with the EU Delegation in Kiev.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND

- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at management level.
- Experience in strategic analysis and reporting as well as a sound understanding of strategic and operational considerations.

#### **5. Desirable Qualifications and Experience**

- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity;
- Knowledge of project cycle management.

<b>Position Name:</b> Head of Planning, Coordination and Cooperation Department	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 31	<b>Location:</b> Kyiv	<b>Availability:</b> 23 October 2017
<b>Department/Component/Unit:</b> Chief of Staff Office/Planning, Coordination and Cooperation Department	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Planning, Coordination and Cooperation Department reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Department so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate.
- To ensure, in coordination with the Mission's Operations Department, the support of external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies.
- To oversee the mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission's mandate.
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts.
- To ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission's mandate and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives.
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable.
- To supervise the Coordination and Cooperation Unit input to the development and regular updating of the Mission Implementation Plan.
- To supervise the Coordination and Cooperation Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance.
- To ensure the mainstreaming of Human Rights and Gender aspects into the Department's activities.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To ensure the efficient and effective coordination and delivery of all Programmes and Projects within the Mission's portfolio, in a manner consistent with the Mission's mandate and strategic objectives, and in full support of the operational sections;
- To design and implement effective systems of programme/project management and supervise the effective management and delivery of Missions commitments on Programmes and Projects;

- To liaise closely with international stakeholders ensuring coherence and coordination of approach in the identification and implementation of agreed priorities and actions and in this regard, to work closely with the EU Delegation and the Support Group Ukraine to ensure that activities are consistent with an overall EU Comprehensive approach;
- To provide support on behalf of the Mission to the coordination and cooperation efforts of Ukrainian counterpart institutions with a view to streamline reform efforts and enhance overall donor coordination;
- To deputise for the CoS when so appointed by the CoS or DHoM.
- To contribute to lessons identification.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience, out of which a minimum of 5 years of experience at management level.
- Experience in implementation of reform programmes including a proven ability to establish/review priorities.
- Ability to engage with senior officials/governmental level decision makers.
- Ability to mentor and motivate staff.
- Ability to manage and coordinate a diversified team.

#### **5. Desirable Qualifications and Experience**

- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Knowledge of project cycle management.

<b>Position:</b> Head of Press and Public Information Office (PPIO)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> EK 30062 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> Sep 2016
<b>Division/Department/Unit:</b> Office of the Chief of Staff/Chief of Staff Office/Press and Public Information Office (PPIO)	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

**Reporting Line:**

The Head of PPIO reports to the Chief of Staff.

**Main Tasks and Responsibilities:**

- To direct and supervise the work of the Press and Public Information Office (PPIO);
- To contribute on the policy level and in his/her field of expertise, to the Mission mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP);
- To act as the Mission’s Chief Spokesperson;
- To manage the institutional image of EULEX KOSOVO proficiently, providing relevant advice and guidance;
- To manage the Mission’s internal and external communication pro-actively including through press conferences, background briefings, press releases, interviews, website, intranet, social media etc.;
- To write on behalf of the HoM and other senior Mission staff articles, interviews, op-eds, commentaries and place them in opinion forming media;
- To pitch stories about EULEX KOSOVO to the media;
- To produce image films and video footage for the free of charge use of the media and place it in TV programmes during prime time;
- To create and promote media campaigns and public outreach in support of a positive public image of EULEX KOSOVO;
- To establish a network with journalists and editor’s in chief of key media;
- To contribute to the Mission’s efforts to support local rule of law institutions in their PR work;
- To analyse the public impact of the effectiveness of activities;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the structure;
- To publish a corporate magazine;
- To undertake any other related tasks as requested by the Chief of Staff.

**Education and Experience:**

Essential

- Successful completion of University studies with a normal duration of at least 4 years attested by a diploma at Master's level - equivalent to level 7 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or other related university studies;
- At least 5 years of management experience;
- Sound knowledge of and experience with strategic communication issues and running media and outreach campaigns;
- Track record of managing successfully the image of a large organisation;
- Track record of issues and reputation management;
- Substantive experience working in media, PR and/or advertising;
- Excellent copywriting and copyediting skills.

#### Desirable

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Substantial knowledge of the media landscape;
- Good network and contacts with key media, PR and advertising agencies;
- Good understanding of the political, cultural and security situation of the Balkans, in particular Kosovo;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Very good interpersonal and communication skills, both written and oral;
- Ability to perform under stress and in difficult circumstances;
- Experience in TV and radio production.

<b>Position Name:</b> Senior Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 15	<b>Location:</b> Kyiv	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff Office/ Political, Analysis and Reporting Department/ Political Section	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Political Adviser reports to the Head of Political, Analysis and Reporting Department.

### 2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation.
- To ensure the HoM and senior Mission management as appropriate are regularly updated on relevant political developments.
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM and senior Mission management.
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.
- To prepare/contribute to briefings and notes in a timely manner for the HoM.
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate
- To review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate.
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with CPCC.
- To conduct briefings for Mission staff and other individuals or groups as appropriate.
- To contribute to lessons learned identification.
- To perform any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- Under the supervision of the Head of Political, Analysis and Reporting Department, to ensure the liaison with counterparts in Headquarters.
- Under the coordination of the Head of Political, Analysis and Reporting Department, to liaise with relevant political actors, parliamentarians, local authorities, civil society, EU actors, third States and international organisations.
- To advise, provide guidance and support the Head of Political, Analysis and Reporting Department on issues in order to ensure coherence between Mission activities and the wider political context.
- To lead, direct and manage the work and staff of the Political Advisers
- To advise the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms.
- Act as alternate Mission spokesperson as requested.

- To accompany HoM to meetings, and to prepare records of the same.
- To prepare briefings and notes to ensure timely information for the Head of Political, Analysis and Reporting Department.
- To assist in clearance of draft press releases, public statements and articles.
- To contribute to regular Mission reporting and to other reports, papers and briefings in relation to the implementation of the Mission mandate.
- To assist in conducting and coordinating official visits according to protocol rules.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law or Social Sciences AND
- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience.
- Excellent interpersonal and communications skills.
- Excellent drafting skills.

#### **5. Desirable Qualifications and Experience**

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors.
- International experience, particularly in crisis areas with multinational and/or international organisations.

<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 03	<b>Location:</b> Baghdad/Iraq	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Missions Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Political Adviser reports to the Deputy Head of Mission / Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM, Senior Mission Management Team (SMT) and the Senior Strategic Advisers on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To contribute to the advice to the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of on-going reforms;
- Act as Mission spokesperson as requested.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science, International Relations, geopolitics, International Security, Law AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential knowledge, skills and abilities:**

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Excellent oral and influencing skills, with the ability to give clear advice on issues.

**6. Desirable Qualifications and Experience:**

- Ability to act as Press and Public Information Officer as well as the Missions Spokesperson.
- To assist Head of Mission's Office with Diplomatic and Protocol matters.

**7. Desirable knowledge, skills and abilities:**

- Knowledge of Arabic.

<b>Position Name:</b> Mission Analytical Capability (MAC) Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAC 13	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/Political, Analysis and Reporting Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Analytical Capability (MAC) Analyst reports to the Head of Political, Analysis and Reporting Department.

### 2. Main Tasks and Responsibilities

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by the Head of Political, Analysis and Reporting Department.
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the senior leadership and ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To support the efficiency of information within the Mission;
- To act upon the Mission's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related task as required by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To contribute identifying and mapping relevant entities related to the Mission mandate.
- To support the establishment and management of the Mission Information and Knowledge Management System (IKMS) and use it to collate and process information from all the Mission various components as well as external sources.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations,

Law, Economics) or Business Administration/Management; OR police or military equivalent education or training and rank; AND

- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, out of which a minimum of 3 years of experience of analytical experience in handling, processing and analysis of information from various sources.

#### **5. Desirable Qualifications and Experience**

- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity.
- Knowledge of project cycle management.

<b>Position Name:</b> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> HM07	<b>Location:</b> Ramallah	<b>Availability:</b> 14 Oct 2016
<b>Component/Department/Unit:</b> Main HQ	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**Reporting Line:**

The Senior Reporting Officer reports to the Deputy Head of Mission (DHoM)/Head of Mission (HoM).

**Main Tasks and Responsibilities:**

- To observe internal and external developments relating to the Mission in order to contribute to Mission impact analysis and progress assessment and advice senior management accordingly;
- To support and provide analytical advice to Mission senior management for Mission decision-making in the implementation of its goals;
- To ensure, in close cooperation with the DHoM, that the Mission's reporting products are timely, quality-checked, focused and value-added vis-a-vis Mission decision making and goals;
- To implement reporting system according to a regular reporting schedule and supervise all reports to be submitted to the chain of command;
- To develop measures with the objective to systematically improve the productivity, efficiency and efficacy of the Mission's reporting system;
- To contribute to drafting and editing the Mission's report for EU institutions in Brussels and Member State capitals;
- To contribute to internal Mission planning processes in liaison with the Planning and Evaluation Department;
- To supervise information data handling, ensuring rapid retrieval of documents and information, including access to classified material;
- To be responsible for providing daily support to the Mission Headquarters;
- To support the HoM/DHoM in preparing background papers for meetings and related subject, in coordination with operational sections and external counterparts as needed;
- To act as the Mission's lessons learned focal point;
- To liaise with external counterparts, as necessary, in order to enhance information collection and analysis;
- To contribute to induction and other training with regard to reporting mechanism of the Mission;
- To undertake any other related tasks as requested by the Line Manager.

**Education and Experience:**

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank;

AND

- After having fulfilled the above requirements at least 6 years of relevant professional experience in a related area of work, including positions supporting and advising senior management.

#### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: political science, journalism, literature or any other relevant field;
- Substantial and broad understanding of activities within security sector reform with a particular focus on policing and rule of law;
- Proven analytical capacity, political awareness and judgement;
- Very high proficiency in writing, reading and speaking English;
- Very high proficiency in drafting and writing reports;
- Ability to include mainstreaming of human rights, gender and other relevant cross cutting issues into the reporting;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

#### Desirable

- International experience with multi-national and international organisations/Missions;
- Previous CSDP mission experience.

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-065	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Reporting Officer reports to the Senior Reporting Officer.

**2. Main Tasks and Responsibilities:**

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Managers.

**3. Mission Specific Tasks and Responsibilities: N/A**

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR police or military equivalent education or training or equivalent rank (only in case of policing positions); AND
- A minimum of 4 years of relevant professional experience after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Excellent analytical capability and knowledge of information collection and analytical methods;
- Excellent report compilation, drafting and editing skills.

**6. Desirable Qualifications and Experience:**

- Experience in the area of knowledge management, organisational learning or policy development related working experience;

**7. Desirable Knowledge, Skills and Abilities: N/A**

<b>Position:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO HO 19	<b>Location:</b> Tbilisi	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> HoM & DHoM/CoS Office/ Planning & Evaluation Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Planning and Evaluation Officer reports to the Chief Planning and Evaluation Officer (CPEO).

### 2. Main Tasks and Responsibilities

- To assist the Mission chain of command in developing long term planning and organisational adjustments to reflect changes in the operational context and implementation.
- To assist the CPEO in the administration and coordination of the Mission planning documents and procedures (Mission Implementation Plan (MIP) etc.) to facilitate the achievement of the Mission's strategic priorities and objectives.
- To collate and analyse information from Mission Departments and Field Offices and from external sources to support the evaluation of the MIP.
- To provide and disseminate MIP information and evaluations.
- To update the Mission Information Collection Plan (MICP), and to coordinate the work of the various MICP working groups.
- To assist in updating the Mission policy on Standard Operating Procedures (SOPs) and horizontal guidelines.
- To identify and evaluate Mission-wide risks and assumptions in order to identify new benchmarks and to design new monitoring mechanisms.
- To identify the Mission Best Practices and Lessons Learned.
- To design, implement and update a Monitoring and Evaluation System to support Mission planning.
- To conduct presentations, briefings, background papers and written reports as requested.
- To act on behalf and represent the CPEO as required.
- To undertake any other relevant tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Political Sciences, Strategic Studies, International Relations, Business/Public Administration, Police or Military Sciences; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience including proven experience in developing and implementing Monitoring and Evaluation systems.
- Excellent presentation and written skills.
- Proven ability to establish and maintain effective working relations with his/her team.

#### 5. Desirable Qualifications and Experience

- International experience in multilateral crisis management or similar international organisations.
- Knowledge and experience in the use of computer technology, including familiarity with planning-relevant software and applications.

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted :</b> Mission Support Management Level
<b>Ref. Number:</b> HM06	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Press and Public Information Office	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Press and Public Information Officer reports to the Head of Mission (HoM)/Deputy Head of Mission (DHoM).

### 2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Mission/Deputy Head of Mission;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson in the absence of the Head of Mission/Deputy Head of Mission;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To deliver accurate, timely and sufficient information on EU CSDP Missions EUPOL COPPS and EUBAM Rafah. Information activities will mainly be conducted from the field covering both West Bank and Gaza strip, but part of these activities will also be carried out from Brussels;
- To remain in close contact with the High Representative Spokespersons at EEAS and receive guidance from them when requested;
- To liaise with the EU Delegation to Israel in Tel Aviv and the EU Representative's Office to the West Bank and Gaza Strip in East Jerusalem;
- To develop and implement a media and public information strategy through various communication and promotion programs, projects, events and initiatives using different kinds of communication channels aiming at different target audiences with the overall objective to raise the visibility of the EU and its Missions;
- To support Palestinian counterpart security and justice institutions efforts to enhance and strengthen their strategic communications capability, including advising on a communication strategy and organising media coaching for spokespersons and visibility;
- To administer the Mission's visibility budget;
- To prepare material for delegations that visit EUPOL COPPS and EUBAM Rafah;
- To assist both EUPOL COPPS and EUBAM Rafah HoM's and Mission members in all aspects related to the Public Information, including preparation for interviews;
- To contribute to raising the media awareness of all staff and keeping EUPOL COPPS and EUBAM Rafah personnel informed about the state of play of their respective Missions and the media rules to follow.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree. The qualification should be in any of the fields of Communication Science, Political Science, International Relations, Business Administration or other related fields; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience,
- Excellent drafting and presentation skills;
- Proficiency with social media platforms, website management and design software.

#### **5. Desirable Qualifications and Experience:**

- Experience in and knowledge of the EU Institutions and international standards, particularly related to the CFSP, including the CSDP and the European Communication Strategy and the Visibility Guidelines;
- Knowledge international Human Rights Conventions and Principles;
- Knowledge about the local press and media environment.

<b>Position Name:</b> Executive Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> IAT 04	<b>Location:</b> Baghdad	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities:

- To support the DHoM/CoS in managing the HoM's Office;
- To maintaining a registry of all official contacts with the Mission;
- To ensure that advice and information provided for the DHoM/CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the DHoM/CoS;
- To ensure close cooperation with the DHoM/CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the DHoM/CoS;
- Under the direction of DHoM/CoS, to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Act as best practice and lessons learned officer for the Mission
- Reviewing Mission reporting.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to organise all senior staff work at strategic level;
- Ability to manage and coordinate a diversified and multidisciplinary teams of advisers;
- Proactive and stress-resistant;
- Administrative skills (office management, event planning, project management);

### 6. Desirable Qualifications and Experience:

- Professional training in project management;
- Executive assistant training/course or other related training/course
- CSDP Mission experience
- Knowledge of Arabic.

<b>Position Name:</b> Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 01	<b>Location:</b> Kyiv	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**Reporting Line:**

The Head of Operations reports to the Head of Mission.

**Main Tasks and Responsibilities:**

To manage and coordinate the Mission operations through involving the Deputy Head of Operations, the Heads of Components and the Lead Advisers in the Department of Operations, including the Mission's Regional Presences;

- To report on a regularly basis to the Head of Mission on the achievements and challenges deriving from the conduct of the operations;
- To identify and plan activities fully in line with the Mission's Implementation Plan (MIP), and to feedback results to the MIP to ensure its continued development;
- To support the identification of Mission operational requirements as the situation evolves as well as the design of Mission operational activities in support of tasks and objectives;
- To coordinate the implementation of Mission operational activities while ensuring their orientation and operational coherence towards the Mission end-state;
- To cooperate closely with and fully support the Chief of Staff on the Chief of Staff Office responsibilities on analysis, planning, project management, external donor coordination, strategic communication and reporting.
- To ensure close cooperation with Ukrainian authorities in charge of the Civilian Security Sector Reform at the appropriate level;
- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To perform any other related tasks as requested by the Line Manager.

**Education and Experience:**

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level - equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank  
AND
- After having fulfilled the educational requirements, at least 12 years of relevant professional, experience, out of which at least 7 years of experience at senior management level acquired progressively.

### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Diplomacy, Law, Social Sciences or Public Administration;
- To possess operational and strategic experience with, or in assistance of, Civil Security Sector agencies and/or related democratic oversight or regulatory structures (independent inspectorate, parliamentary oversight committee or ombudsman);
- Occupied a role as a first level adviser to, or member of, a national cross governmental security sector coordination body for a period of at least two years;
- Experience of advising on Civilian Security Sector Reform at the national level, preferably within the CIS, including experience in designing national security sector related reforms, in planning their implementation, related outreach, consultation and change management;
- Be able to demonstrate political and diplomatic acumen;
- Experience in leading and coordinating international efforts to inform host nation development of national level security sector visions, concepts, implementation monitoring and management frameworks;
- Experience of project management with knowledge and experience of leading multi-thematic and multi-layered security, rule of law or stabilisation related programme and project management;
- Proven ability to address these subjects to national, governmental level decision-makers;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the Head of Mission, to establish priorities, to plan and to exercise control; international experience in the senior management in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams (offices or mobile teams) is essential;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Excellent managerial skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Highly resilient under physical and mental pressure;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Familiarity with diplomatic protocol;
- Experience in dealing with the coordination of public institutions at top management levels.

### Desirable

- International experience, particularly in crisis areas with multinational and/or international organisations.

<b>Position Name:</b> Deputy Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO OP 02*	<b>Location:</b> Tbilisi	<b>Availability:</b> 19 Sep 2017
<b>Component/Department/Unit:</b> Operations Department/ Head of Operations Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Operations (DHoOps) reports to the Head of Operations (HoOps).

### 2. Main Tasks and Responsibilities:

- To deputise for the Head of Operations in his/her absence;
- To support the Head of Operations in implementing the Mission's operational activities including in Field Offices in accordance with the Mission's OPLAN and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's end state;
- To develop and to regularly update the Mission Implementation Plan (MIP) by supporting the identification of the Mission's operational requirements;
- To ensure timely internal reporting from the operational perspective against benchmarking;
- To contribute to the Mission's external reporting against benchmarking;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that Mission staff members working under the Head of Operations' responsibility are periodically updated on the Mission's mandate implementation progress;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support HoOps in the effective management of the day to day activities of the Operations Department, with particular emphasis on daily operations, maintaining 24/7 management of all operational activities;
- To drive the 'information-flow' around the Mission ensuring that situational awareness is maintained at all levels;
- To ensure that Head of Field Offices (HoFO) and the monitoring teams implement their tasks in accordance with the Mandate, Standard Operating Procedures (SOPs) and security guidelines;
- To act as first level line manager for MHQ Operations staff;
- To be responsible for operational planning and the coordination of planning processes with other departments, to supervise the transformation of Mission planning directives into operational planning documents and tasks;
- To visit periodically the Field Offices (FOs) to address operational bottle-necks and to provide guidance and mentoring;
- To coordinate other Mission activities which have an impact on Operations, but are not under the control of the Operations Department;

- To assist the HoOps in supervising and coordinating all sections and units of the Department with the view of adjusting the monitoring tasks, as well as the plans under implementation, in accordance with political and security developments;
- To prepare inputs to the agenda of, and chairs in the absence of HoOps, HoFO meetings;
- To act as the first point of contact for the Operations Department in cases of emerging issues;
- To represent the HoOps and the Mission at meetings and conferences, when called upon to do so.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant experience preferably in an operational environment, after having fulfilled the education requirements, out of which minimum 5 years at management level.

#### **5. Essential Knowledge, Skills and Abilities:**

- Possesses in-depth understanding of peace stabilisation mechanisms and conflict prevention, with substantial and diverse experience in all facets of the requirements;
- Strong operational drive with a time critical results-driven outlook;
- Ability to make sound and timely decisions related to own duties as well as those which might affect the interests of colleagues and partners;
- Analytical skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff.

#### **6. Desirable Qualifications and Experience:**

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting.

#### **7. Desirable Knowledge, Skills and Abilities:**

Position Name: <b>Head of Rule of Law Component</b>	Employment Regime: <b>Seconded</b>	
Ref. Number: <b>UAO 71*</b>	Location: <b>Kyiv</b>	Availability: <b>ASAP</b>
Department/Component/Unit: <b>Operations/ Rule of Law Component</b>	Level of Security Clearance: <b>EU RESTRICTED or equivalent</b>	Open to contributing third States: <b>Yes</b>

### Reporting Line:

The Head of Rule of Law Component reports to the Head of Operations.

### Main Tasks:

- To contribute on an operational level and in his/her field of expertise to the mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP);
- To lead, manage and provide guidance and direction to the Mission's Rule of Law Component in consultation in particular with the Deputy Head of Operations;
- To guide the component's work, in close cooperation with the Deputy Head of Operations, in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development;
- To contribute proactively to the Mission's established cross-cutting mechanisms for cross-component cooperation;
- To ensure, at an operational level, coordination, in particular with the Lead Advisers and the other Heads of Components;
- To ensure compliance with instructions from his/her line manager within his/her field of responsibility and to issue clear instructions on the operational level to the Component;
- To travel within the Mission's area of operations as required;
- To ensure timely reporting and information flow within the Mission;
- To perform any other task as requested by the Line Manager.

### Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma in Law, Social Sciences, Business Administration, Economy or Public Administration
- or
- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework
- or
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree
  - And after having fulfilled the above requirements, a minimum of 10 years of relevant and proven professional experience, of which 5 are preferably as a legal practitioner, judge, prosecutor or practising lawyer. In all cases professional experience must demonstrate increasing responsibility at senior management level;
  - A demonstrable track record in implementing judicial/prosecutorial reform;
  - Managerial track record, including in change management and programme/project delivery;
  - Excellent interpersonal and communication skills, both written and oral;
  - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
  - Proven ability to address these subjects both at central and regional level;
  - International experience, particularly in crisis areas with multinational and/or international organisations would be an asset.

<b>Position Name:</b> Deputy Head of Police Advisory Section	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PA02	<b>Location:</b> Ramallah	<b>Availability:</b> 06-09-2017
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Police Advisory Section reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

- To deputise for the Head of Police Advisory Section when so appointed by the Head of Police Advisory Section;
- To lead, direct and manage the work and staff of the Section so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Section's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Section;
- To ensure the consistency and sustainability of Mission's operational activities over time
- To oversee the Section's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Sections/Departements if directed;
- To ensure that Mission staff members working in the Section identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Section's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To advice, assist and deputise the Head of the Police Advisory Section in all matters related to the every-day operations of the section and in support of EUPOL COPPS priorities and goals;
- To manage, provide direction and support to the staff of the Police Advisory Section, particularly in planning-related activities;
- To represent the section in all internal and external meetings as directed by the Head of the Police Advisory Section;
- To actively advice the Head of Mission and contribute to the Senior Management Team;
- To monitor progress of the Police Advisory Section, by ensuring coherence with relevant work-plans and overall Mission objectives;
- To establish and maintain key relationships with key stakeholders, including senior members of the Palestinian Civil Police, Ministry of Interior, etc.;

- To actively coordinate, cooperate and communicate with international community, including key donors;
- To produce high quality reports relating to the work of the Police Advisory Section;
- To closely coordinate with other Sections/Departments in the Mission in relation to planning, donor coordination, projects, reporting, finance, human resources and procurement;

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements out of which a minimum of 5 years at management level;
- Experience in Security Sector/Rule of Law Reform in a national or host state context and in implementation of reform programmes.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff;
- Knowledge and experience on a variety of aspects related to civilian policing and security sector reform at senior level;
- Ability to manage and mentor multi-national teams;
- Ability to engage and negotiate with senior officials/governmental level decision makers;
- Experience in prioritisation, planning and project-development/management;
- Proven ability to translate strategy into actions in a deadline and limited-resources environment;
- Excellent inter-personal skills, including strong self-awareness, in order to be able to effectively navigate in a culturally and politically challenging environment.

#### **6. Desirable Qualifications and Experience:**

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in financial planning, human resources allocation and business development;
- Experience in monitoring and evaluation;
- Educational background in Public Administration, Management/Leadership or related subjects;
- Experience working in the Middle East;

**7. Desirable Knowledge, Skills and Abilities:**

- Understanding of international development concepts and principles;
- Planning/project management qualifications;
- Good knowledge and understanding of human rights and gender concepts.

<b>Position:</b> Head of International Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 42	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ International Coordination Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of International Coordination Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP).
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation.
- To ensure, at operational level, coordination with other relevant operational Units within the Mission.
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility.
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit.
- To identify best practice and lessons learned within the field of responsibility.
- To undertake any other related tasks as requested by the Line Manager.

### Mission Specific Tasks and Responsibilities

- To map and assess the current activities of bilateral and multilateral cooperation programs.
- To assess regularly Niger's security requirements and share them with the regional and international actors.
- To assess, in his/her remit, the needs and possible improvements in terms of regional and international cooperation in Niger.
- To organise coordination meetings between the internal security actors.
- To develop, under the local ownership, the coordination of regional and international cooperation through coordination committees.
- To provide advice on the improvement of the already existing cooperation programs.
- To deliver expertise in terms of international cooperation.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To develop the coordination between the CSDP Missions in the Sahel area.

### Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration- equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area; OR police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Experience in security sector or international cooperation.
- Experience of international organisations and/or multinational operations.

**Desirable Qualifications and Experience**

- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.
- Experience of operations/missions and/or cooperation in Africa.
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

**6. Language Skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Deputy Head of Field Office	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO ZO 02a***	<b>Location:</b> Zugdidi	<b>Availability:</b> 25 Sep 2017
<b>Component/Department/Unit:</b> Operations Department/ Field Office Zugdidi	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Field Office (DHoFO) reports to the Head of Field Office (HoFO).

### 2. Main Tasks and Responsibilities:

In the absence of the Head of Field Office:

- To lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's OPLAN and relevant planning documents;
- To ensure that Mission Staff Members of the FO contribute to identify and report lessons learned and best practices within their respective area of responsibility.

*And at all other times:*

- To support the FO's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the FO AoR;
- To support the FO's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance;
- To coordinate and/or supervise the coordination/cooperation of the FO's staff members as appropriate with local authorities at the relevant level as well as with local EU and international actors;
- To ensure that the FO Mission Members are periodically updated on the Mission's mandate implementation progress;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the Field Office;
- To co-operate with relevant local (municipal and regional) authorities and international organisations, including with a view to monitoring problematic areas in the FO AoR;
- To ensure, in coordination with the SMSO/MSO/FSO, that Field Office staff perform their work in a secure and safe environment, in the FO AoR;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To co-ordinate, manage and control EUMM structures and services at Field Office (FO) level, relating to the Operations and Mission Support Department, in line with the instructions received by the HoFO;
- To follow-up and to cooperate with the Mission HQ on all issues concerning the timely execution of activities relating to the mandate;
- To be responsible for the implementation of contingency or emergency plans, as and when required;
- To assist the HoFO in the planning, launching and carrying out of ad hoc activities emanating from political developments, the operational situation and unforeseen events;
- To oversee the personnel functions within the FO including the maintenance of the duty roster;
- To identify on-the-job training needs.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 7 years of relevant professional experience preferably in an operational environment with at least 3 years of experience at management level, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to use own initiative and make sound and timely decisions;
- Strong operational drive with a time critical, results-driven outlook;
- Ability to acquire useful information from a variety of sources, and writing skills for drafting clear, concise and accurate reports;
- Ability to prioritise and manage a demanding workload;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- Ability to establish good, and diplomatic, relations with government officials.

#### **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

<b>Position Name:</b> Regional Presence Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> ODO 01*	<b>Location:</b> Odessa	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/Regional Presence	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Regional Presence Coordinator reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Regional Presence (RP) team to ensure the implementation of the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate.
- To oversee the RP team's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the RP team.
- To ensure the consistency and sustainability of Mission's operational activities over time.
- To oversee the RP team's contribution to the Mission's internal and external reporting against benchmarking.
- To work in close cooperation with the other Mission Components if directed.
- To ensure that Mission staff members working in the RP team identify and report lessons and best practices within their respective fields of responsibility.
- To deputise for the Head of Operations when so appointed by the Head of Operations.
- To ensure the mainstreaming of Human Rights and Gender aspects into the RP team's activities.
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To operationalize, according to EUAM HQ direction, the Mission mandate and tasks as set out in the planning documents, OPLAN and the Mission Implementation Plan (MIP).
- To act as Mission focal point and direct counterpart to the relevant UA authorities and civil society organisations in the assigned region according to EUAM HQ direction.
- To travel within the Mission's area of operations as required.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the educational requirements, a minimum of 10 years of relevant professional experience out of which a minimum of 5 should be at management level.
- Experience in implementation of reform programmes and in Security Sector/Rule of Law Reform in a national or host state context.

### 5. Essential Knowledge, Skills and Abilities

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff.

#### **6. Desirable Qualifications and Experience**

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

#### **7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or Russian Language skills.

## Seconded

<b>Position Name:</b> Rule of Law/Justice Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> MA 130	<b>Location:</b> Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Strategic Advice	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Rule of Law/Justice Adviser reports to the Chief of Strategic Advice.

### 2. Main Tasks and Responsibilities

- To act as the Mission focal point for Rule of Law (RoL)/Justice matters;
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To act as a trainer on RoL/justice related matters for the police/internal security forces of the host state if applicable;
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To undertake any other related task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To liaise with the Malian justice authorities and Malian Security Sector Reform coordinator;
- To contribute and assist with proposals for the Malian Security Sector Reform, policies and procedures in the areas of the judiciary, penitentiary system and policing;
- To participate in the development and implementation of the Mission's strategies on rule of law related aspects;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the Internal Security Forces (National Police, Gendarmerie, National Guard - ISF) and the penitentiary system;
- To ensure the link between Mission's main activities in the security sector and the wider rule of law;
- To act as a trainer on rule of law/justice related matters for ISF;
- To liaise with other international initiatives, especially other EU programs and MINUSMA.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; **AND**

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

**5. Essential Knowledge, Skills and Abilities**

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation and interpersonal skills.

**6. Desirable Qualifications and Experience**

- A minimum of 1 year of experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/SSR process;
- Experience as a practising lawyer;
- Experience in criminal justice reform either domestically or internationally;
- International experience, particularly in crisis areas with multi-national and international organisations.

**7. Desirable Knowledge, Skills and Abilities**

**Language skills**

Language/Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Lead Adviser on Prosecution	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UAO 72	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Operations Department/ Rule of Law Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Lead Adviser on Prosecution reports to the Head of Rule of Law Component.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing less developed structural areas in the performance and accountability of UA counterparts and to propose solutions for developing and strengthening counterparts/institutions.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To contribute at an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP).
- To act as Mission focal point and direct counterpart to the relevant Ukrainian authorities on prosecution matters.
- To direct and supervise the work of the Mission staff associated to the prosecution development including in the Regional Presences.
- To guide the prosecution team in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation, institutional development.
- To closely collaborate with the Office of the Chief of Staff on donor coordination, evaluation and the implementation of projects.
- To travel within the Mission's area of operations as required.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which a minimum of 3 years of experience at management level;

- Experience in the field of prosecution, criminal defence or as a criminal judge.

**5. Essential Knowledge, Skills and Abilities**

- Ability to mentor and motivate local counterparts;
- Ability to engage with senior officials/ governmental level decision makers.

**6. Desirable Qualifications and Experience**

- Experience of designing and delivering training;
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or Russian Language skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position:</b> Legal Officer Mitrovica Court Level	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> EK 30099 Confirmed Vacancies: 1 Pending Vacancies: 0	<b>Location:</b> Western Balkans Region (Kosovo)	<b>Availability:</b> ASAP
<b>Division/Department/Unit:</b> Executive Division/ EULEX KOSOVO Judges/ Mitrovica Court Level	<b>Security Clearance Level:</b> No Personnel Security Clearance is needed	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Officer Mitrovica Court Level reports to EULEX KOSOVO Judges at the Mitrovica Court Level.

### 2. Main Tasks and Responsibilities:

- To analyse complex cases and trial materials, identify significant legal and factual issues and recommend solutions;
- To coordinate and supervise other court support staff members, such as administrative assistants, court recorder and interpreters/translators;
- To undertake any other related tasks as requested by the EULEX KOSOVO Judges at the Mitrovica Court Level.

### 3. Mission Specific Tasks and Responsibilities:

- To support EULEX KOSOVO Judges in their contribution to the Mission mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with regard to adjudication at the Mitrovica Court Level;
- To support EULEX KOSOVO Judges assigned at the Mitrovica Court Level in pre-trial, trial or appeal proceedings;
- To provide assistance and advice on applicable law, international human rights principles and humanitarian law concerning cases of serious crimes or civil law cases to EULEX KOSOVO Judges, based on thorough legal research;
- To assist the EULEX KOSOVO Judges with legal assessment and evaluation of evidence, review, analyse and advise on all court and investigation documents;
- To prepare or assist with the preparation of legal submissions, including legal opinions, briefs, memoranda, decisions, orders, verdicts and other legal documents, and if working with EULEX KOSOVO Judges in Criminal Law, to also assist with the preparation of summons, arrest warrants, motions, and responses to motions;
- To participate, advise and assist the EULEX KOSOVO Judges in hearings, trials and processing of evidence and documents submitted during the trial;
- To liaise on behalf of the EULEX KOSOVO Judge with (a) the Police, Prosecutors, their Legal Officers, Registry and Defence (Criminal Law) or (b) the Parties and Registry (Civil Law).

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in the field of Law; AND
- A minimum of 5 years of relevant professional experience out of which 4 years of professional experience in the field of criminal and/or civil law, after having fulfilled the educational requirements;
- Experience in the field of drafting decisions in criminal and/or civil cases;
- Staff member is expected to live in the north.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to perform under stress and in difficult circumstances;
- Very good interpersonal and communication skills, both written and oral.

#### **6. Desirable Qualifications and Experience:**

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Completion of Hostile Environment Awareness Training (HEAT/HEST) or equivalent;
- International experience, particularly in crisis areas with international organisations and in an international court.

#### **7. Desirable Knowledge, Skills and Abilities:**

N/A

<b>Position Name:</b> Senior Police Adviser - Community Policing*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA09	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Adviser Community Policing reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To advise at the strategic level and assist the Palestinian Civil Police (PCP) in implementing a shared concept of Community Policing across the organization;
- To advise and develop Community Policing plans with the PCP leaderships in line with their strategic priorities;
- To identify and deliver Community Policing training needs;
- To advise the PCP on the development and management of public partnerships;
- To ensure that Community Policing activities align with the Mission's strategic objectives, including Information-Led Policing, Accountability, etc.;
- To advise other international actors supporting Community Policing initiatives and assist in the coordination of relevant activities;
- To support PCP frontline administrations effectively deliver policing services.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor Degree OR equivalent and attested police or/and military education or training or equivalent rank; AND
- A minimum of 6 years of relevant professional experience, including professional experience in policing and in developing and/or implementing community policing initiatives, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

#### **6. Desirable Qualifications and Experience:**

- A minimum of 3 years of professional experience at management/coordination level;
- Experience of designing and delivering training;
- Experience in project management.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge and understanding of human rights and gender concepts.

<b>Position:</b> Criminal Investigations Adviser/Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAO 89 UAO 90	<b>Location:</b> Kyiv	<b>Availability:</b> 17 January 2018 19 January 2018
<b>Component/Department/Unit:</b> Operations Department/ Rule of Law Component	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Criminal Investigations Adviser/Trainer reports to the Head of Rule of Law Component.

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head Rule of Law Component.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training.
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the OPLAN and Mission Implementation Plan (MIP).
- To provide advice and assistance to the relevant Ukrainian partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen the capabilities in the criminal investigations field.
- To support the adoption of a service-minded and citizen-oriented approach through the development and implementation of SOPs and manuals.
- To identify and advise the relevant Ukrainian partners on the capacity and training opportunities in the criminal investigations field.
- To develop curricula for criminal investigations and deliver training.
- To support in developing and implementing in-service trainings.
- To support the relevant Ukrainian partners in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To work as an Adviser/Trainer travelling within the Mission's area of operations.
- To ensure timely reporting and information flow.
- To identify, analyse and disseminate information on all criminal investigations activities within her/his area of responsibility as required.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including Experience in national/international training units/programmes for law enforcement agencies, after having fulfilled the education requirements.

#### **5. Essential knowledge, skills and abilities**

- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively.

#### **6. Desirable Qualifications and Experience**

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

#### **7. Desirable Knowledge, Skills and Abilities**

- Ukrainian or Russian Language skills.

<b>Position:</b> Migration Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP06	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> 01-04-2018
<b>Component/Department/Unit:</b> Border Management Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser reports to the Head of Unit/Senior Adviser.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support planning efforts addressing immediate requirements to counter Smuggling of Migrants (SoM) and Trafficking in Persons (TiP):
- To contribute with mapping of the relevant national and international actors in regard to trafficking of human beings;
- To liaise with international efforts to fight SoM and TiP, including money-laundering and corruption, as well as with EU Member States and other bilateral efforts;
- To liaise and cooperate closely with other EU missions and International Community actors, as appropriate and directed by the Head of Mission (HoM);
- To undertake any tasks related to CPCC operational planning;
- Progressively as they establish, to engage in consultations with and assistance to relevant institutions and governing authorities, both at central and decentralized levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To contribute to inform and develop EU civilian planning options as part of the overall Security Sector Reform (SSR) effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
- Assessing the overall status of the Libyan capacity to fight SoM and TiP and that of the relevant governing authorities, including through the analysis of the relevant legislation;
- Establishing professional relationships along the criminal justice chain;

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;

#### **5. Essential Knowledge, Skills and Abilities:**

- International migration policies;
- Integrated border management concept, nationally and internationally;
- International border management cooperation and protocols;
- Conventions and protocols against transnational organised crime;
- Strong organisational skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Experience in leading and coordinating multi-thematic and multi-layered efforts;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to mentor and motivate local counterparts.
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications and Experience:**

- At least 3 years of experience of combating SoM and TiP out of 5 years mentioned above;
- Knowledge about EU JHA and international organised crime policies (in particular on SoM and TiP and their implementation (FRONTEX, EUROPOL, EASO, UNODC, INTERPOL));
- Ability to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic and/or French is an advantage;
- knowledge and experience from institutional reforms is an advantage.

<b>Position Name:</b> Penitentiary Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA28	<b>Location:</b> Ramallah	<b>Availability:</b> 20 Apr 2017
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Penitentiary Adviser reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities:

- To advise and mentor the Corrections and Rehabilitation Center Department (CRCD) of the Palestinian Civil Police on the spectrum of their activities, to operate in a manner consistent with international prison and human rights standards;
- To advise and mentor in the adoption of policies, manuals and procedures related to the work of the CRCD (e.g. management of prisoners, prison management, etc.);
- To identify and support the delivery the training needs of the CRCD and the Corrections and Rehabilitation Centers (CRCs);
- To advise and support the development of relevant policies and procedures for the CRCD, with relevant actors, including ministries (Ministry of Interior/Justice);
- To advise other international and national actors concerned with strengthening prisons and assist in the coordination of relevant activities;
- To undertake any other tasks on behalf of the Head/Deputy Head of Police Advisory Section.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 year attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or equivalent rank; **AND**
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Experience and in-depth knowledge of prison management, with substantial and diverse experience in all facets of the job;
- Ability to adopt a strategic and pragmatic approach to the development of a prison system.

#### **5. Desirable Qualifications and Experience:**

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming;
- Project management experience.

### 3. Border Control / Customs Control

#### Border Guard/Border Police

##### Functions (indicative):

- To provide pro-active advice and support to the partner's border guard/border police services in the practical working environment on the basis of relevant Moldovan/Ukrainian legislation.
- To assist and advise partner services in the implementation of more effective border checks in order to combat cross border crime.
- To improve operational effectiveness of partner services through transfer of skills and EU best practices on development of jointly operated border crossing points and one-stop-shop controls.
- To improve operational effectiveness of partner services through transfer of skills and EU best practices, including profiling and other risk assessment tools, and use of special equipment, etc.
- To assist and advise partner services in the prevention, detection and investigation of cross-border crime as well as in the prevention of corruption.
- To provide on the job training on a daily basis to Moldovan/Ukrainian border guard/ border police officials in a live work environment.
- To support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- To contribute to regular reporting.

##### Requirements:

- Active border police/border guard officials of EU Member States at the operational or tactical level.
- Professional experience (minimum six (6) years) with at least three (3) recent years' experience in a Border Police/Border Guard Service (border checks).
- Investigative experience, especially in cross-border crimes such illegal trafficking of arms, ammunition, chemical biological, radiological and nuclear (CBRNe) materials, drugs smuggling, tobacco products smuggling, document crime, motor vehicle crime, etc.
- Practical experience in management or design of jointly operated border crossing points, including the application and implementation of the IBM concept, one-stop-shop controls and /or experience in the Schengen accession process.
- Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials will be an asset.
- Previous involvement in capacity building projects will be an asset.
- Being a certified Schengen evaluator will be an asset.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Fluency in written and spoken English; knowledge of Russian, Romanian or Ukrainian will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.
- Corresponding national security clearance.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## Customs

### Functions (indicative):

- To provide pro-active advice and support to the partner's customs services in the practical working environment on the basis of relevant Moldovan/Ukrainian legislation.
- To assist and advise partner services in the creation of a more effective customs control and to assist in combating cross border crime.
- To improve operational effectiveness of partner services through transfer of skills and EU best practices, including profiling and other risk assessment tools, and use of special equipment, etc.
- To provide on-the-job training on a daily basis to Moldovan/Ukrainian customs officials in a live work environment.
- To support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- To improve operational effectiveness of partner services through transfer of skills and EU best practices on development of jointly operated border crossing points.
- To assist and advise partner services in the prevention, detection and investigation of Customs and VAT fraud, cross-border smuggling of goods, trafficking of drugs, tobacco and weapons, IPR infringements, motor vehicle crime as well as in the prevention of corruption.
- To contribute to regular reporting.

### Requirements:

- Active customs officials of EU Member States at the operational or tactical level.
- Professional experience (minimum 6 years) in a Customs Service (customs control).
- Previous involvement in capacity building projects will be an asset.
- Investigative experience, especially in cross-border violations such as CU and VAT fraud, CU undervaluation, drugs smuggling, tobacco product smuggling, weapons smuggling, IPR infringements, motor vehicle crime etc.
- Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials will be an asset.
- Operational experience at road and rail Border Crossing Points or border operations.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Practical experience with implementation of the IBM concept.
- Fluency in written and spoken English; knowledge of Russian, Romanian or Ukrainian will be an asset.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.
- Experience in using non-intrusive inspection technologies (x-ray devices).
- Corresponding national security clearance.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

<b>Position:</b> Human Rights Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PR07	<b>Location:</b>	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Programme and Evaluation Department	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Human Rights Expert reports to the Head of Planning and Evaluation Department.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for human rights matters;
- To monitor and analyse the human rights situation in the host state;
- To provide advice to the Mission on relevant human rights developments, policies and trends in the Mission's Area of Responsibility;
- To provide advice and support to the Mission on human rights mainstreaming, including on the 'rights-based-approach' in processes of planning and policy development, and during the mission's mandate implementation, in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP);
- To provide training through the Heads of Section for the relevant mission members (collectively and individually) with regard to the mainstreaming of human rights in their respective activities;
- To assist the Mission in the evaluation and reporting procedures regarding human rights related issues;
- To perform human rights related activities and their follow up for the Mission in coordination with relevant operational sections;
- To establish and maintain relations with relevant international partners, and mainly the 'EU family', in order to exchange relevant human rights information and co-ordinate strategic and operational activities, and to support the co-ordination of donor efforts in the field of human rights; In close coordination with the Mission's operational components, to advise on the promotion of human rights among the relevant elements of the Palestinian Authority and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To advise on the development and management of strategic communications with regard to human rights;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To contribute to Mission's reporting and information flow on human rights related aspects;
- To contribute to the induction training of Mission's staff members as required;
- To contribute to identify and report on lessons learned and best practices within the field of human rights.

### 3. Mission Specific Tasks and Responsibilities:

- To maintain cooperative and effective working relationships with relevant staff of the Ministries of Justice and the Interior, the Palestinian Civil Police, the Corrections and Rehabilitation Department (CRCDC – prison service), the High Judicial Council, the Attorney General Office and Prosecution

Service, the Palestinian Bar Association, and other relevant local in order to promote human rights principles and standards and their respective responsibilities in this regard;

- To advise the above mentioned counterparts and stakeholders on effective mainstreaming of human rights within their respective strategic and operational activities , inter alia through the establishment and strengthening of Human Rights Units, through supporting legislative drafting, through supporting the correct and uniform interpretation and implementation of international obligations, as well as through setting up accountability mechanisms (training, oversight, evaluation, disciplinary enforcement);
- To identify gaps and needs pertaining to human rights within these organisations and assist in the development of projects to meet these needs;
- To assist the Mission through human rights input in the implementation of its programmes and projects, inter alia in realisation of activities under the Mission Implementation Plan (MIP), including through the advice and support related to the design and execution of training for members of the Palestinian police, prison service and institutions of the Palestinian justice sector regarding human rights concepts, international human rights standards and practices, and directly through the work on Police (and Security Sector) Accountability, Family Protection and on Fair Trial in Criminal Procedures;
- To undertake any other tasks on behalf of the Head of Planning and Evaluation Department.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Sciences, International Relations, Law or other related filed; **AND**
- After having fulfilled the education requirements a minimum of 5 years of relevant professional experience;
- Experience in and thorough knowledge of human rights and good governance concepts, including oversight, transparency, accountability and judicial independence in the wider rule of law and security areas, and of human rights mainstreaming issues and tools, particularly in a post-conflict environment/SSR process;
- Drafting skills;
- Knowledge of the roles of the different justice institutions and criminal justice systems.

#### **5. Desirable Qualifications and Experience**

- Experience in the field of human rights and/or anti-corruption activities in conflict, post-conflict or transitioning regions, preferably with an international organisation.
- Experience in the design of training curricula and conducting training on Human Rights issues.
- Experience in networking, establishing and maintaining a high number of relevant contacts.
- Excellent analytical skills and initiative, and an ability to prioritise large volumes of information and competing tasking within a politically dynamic environment.
- Negotiation skills, tact and discretion.
- Knowledge of data analysis software and tools.
- Project management experience.
- Knowledge of Arabic.

<b>Position Name:</b> Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PR08	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission HQ Office	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Gender Adviser reports to the Head of Mission (HoM) through the Deputy HoM/Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender and gender mainstreaming issues;
- To advise on gender and gender mainstreaming issues within the Mission as well as throughout the Mission's activities;
- To advise on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- In close coordination with the Mission's operational components, to advise on the promotion of gender equality and gender-sensitive policy among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent in the Mission's Implementation Plan;
- To monitor and analyse the gender situation in the host state;
- To advise on the development and management of strategic communications with regards to gender issues;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To liaise with the local and international entities involved in the promotion of gender equality and gender mainstreaming;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to identify and report on lessons and best practices within the field of gender;
- To contribute to the induction training of Mission's staff members as required;
- To perform any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To contribute to the Mission's mandate implementation in line with the Operation Plan, the OPLAN and Mission Implementation Plan (MIP) in particular with respect to advising on mainstreaming gender issues within the Ministry of Interior (MoI), Palestinian Civil Police (PCP) and criminal justice institutions in line with EU commitments;

- To advise Mission management and Mission members on gender and gender mainstreaming, in line with the EU Gender Action Plan and the European Union's Gender Policy for CSDP in relation to Mission activities;
- To provide advice to the PCP and criminal justice institutions on the development of strategies with respect to gender issues and the implementation of strategic objectives once defined;
- To liaise with the criminal justice institutions, the PCP, relevant ministries, civil society and with the Palestinian Independent Commission on Human Rights with respect to gender issues;
- To coordinate when necessary the Mission's activities with donors who are active in providing advice on gender issues. This may involve participating in working groups;
- To actively work with the Human Rights Advisers who on cross-cutting human rights and gender related issues;
- To ensure development of and oversight over the implementation of the Mission internal Gender Strategy, including gender focal point system.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ Security Sector Reform process, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Analytical and advocacy skills on gender issues;
- Negotiations skills;
- Ability to establish and maintains relationships with a board range of people to understand needs and gain support;
- Proactive in developing strategies to accomplish objectives;
- Knowledge of different methodologies for promoting gender equality;
- Ability to design, develop and conduct training on gender and gender mainstreaming;
- Knowledge of security and justice sector reform;
- Ability to translate strategy into action and to work effectively in a deadline driven environment.

#### **6. Desirable Qualifications and Experience: N/A**

#### **7. Desirable Knowledge, Skills and Abilities: N/A**

<b>Position:</b> Project Manager	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level
<b>Ref. number:</b> SOM-070	<b>Location:</b> Mogadishu/Hargeisa/ Garowe/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission/ Deputy Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Project Manager reports to the Project Cell Coordinator.

### 2. Main Tasks and Responsibilities:

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess and ensure quality of project proposals and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To undertake any other related tasks as required by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities:

- To coordinate project-related activities by providing advice to the Mission in relation to other (UNDP, MASE, MARSIC, INTERPOL) programmatic activities existing in the region.

### 4. Essential Qualification and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree.
- The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- A minimum of 4 years of professional experience, in the field of planning, implementation and evaluation of projects after having fulfilled the education requirements.

### 5. Essential knowledge, skills and abilities:

- Teamwork capabilities;
- Time management skills;
- Problem solving skills;
- Project management skills.

### 6. Desirable Qualifications and Experience:

- University/master degree in project management or other related topics;
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context;

- International experience, particularly in crisis areas with multinational and/or international organizations.

**7. Desirable knowledge, skills and abilities:**

- Familiarity with the EU Financial Regulations.

<b>Position Name:</b> Programme Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PR02	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Programme and Evaluation Department	<b>Level of Security Clearance:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Programme Manager reports to the Head of Planning and Evaluation Department.

### 2. Main Tasks and Responsibilities

- To assist and advise the Head of Planning and Evaluation Department (PED) on the Department's contribution at the policy level to the Mission's efforts on mandate implementation in line with the CONOPS, OPLAN and the Mission Implementation Plan (MIP), through a programmatic approach in comprising benchmarking, monitoring and evaluation mechanisms.
- To support, on behalf of the Head of PED, the management of the Police Advisory and Rule of Law Sections in translating the benchmarks and objectives of the MIP into their work.
- To ensure that PED initiatives and planning are followed-up on and properly recorded for purposes of institutional learning and internal accountability, in coordination with the Police Advisory and Rule of Law Sections.
- To monitor and analyse internal and external developments relating to Mission programmes and to fully brief the Head of PED accordingly.
- To analyse and assess the developments and achievements of Mission operational objectives.
- To ensure timely and accurate monitoring, evaluation, reporting and information flow as per planning documents, including the MIP and other reports of the Mission.
- To coordinate, as appropriate, with internal and external stakeholders.
- To contribute, as appropriate, to the Mission's support and advise to counterpart institutions in the security and justice sectors in their planning, monitoring and evaluation activities.
- To contribute, as appropriate, to the Mission's support to security sector and justice sector co-ordination mechanisms as well as thematic coordination mechanisms.
- To develop best practices on project management and make training recommendations.
- To record and diffuse internally – as appropriate - lessons learnt.
- To advise project leaders in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.
- To undertake any other tasks as required by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To assist in developing new projects according to the objectives of the Mission mandate, including carrying out Strengths, Weaknesses, Opportunities and Threats (SWOT) analyses and identify risks and assumptions, new benchmarks and evaluation mechanisms.
- To compile relevant statistics and carry out quantitative and qualitative analysis/evaluation of Palestine's wider rule of law and security structures/activities relevant for the Mission.

- To actively participate in the efforts of the co-location team embedded in the Palestinian Civil Police (PCP) as per modalities decided by the Head of PED.

#### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration; **AND**
- A minimum of 5 years of relevant professional experience.
- Professional experience in operational aspects of Programme Management and report writing.
- Very good interpersonal and communication skills, both written and oral.
- Excellent editing and drafting skills.
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.
- International experience, particularly in crisis areas with multi-national and international organisations, preferably in a CSDP operation.
- Proven understanding of complex organisations and organisational change management processes.
- Sound understanding and proven experience in with justice and/or security sector reform, development and institution/capacity building.
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds, whilst maintaining impartiality and objectivity.

#### **5. Desirable Qualifications and Experience**

- Experience in evaluation and compliance procedures in a CSDP operation.
- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.

<b>Position Name:</b> Coordination and Cooperation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> UAC 37	<b>Location:</b> Kyiv	<b>Availability:</b> ASAP
<b>Department/Component/Unit:</b> Chief of Staff Office/Planning, Coordination and Cooperation	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Coordination and Cooperation Officer reports to the Head of Planning, Coordination and Cooperation Department.

### 2. Main Tasks and Responsibilities

- To map, assess and review current bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To facilitate liaison and coordination between Mission operational components/units and relevant stakeholders;
- To provide advice in the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational Components representatives;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities

- To assist the Head of Planning, Coordination and Cooperation Department to coordinate all contributions from Operations to the mission's internal and external periodic reporting;
- To ensure that all Coordination and Cooperation Department activities are consistently and coherently planned and supported according to the Mission mandate and tasks as set out in the planning documents, OPLAN;
- To continuously map and assess the current activities of bi-lateral and multi-lateral assistance to the Ukrainian security sector;
- To continuously map and assess the activities of Ukrainian NGOs and civil society related to Ukrainian CSSR;
- To provide advice on the improvement of coordination initiatives;
- To contribute in identifying lessons learned and best practises in his/her respective field of competence;

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience, including experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities

- Capacity to analyse and structure information;
- Planning and coordination skills;
- Capacity to deliver in a structured way;
- Networking and mediation skills;
- Language skills (if applicable).

**6. Desirable Qualifications and Experience**

- Experience in Security Sector/RoL reform in a national or host state context;
- Experience in a coordination function.

**7. Desirable Knowledge, Skills and Abilities**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level;
- International experience, particularly in crisis areas with multinational and/or international organizations would be an asset;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

<b>Position Name:</b> Monitor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> Generic	<b>Location:</b> Zugdidi/Gori/Mtskheta	<b>Availability:</b> See page 1&2
<b>Component/Department/Unit:</b> Operations Department/ Field Office Zugdidi/Gori/Mtskheta	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Monitor reports to the Head of Field Office (HoFO), through the Team Leader (TL).

### 2. Main Tasks and Responsibilities:

- To conduct monitoring activities in full compliance with the Mission's mandate;
- To monitor, analyse and report on requested issues pertaining to the situation in the FO Area of Responsibility (AoR), in line with the various components of the Mission's mandate;
- To contribute to the production of accurate reports and to make recommendations for improvement, as necessary;
- To assist, advise and update the Line Management on critical or emergency events in areas covered by the Mission's mandate that require immediate action/reaction by Line Management;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To monitor full compliance of all parties with the Agreements of 12 August and 8 September 2008 ending hostilities in Georgia and compliance with the Technical Arrangements with the Georgian Ministry of Internal Affairs (MIA), State Security Service of Georgia (SSSG) and Ministry of Defence (MoD);
- To monitor, report and analyse the on-going normalisation process of civil governance focusing on rule of law, effective law enforcement structures and adequate public order;
- To monitor, report and analyse the situation of Internally Displaced Persons (IDPs), Refugees and Returnees;
- To monitor the security of transport links, energy infrastructures and public utilities;
- To monitor human rights issues and the implementation of the human rights measures in conformity with the Mission mandate and tasks;
- To report on possible human rights violations in conformity with the Mission mandate and tasks;
- To propose, via the TL and HoFO, for approval by HoM and DHoM/CoS, confidence-building activities and measures;
- To cooperate with all relevant authorities, local and international organisations when instructed by the TL;
- To drive EUMM vehicles with manual and automatic transmission during patrols in rough terrain and on duty trips.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum 3 years of relevant professional experience in the police, military, public administration, political science, human rights or humanitarian organisations, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Experienced driver of vehicles with manual transmission and over rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources, and writing skills for drafting accurate reports.

#### **6. Desirable Qualifications and Experience:**

- Experience of working with civil society;
- Experience in conflict management, facilitation, mediation, conflict sensitive interventions ("do no harm");
- Experience in working on land ownership issues, land disputes and property law;
- Experience in preparing project proposals and action plans;
- International experience, particularly in crisis areas with multi-national and international organisations.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Basic understanding of topographic maps, colours, symbols and scales;
- Ability to conduct analysis based on information, knowledge management and databases;
- Category C driving license;
- Any other specialised knowledge or skills, which could be of use for the Mission (e.g. special knowledge on property issues in post-conflict environment, special knowledge of irrigation, etc.).

<b>Position Name:</b> Operations Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> GEO GO 04	<b>Location:</b> Gori	<b>Availability:</b> 07 Mar 2018
<b>Component/Department/Unit:</b> Operations Department/ Field Office Gori	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Operations Officer reports to the Head of Field Office (HoFO).

### 2. Main Tasks and Responsibilities:

- To conduct quantitative and qualitative analysis of inputs originating from the Field Office's (FO) operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To plan, task and oversee the execution of all FO patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow through the FO by briefing staff and compiling reports so that all FO personnel are kept informed and updated on events;
- To maintain and update Standard Operating Procedures (SOPs);
- To handle incidents and events in the Area of Responsibility (AoR) as a member of the Field Office Security Management Team;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To suggest amendments to Mission HQ Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities in the FO;
- To plan visits of external official visitors to the FO, and to conduct external activities.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience in an operational environment with a demanding workload and tight deadlines, after having fulfilled the education requirements.

## **5. Essential Knowledge, Skills and Abilities:**

- Organisational, prioritisation, planning, and time-management skills;
  - Conceptual and strategic skills;
  - Writing skills for drafting concise and accurate operational reports;
  - Presentation skills;
  - Analytical capability and knowledge of information collection and analytical methods.
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## **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations.

## **7. Desirable Knowledge, Skills and Abilities:**

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<b>Position:</b> Training Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-022	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu/Operations Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Training Coordinator reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Operations.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan (MIP) in the field of training.
- To conduct Mission direct training activities according to the MIP and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components.
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To support the Head of Operations and Mission's advisers on all training related projects, especially the projects related to Maritime Law Enforcement Agencies (MLEA) training activities.
- To facilitate the Police Professional Development Board (PPDB).
- To participate in the Police Project Coordination Cell (PPCC).
- To assist the development tools and curricula for MLEA and to coordinate as required.
- To develop tools to assess the effectiveness of the conducted training, including Train the Trainer courses, the participation of visiting experts and e-learning, under the guidance of the Head of Operations and in close cooperation with the Mission's advisers.
- To assist the organisation of training activities with counterparts, e.g. EUNAVFOR Atalanta, UNODC, UNSOM, IT, AMISOM, etc.
- To work with the Project Manager and others, such as EUDEL, in the management and delivery of complimentary project based activities in support of the Mission's mandate.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications

Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank.

- The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration or other relevant field AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

#### **5. Desirable Qualifications and Experience**

- Experience in international efforts to support host state reforms in the area of Law Enforcement.
- Professional Training Qualification from recognised institute.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organisations, ideally in an operational management capacity.

<b>Position Name:</b> Brussels Support Element / Policy Support Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> BRS-122*	<b>Location:</b> Brussels	<b>Availability:</b> 7 Feb 2018
<b>Component/Department/Unit</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The BSE / Policy Support Officer reports to the Head of Operations (HoO), while embedded within the CPCC Somalia Desk from whom he/she may also take instructions.

### 2. Main Tasks and Responsibilities:

- To maintain close coordination between the Mission and the CPCC, as well as with other relevant EEAS/Commission services and EU Member States under the overall coordination of the CPCC Somalia Desk;
- To closely coordinate with the Mission regarding its specific tasks implementation as well as Brussels based developments and to follow closely any relevant developments in the Mission's area of interest;
- To provide analysis on the Mission's specific tasks implementation;
- To contribute to the reporting and to the drafting of reporting, planning and other documents related to the Mission;
- To support the organisation of CPCC visits to the Mission area and Mission's visits to Brussels and capitals;
- To regularly visit the Mission in agreement with the HoO and CPCC;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities:

- To work closely with appropriate counterparts in the European Commission and its programs, and with the EU Special Representatives' Office in Brussels;
- As appropriate contributes to CPCC's presentations to Brussels-based working groups and other actors.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Analytical and reporting skills;
- Networking skills.

### 6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in of Security Sector/Rule of Law (RoL) Reform analysis with a demonstrated ability to coordinate with many different levels and participants.

### 7. Desirable Knowledge, Skills and Abilities:

- Ability to develop and maintain effective work relationships with different national and cultural background with sensitivity and respect for diversity;
- Knowledge of development aid and/or financial and technical cooperation projects, ideally through EU financial instruments;
- Knowledge of the European Commission's aid programming and implementing process.

# United Nations

## *Job Description for Positions requiring official secondment from national governments of Member States of the United Nations Organization*

<b>Post title and level</b>	<b>Police Adviser, seconded (non-contracted)</b>
<b>Organizational Unit</b>	<b>United Nations Mission in the Republic of South Sudan</b>
<b>Duty Station</b>	<b>Within the Mission area according to the operational requirements</b>
<b>Reporting to</b>	<b>Police Commissioner through the established chain of command</b>
<b>Duration</b>	<b>12 Month (extendible)</b>
<b>Deadline for applications</b>	

**United Nations Core Values: Integrity, Professionalism and Respect for Diversity**

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### **RESPONSIBILITIES:**

Under the authority of the direct supervisor within the organizational structure of the UN Mission Police Component and within the limits of delegated authority, the UN Police Adviser will be responsible for, but not limited to, the performances of one or few of the following duties:

- Advise on the preparation of plans and programs related to institutional development for the effective and efficient administration and operation of the local police and carry out special studies, research and management of projects in this regard;
- Advise and assist the local police in translating strategic policies into concrete action for the smooth implementation of capacity-building projects;
- Mentor the operations and other duty activities of the local police and provide advisory support in the relevant area of expertise through observation and guidance, assisting in improving their skills and knowledge to adopt the best practices.
- Assist the local police in developing training programs and delivering training when necessary. In close coordination with local police training staff, assist in developing local police training programs, lesson plans, and prepare appropriate learning materials, guide books, manuals and all other instructional materials as necessary; conduct research, gather data and develop new and improved instruction methodologies for presentation of training modules.
- Provide support to the local police in the areas of operational capacity building, planning and organizing various operations through advising, coaching, mentoring, co-location and training; assist and provide relevant training in preparation of operational guidelines, procedures and regulations;
- Provide sound advisory services in the development and implementation of integrated strategies within the local police crime service and other relevant local law enforcement agencies in combating crime;
- Assist the local police with the development and implementation of the projects in the areas of crime combating and crime prevention;
- Provide technical advice and assistance to the local police, including guiding when necessary, on countering sexual and gender-based violence, illicit trafficking in narcotics, weapons and human beings, organized crime and transnational crime;
- Plan, develop and implement donor aid projects so that mission mandated goals, priorities and vision are effectively supported by donor contributions. Coordinate donor's support and investments into local police capacity building programs.

- In close collaboration with the local police, develop long-terms and short-term strategies in the areas of budgeting, logistics, transport system administration, procurement, supply, auditing, human resources management and legal support.
- Provide support to the local police authorities in elaborating resource requirements for budget submissions and strategic financial planning.
- Assist the local police in the development of the efficient human resources management system;
- Perform the duties in the areas related to the UN Police component management, administration, logistic and operational support, including FPU management and coordination (where applicable);
- Perform other duties as may be required by the UNPOL leadership within the framework of mandate implementation.

### **COMPETENCIES:**

**Professionalism:** Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **QUALIFICATIONS:**

**Education:** Graduation from Police College or Academy or other recognized law enforcement educational institution is required. University degree in related field (law, law enforcement, security, forensic, criminology etc.) is desired.

**Work Experience:** A minimum of 5 years (in some missions 7 years) of active experience in national law enforcement is required in one or several areas of the following areas: Management (including, for example, police institution- and capacity-building), Administration (including, for example, human resource management, administration of police bodies, logistics, financing and budgeting), Police Operations/Security (including, for example, planning, maritime/riverine policing, border security, customs, immigration , special/formed police units operations, transnational organized crime), Crime Management/Crime Prevention (including, for example, crime investigation, forensic and community policing), Training (training organization, delivery and management, curriculum development and train-the-trainers) and Technical Support (including, for example, weaponry, police communication, civil engineering, architecture, natural

disaster management, medical services). Peacekeeping or other international experience in the UN or other organizations is an advantage.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

**Assessment for Mission Service:** All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in candidate's repatriation. All repatriation related expenses in this case are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State prior to the police personnel deployment.

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**Preference will be given to equally qualified women candidates.**

**Date of Issuance:** .....

<http://www.un.org/en/peacekeeping/sites/police>

**In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.**

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Police Mission for the Palestinian Territories (EUPOL COPPS)</b> <b>2-2019 CRT Call for Contributions for one (1) CRT or other EU Member State Expert</b>				
<b>Organisation:</b>	EUPOL COPPS			
<b>Availability:</b>	As indicated below, deployment for 3 months, with a possible extension			
<b>Job Location:</b>	Ramallah, Palestine			
<b>Employment Regime:</b>	Seconded CRT			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	CRT 004	Adviser Environmental Investigations	Ramallah (OPT)	ASAP, latest 1 <sup>st</sup> December 2019
<b>Deadline for Applications:</b>	Monday 21 October 2019 at 17:00 hours (Brussels time)			
<b>Applications must be submitted via:</b>	<a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Ms Rosangela DE JESUS DAS NEVES</b> <a href="mailto:cpcc.eupolcops@eeas.europa.eu">cpcc.eupolcops@eeas.europa.eu</a>			

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The Civilian Planning and Conduct Capability (CPCC) encourage Member States and European Institutions to take this into account when offering contributions at all levels.

To ensure duty of care in a non-benign environment, selected seconded candidates shall be able to serve the full period of secondment before reaching the normal age of retirement in EU Member State of origin/country of residence.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member States will be considered. All personnel-related costs for selected seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area and allowances will be borne by the proposing Member State.

**Leave** – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended. As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, all travel costs related to the leave must be borne by the sending EU Member State or by the expert.

**Tour of Duty** – The initial duration of the deployment should be of 3 months, with a possible extension.

The Civilian Operations Commander requests that Member States propose candidates for the following international expert position(s) for EUPOL COPPS, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

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 an EU Member State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Candidates 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 candidates shall carry out their duties and act in the interest of the Mission.

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

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able 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 Mission.

**Physical and Mental Health** – The candidates must be 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 candidates should, in principle, be under the normal age of retirement in the concerned Member State.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## II. REQUIREMENTS

### II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

#### 1. Education and Training

**Education** - The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

**Training** – e-BASE and e-SAFE<sup>2</sup>.

#### 2. Skills and abilities

**Language Skills**<sup>3</sup> – Spoken and written proficiency in the working language of the Mission.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational skills** - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

### II.B Desirable Requirements

**Knowledge of the EU Institutions** – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**Knowledge of the Mission area** – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures (distinct advantage).

**Knowledge and Experience of SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

**Language** – Some proficiency in local language(s), depending on the job tasks and responsibilities.

**Driving Licence** - Category C or equivalent Driving License – A distinct advantage and highly desirable, given it is a requirement for driving armoured vehicles in the Mission area.

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<sup>1</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

<sup>2</sup> <https://webgate.ec.europa.eu/eeas/security-e-learning>

<sup>3</sup> [Common European Framework of References for Languages](#)

### III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

**Passport** – The selected candidate must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued. This is to facilitate and afford appropriate operational freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

**Visas** – EU Member States and the selected candidate 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.

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded personnel.

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

### IV. ADDITIONAL INFORMATION

**Selection Process** – The candidates considered to be most suitable will be shortlisted 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 for interviews, the EU Member State will bear any related costs.

**N.B.:** The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – Member States will be informed about the outcome of the selection process after its completion.

**Data Protection** – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. [Privacy Statement](#).

**Job Descriptions** – The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

<b>Position name:</b> Adviser Environmental Investigations	<b>Employment Regime:</b> Seconded – Civilian Response Team Expert	
<b>Ref. Number:</b> CRT004	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP, latest 1 <sup>st</sup> December 2019
<b>Component/Department/Unit</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

The Adviser Environmental Investigations reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission’s efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within local institutions, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationship with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate/needed;
- To undertake any other related task as required by the Line Manager(s).

### 3. Mission specific Tasks and Responsibilities:

- To provide expertise and advice to strengthen the ongoing activities of Palestinian Civil Police (PCP) structure, dealing with Environmental Crime capacities in the field of reorganization of existing structure, dealing with Environmental Crime;
- To support the adoption of new approach with regards to Environmental Crime through development and implementation of SOPs and manuals as deemed necessary;
- To identify and advise the PCP on capacity and training gaps of existing experts on Environmental Crime(s);
- To support the existing PCP Environmental Crime experts through identifying appropriate equipment and infrastructure needed in the short-, medium- and long-term;
- To advise the PCP in developing a regulatory framework, techniques, structure, training and infrastructure of the foreseen Environmental Crime Investigations;

- To develop/establish and maintain excellent working relations with relevant authorities within the PA, including the Environment Quality Authority, the Attorney General's Office, the Civil Defence and with civil society organisations to consolidate their interaction and coordination with the PCP.

#### **4. Essential Qualifications and Experience:**

- Successful completion of relevant university studies of at least 4 years attested by diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of impact of Environmental Crime on pollution of the nature, effects of it on quality of life in short/medium/long term;
- Experience in reforming the management of an organisation, including at the strategic level;
- Sound understanding of Human Rights and Gender (HRG), including experience working in projects that integrate HRG mainstreaming and their added value for counterparts;
- Proven ability to develop/establish and maintain excellent working relations with other national and international stakeholders, operating in the theatre with similar goals;
- Ability to mentor, motivate and/or coordinate national and international counterparts, including possible donors.

#### **6. Desirable Qualifications and Experience:**

- Proven ability and experience in identifying training needs, developing curricula and delivering training, including at the level of Train the Trainers (ToT);
- Experience in managing man/natural made/caused disasters of large scale;
- Experience in project management;
- Experience in working in an international organisation operating in a conflict or post-conflict environment.

#### **7. Desirable Knowledge, Skills and Abilities:**

- C1/C driving licence, ability of driving 4x4 vehicles;

<b>Position Name:</b> Cyber Crime Adviser/CRC Member	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 30	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Cyber Crime Adviser reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

#### 3.1. Mission Specific Tasks and Responsibilities:

- To provide advice and support the Palestinian Civil Police (PCP) to detect, prevent and investigate crimes, particularly related to cybercrimes/computer related crimes;
- To support service-minded policing through the overall development of the Cybercrime Unit;
- To advise in the adoption of relevant laws, policies, manuals and SOPs related to cybercrime;
- To mentor the staff of the Cybercrime Unit in order to enhance their capacities, skills and knowledge;
- To ensure effective coordination and coherence between the Cybercrime Unit and other criminal investigation departments, as well as other frontline policing units;
- To enhance coordination and cooperation between police and prosecution in the area of cybercrime through agreed mechanisms and procedures;
- To closely coordinate and cooperate with other international stakeholders and key donors to support the overall development of the Cybercrime Unit;
- To deliver relevant training to the PCP and Public Prosecutors in the field of cybercrime.

#### 3.2. Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, including experience in the operational fight against cybercrime at national/international level, after having fulfilled the education requirements;
- Experience in computer networks, computer science, programmes, etc. from a police or security organization;
- Experience working in an advisory or mentor capacity.

#### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of civilian policing and the rule of law;
- Negotiation skills working in a multi-national context;
- Ability to examine forensic digital evidence related to crime scenes;
- Ability to process and analyse information and data, including reporting progress and challenges.
- Ability to conducting trainings;

#### **6. Desirable Qualifications and Experience:**

- Experience working in an international organization operating in a conflict or post-conflict situation;
- Experience in programme and project management;
- Broad CID experience.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Understanding of international development concepts and principles;
- Knowledge of developing manuals or SOPs;
- Planning/project management qualifications;
- Knowledge and understanding of human rights and gender concepts.

<b>Position:</b> Legal Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBAD02	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Adviser reports to the Head of Mission Support Department.

### 2. Main Tasks and Responsibilities:

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate.
- To draft legal guidelines for the Mission in accordance with line management instructions.
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues.
- To liaise with international and local stakeholders in legal issues.
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings.
- To plan and carry out trainings related to general legal issues.
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements.
- To undertake any other tasks required by the line managers.

### 3. Mission Specific Tasks and Responsibilities:

- To give legal advice on registration process in Tunisia and Libya.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification must be in Law; AND
- A minimum of 6 years of relevant professional experience with at least 3 years of experience at a senior level.
- Good understanding and experience of public international law, European law, labour law;

### 5. Essential Knowledge, Skills and Abilities:

- Previous experience in working on both private and public sectors.
- Knowledge of the jurisprudence in the host country.
- Previous experience on downsizing and liquidation of an international Mission.
- Knowledge of the EU Financial Regulations including public procurement.
- Previous experience in international litigation.

### 6. Desirable Qualifications and Experience:

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;

- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.

<b>Position Name:</b> BSE Human Resources and Administration	<b>Employment Regime:</b> Seconded/contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management Level
<b>Ref. number:</b> BSE01	<b>Location:</b> Brussels	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Deputy Head of Mission / Chief of Staff	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The BSE Human Resources and Administrative Officer reports to the Head of Mission, but is embedded in the CPCC in Brussels and functionally cooperates closely with the Mission Support Division.

### 2. Main Tasks and Responsibilities:

- To prepare Calls for Contributions and to participate in their distribution;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions and Standard Operating Procedures;
- To implement the selection staff policies and processes job applications as per CPCC rules
- To maintain records related to staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by Head of Mission/Deputy Head of Mission.

### 3. Mission Specific Tasks and Responsibilities:

- Establishes and maintains contacts with the Member States and other international actors as well as the civil society at Brussels Level;
- Supports HR, logistic, finance, procurement and contracting processes;
- Uses legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions;
- Liaises as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;

- Provides assistance to the Mission departments related with all HR, logistic, finance, contracting and procurement matters;
- Assists in the development of internal Mission support procedures.
- When required also to assist the mission on reporting matters and other materials required by CPCC.
- Coordinates the standardization of procedures among missions with other BSE's, as appropriate
- To optimize the usage, the BSE can be double hatted to cover EUBAM Rafah mission.

**4. Essential Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree; AND
- A minimum of 4 years of relevant professional experience in human resources management related issues, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills;
- Networking skills;

**6. Desirable Qualifications and Experience:**

- Experience in planning and implementing projects in the field of human resources management;
- University or/and Master's degree in business administration or in human resources management or international certification in human resources management;

**7. Desirable Knowledge, Skills and Abilities: N/A**

**NOTICE OF VACANCY**  
for post of  
**SECONDED NATIONAL EXPERT**  
in **EEAS/SECDEFPOL**

**Central contact point for applications by e-mail:**  
Division EEAS.BA.HR.2 – [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Vacant post for the job profile:**

**Policy Officer - Hybrid threats**

	<b>DIRECTORATE</b>	<b>N° post SYSPER 2</b>	<b>Division</b>	<b>Comments</b>
1	SECDEFPOL	323531	SECDEFPOL.1	cost-free post

**Deadline for applications: 30/09/2019**

## END/SNE – JOB DESCRIPTION

### Job Framework

<u>Job Title:</u>	END/SNE – (costs free) Hybrid Policy Officer
<u>Job Location:</u>	Security and Defence Policy Directorate Security and Defence Policy Division Division (SECDEFPOL 1)
<u>Job Number:</u>	323531
<u>Area of activity:</u>	Countering Hybrid Threats
<u>Duration of secondment:</u>	2 years, renewable 2 years.

### Job Content

Overall purpose: monitor and contribute to

- Coordinate, promote and support the EEAS work on countering hybrid threats;
- Conduct analysis and reporting on hybrid issues and prepare briefings, reports and discussion papers on activities in the area of maritime security;
- Carry out policy development, planning, and research in the field of countering hybrid threats and contribute to related exercise and training activities.

Functions and Duties: under the supervision of the Head of Division:

- Coordinate policy and concept development in line with the Joint Framework for Countering Hybrid Threats and the Joint Communication on Increasing Resilience and Bolstering Capabilities to Address Hybrid Threats (2018) under the supervision of the Head of Sector and the (Deputy) Head of Division;
- Ensure cooperation and daily coordination with other EEAS structures, the EDA and Commission services in the area of countering hybrid threats, as well as with NATO as appropriate;
- Support development of Hybrid scenarios within the EEAS Exercises and Training programme, including in the context of the Joint Declaration on EU/NATO cooperation and support the preparation and conduct phases of EU exercises/scenario based policy discussions in a hybrid context;
- Support the EU's participation at the European Centre for Countering Hybrid Threats steering board activities, work programme and, if relevant, at various events.
- Support ESDC initiatives and training courses on the subject of countering hybrid threats;
- Act as the SECDEFPOL.1 PoC for the EU Hybrid Fusion Cell and the European Centre of Excellence on Countering Hybrid Threats. Represent, as required, Head of Sector and (Deputy) Head of Division at meetings and presentations related to countering hybrid threats;
- Support the Hybrid Sector's work in relation to the New Horizontal Working Party (Enhancing Resilience and Countering Hybrid Threats);
- Support the Hybrid Sector's work with the newly created EEAS Hybrid Task Force;
- Participate in the preparation and execution of Hybrid Risk Surveys in partners.

The ideal candidate should:

- Have a sound knowledge and experience in the elaboration and implementation of security and defence policies in particular in the area of hybrid threats.
- Have good analytical and drafting abilities, as well as strategic thinking and sound political judgement.
- Have a sound knowledge of EU countering hybrid threats frameworks and global security issues and understand the linkages with other related security policies.
- Have strong inter-personal and networking skills, given the importance of building relationships of trust with a wide range of EEAS and Commission colleagues, as well as external players.
- Have the ability to work under pressure when necessary and to prioritise effectively when dealing simultaneously with multiple tasks, ready to deal also with other security related issues.

### **Job Requirements**

#### **Education and Training:**

University Diploma in law, political science, economy, engineering, business administration or any other related issue.

#### **Knowledge and Experience:**

Experience of at least 3 years in the above mentioned areas at institutional level; Knowledge of EU institutions, related decisional processes, EU external action and related EU external policies, in particular Common Foreign and Security Policy (CFSP) and Common Security and Defence Policy (CSDP).

Past experience in an EU (or international) maritime security operational service would be an asset

Have security clearance at minimal level SECRET EU, or undergo security vetting if s/he does not already hold security clearance at the appropriate level, in accordance with the relevant security provisions

### **Skills**

#### **Linguistic skills:**

Have the capacity to work in languages of CFSP and external relations necessary for the performance of their duties. Knowledge of other EU languages would be an asset.

#### **Communication skills:**

Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

#### **Interpersonal skills:**

Ability to work professionally as a team member, in taskforces and working groups with mixed composition; drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Intellectual skills:

Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions. To exercise greatest discretion with regard to all facts and information coming to his/her knowledge in the course of or in connection with the performance of his/her duties

Personal Qualities

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges.

## **1. SUMMARY**

The Emerging Security Challenges Division (ESC) provides a structured approach for NATO to the emerging security challenges of the 21st Century and beyond. These include terrorism, Weapons of Mass Destruction proliferation, cyber threats, as well as risks to energy security. The Division plays an important role in the implementation of the new Strategic Concept, as well as the development of a strategic analysis capability at NATO HQ.

The Cyber Defence Section is a joint staff entity composed of personnel contributed principally by the International Staff and with co-located staff from the International Military/HQ C3 Staff and from Voluntary National Contributions (VNCS).

Main responsibilities of the Cyber Defence Section include:

- Development and update of NATO's cyber defence policy and concepts for the approval of appropriate NATO Committees (e.g. DPPC, C3B, NAC),
- Coordination and oversight of NATO-wide cyber defence implementations and operations through NATO Cyber Defence Management Board (CDMB),
- Operating NCIRC Coordination Centre and NCIRC Cyber Threat Assessment Cell (CTAC) to perform the cyber defence responsibilities specifically for NCIRC Tier1 and CTAC.

## **2. DESCRIPTION OF THE POST**

The incumbent will be responsible, as the action officer, for drafting the NATO guidance and concepts on how to develop a National Cyber Defence Policy/Strategy and supporting documents (eg. related legislations, organizational proposals for coordination of cyber defence matters with all National stakeholders with both public and private sector, creation of National operational capabilities/CERTs, international cooperation on cyber defence, etc.). The objective of the documents would be, from a national defence and security perspective, providing a strategic level cyber defence guidance to deter and defend against global cyber threats.

The incumbent's responsibilities will include coordination of the draft documents with NATO Nations and Bodies through appropriate committees/boards (e.g. DPPC, C3B, CDMB) and to consolidate the collected comments to finalize the draft documents for approval of approval of same committees and bodies.

The incumbent will also be responsible to oversee and support the Science for Peace and Security (SPS) Programme Projects which may be related with development of national cyber defence policy, concepts and organizations.

## **3. QUALIFICATIONS AND EXPERIENCE**

The incumbent:

- Advanced university degree or first level university degree (preferably in the field of cyber defence or in political science, international relations or in economics) with relevant experience may be in lieu of the advanced degree.
- At least 8 years of professional background and expertise in cyber policy and/or cyber defence incl. international cooperation in a national authority, of which 4 years at strategic level;
- must have solid professional background and expertise in cyber policy and/or cyber defence incl. international cooperation;
- must be familiar with the strategic issues, security challenges facing the Alliance and NATO's security environment;

- must have knowledge regarding the ongoing national cyber security strategy process at national level;
- must have proven evidence of decision making capacity and coordination skills at a Senior Managerial / Advisory level;
- must be fluent, orally and in writing, in English.

#### **4. INTERRELATIONSHIPS**

The incumbent reports to the Section Head, Cyber Defence. He/she will work in close coordination with other sections within the Division, as well as with other Divisions in the International Staff, with the NATO Military Authorities, with national delegations as well as Alliance capitals, the CCD CoE Estonia and other NATO Agencies. He/she will also maintain good working relations in his/her field of competence with other international organisations (e.g. EU, UN, OSCE) on cyber defence related matters. The incumbent will make presentations on the subject matter to NATO Committees, Bodies and visitors to NATO HQ, contribute to media briefings, and represent the section at workshops, conferences and seminars.

## VACANCY

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# Adviser on Youth and Security

✘ This vacancy is open for competition only amongst nationals of the 57 OSCE Participati...

## Apply to this vacancy

📅 16 September 2019

### Your citizenship

To apply, you must be from an OSCE Participating State

Select

Select your citizenship to see the application procedure.  
**If you do not find your country in the list, it means that you can not apply.** + [More information: /how-to-apply](#)

## Before you apply

1. Make sure that you meet the citizenship requirements of the vacancy;; [/how-to-apply](#)
2. Ensure that you understand the requirements for each type of position;; [/employment-types-and-fields-of-expertise](#)
3. Read the conditions specific to the vacancy, at the end of this page.

**ISSUED BY:** OSCE Secretariat

**VACANCY NUMBER:** VNSECS01453

**VACANCY TYPE:** International Seconded

**FIELD OF EXPERTISE:** Political Affairs

**GRADE:** S

**NUMBER OF POSTS:** 1

**DUTY STATION:** Vienna

**DATE OF ISSUE:** 5 August 2019

**DEADLINE FOR APPLICATION:**

16 September 2019 - 23:59 Central European Time (CET/CEST)

## OSCE Competency Model

The OSCE Competency Model is a framework of core values and core competencies specific to the OSCE that aims to define the behaviours that are essential to effective performance in any given

position.

[Read more »](#)

## Background

**This position is open for secondment only and participating States are kindly reminded that all costs in relation to assignment at the Secretariat must be borne by their authorities.**

**Candidates should, prior to applying, verify whether their respective nominating authority supports candidates financially to posts at the OSCE Secretariat, and if so, to which extent financial remuneration and/or benefit packages will be offered. Seconded staff members in the OSCE Secretariat and Institutions are not entitled to a Board and Lodging Allowance payable by the Organization.**

**The Office of the Secretary General (OSG) supports the Secretary General in implementing all aspects of his mandate by facilitating processes and supporting the Secretariat, as well as other executive structures and delegations. This includes diplomatic liaison, press and public information, legal services, internal auditing, gender issues and contacts with international and nongovernmental organizations and with the OSCE Partners for Co-operation. Within the OSG, Executive Management serves as the Secretary General's personal staff, assisting him with both policy and administrative co-ordination. OSG includes a Policy Team and a Co-ordination Team, both of which are responsible to the Director of OSG (D/OSG).**

**The Office of Secretary General is looking for talented candidates for the post of Adviser on Youth and Security. This is an exciting newly created position based at the OSCE Secretariat in Vienna.**

## Tasks and Responsibilities

What would you gain from this assignment?

- First-hand experience serving as a close adviser to the OSCE Secretary General.
- Insight into the work of the Secretariat and other OSCE Executive Structures.
- The opportunity to closely work with delegations of OSCE participating States and Partners for Co-operation.
- Exposure to a multi-cultural professional environment.
- The chance to be part of a team of deeply committed professionals.

What would your tasks be?

If you are selected for this mid-level professional role, under the overall supervision of the Director of

the Office of the Secretary General and the direct supervision of the Senior Adviser and Head of Executive Managements Policy Advisory Unit, you will support efforts to help identify the contribution that youth can make to addressing current security challenges in the OSCE region. The Adviser on Youth and Security will promote and facilitate inclusion and participation of youth in OSCE activities and projects; advocate and support youth mainstreaming in the OSCE agenda and activities; and promote the implementation by OSCE participating States of youth-related OSCE commitments and UNSC Resolutions 2250 (2015) and 2419 (2018) on Youth, Peace and Security. More specifically, you will be responsible for the following duties:

1. Providing expert advice and expertise to OSCE Secretariat departments, OSCE Institutions and field operations on the development of a consistent and systematic approach to integrating a youth perspective on comprehensive security in their programmes and projects; implementing youth-related OSCE commitments; and promoting the implementation by OSCE participating States of UNSC Resolutions 2250 (2015) and 2419 (2018) on Youth, Peace and Security;
2. Advising the Secretary General on youth-related matters, including drafting talking points, background papers and statements/speeches on youth-related issues;
3. Facilitating information sharing and exchange of best practices on youth and security through the network of OSCE Youth Focal Points, among participating States, with other international and regional organizations, and with civil society, including youth organizations;
4. Providing expert advice and support to participating States, in particular the OSCE Chairmanship and the Chair of the OSCE Group of Friends of Youth and Security, on relevant activities and youth-related events;
5. Providing policy advice on programmes, projects and activities aimed at integrating youth perspectives in international security discussions;
6. Representing the OSCE in meetings, conferences, seminars and academic fora as appropriate, including by giving speeches and presentations, and taking notes and drafting reports. Participating in staff meetings and drafting reports as required;
7. Performing other related duties as required.

For more detailed information on the structure and work of the Office of the Secretary General, please see: <http://www.osce.org/secretariat>; <http://www.osce.org/secretariat>

### **Necessary Qualifications**

- Second-level university degree in international relations, law, social or political science, public administration, security studies or other related field. Specialization in youth mainstreaming and mechanisms of youth participation in multilateral organizations would be an asset;
- A minimum of six years of progressively responsible professional experience in international relations and political affairs work at national or international levels, more specifically in the field of assignment;
- Work or volunteer experience with youth organizations, in particular youth-led organizations;
- Professional fluency in English with excellent oral and written communication skills; working knowledge of other OSCE languages would be an asset;
- Computer literate with practical experience using Microsoft applications;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Ability and willingness to work as a member of team, with people of different cultural and religious backgrounds, different genders, and diverse political views, while maintaining impartiality and objectivity.

**If you wish to apply for this position, please use the OSCE's online application link found under <https://jobs.osce.org/vacancies>: <https://jobs.osce.org/vacancies>.**

**The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, or to offer an appointment with a modified job description or for a different duration.**

**Only those applicants who are selected to participate in the subsequent stages of recruitment will be contacted.**

**Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see <http://www.osce.org/participating-states>: <http://www.osce.org/participating-states>.**

**The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious, ethnic and social backgrounds to apply to become a part of the Organization.**

**Please be aware that the OSCE does not request payment at any stage of the application and review process.**

**Please apply to your relevant authorities several days prior to the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered.**

#LI-DNI