

Position Name: Ministerial Legal and Administration Expert	Employment Regime: Seconded	
Ref. Number: PA 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Security Clearance: EU CONFIDENTIAL	Open to the Contributing Third States: Yes

1. Reporting Line

The Ministerial Legal and Administration Expert reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To develop efficient organisational procedures so as to ensure effective implementation and evaluation of the security sector strategy;
- To develop institutionalised cooperation and coordination mechanisms with relevant institutions and different security services;
- To assist in the development of a legal/regulatory framework identifying and separating competencies of the Ministry of Interior (MoI) and other institutions in the security sector;
- To support the MoI in clarifying the responsibilities and authority of the police, through the development of one applicable police law;
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity;
- To support the MoI efforts to develop/elaborate an effective/proactive communication strategy.
- To identify project areas and develop projects to support the MoI;
- To provide support to the EUPOL COPPS MoI team in the research, preparation, development, and delivery of the Ministry of Interior (MoI) related initiatives as outlined in the Mission Implementation Plan;
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes;
- To operationalise the Mission's 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 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 practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- 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 4 years attested by a diploma OR a qualification at the level 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 Science or Business Administration OR police or military equivalent education or training and rank; AND
- At least 8 years of relevant professional experience, out of which a least 3 at management level.

5. Essential Knowledge, Skills and Abilities:

- Excellent knowledge of security sector reform (SSR) processes, in particular, police reform from a comparative perspective;
- Experience of aid management, programme/project implementation, and strategic planning processes. Proven ability to coordinate and produce reports;
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds;
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity.

6. Desirable Qualifications and Experience:

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming;
- International experience of working with police development in (SSR) context;
- Experience working in a ministry/security sector institutions or other relevant fields on a strategic level;
- Experience in interacting with regional and international stakeholders/donors in a multicultural environment;
- Diploma on Mentoring in Crisis Management or equivalent training.

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 and organisational skills;
- Knowledge of Arabic.