

Position Name: Penitentiary Adviser	Employment Regime: Seconded	
Ref. Number: PA 31	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: 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 advise and mentor the Corrections and Rehabilitation Center Department (CRCDC) of the Palestinian Civil Police (PCP) 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 CRCDC (e.g. management of prisoners, prison management, etc.);
- To identify and support the delivery of the training needs of the CRCDC and the Corrections and Rehabilitation Centres (CRCs);
- To advise and support the development of relevant policies and procedures for the CRCDC, with relevant actors, including ministries (Ministry of Interior/Justice);
- To advise other international and national actors concerned with the subject matter and assist in the coordination of relevant activities;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To contribute to lessons identified/learned identification;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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 or/and penitentiary education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- 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;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming and their added value for counterparts;
- Ability and/or experiences to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Ability to mentor and advise local counterparts.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in project management;
- Experience working in an international organization operating in a conflict or post-conflict environment.

7. Desirable Knowledge, Skills and Abilities:

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Report drafting skills.
- Knowledge of Arabic.