

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p><b>European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 1-2022 Call for Contributions for Visiting Experts</b></p>			
<b>Organisation:</b>	EUPOL COPPS		
<b>Availability:</b>	As indicated below		
<b>Job Location:</b>	Ramallah, Palestine		
<b>Employment Regime:</b>	As indicated below		
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Availability:</b>
	Seconded (1)		
	VE 01	Strategy, Planning and Policy Adviser	ASAP
<b>Deadline for Applications:</b>	Tuesday 27 September at 17:00 (Brussels Time)		

<b>Applications must be submitted via:</b>	<p style="text-align: center;"><b>Seconded candidates by EU Member States:</b></p> <p>a) You are already registered on Goalkeeper AND you have an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login:  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
<b>Information :</b>	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the                  Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Katriina LILLOIVA</b>  <a href="mailto:cpcc.eupolcopps@eeas.europa.eu">cpcc.eupolcopps@eeas.europa.eu</a></p>

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States<sup>1</sup> (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 3 + 3 months.

The Civilian Operations Commander requests that Contributing States propose candidates for the following international expert positions for EUPOL COPPS, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Citizenship of an EU Member State or of a Contributing Third State<sup>1</sup> (Canada, Norway and Turkey).

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and selfdiscipline 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.

**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.

### **Essential Requirements**

**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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the

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<sup>1</sup> Contributing Third States with a signed Framework Participation Agreement.

seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the civilian CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

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

## **II. REQUIREMENTS**

### **Essential Requirements**

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

#### **Education and Training**

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>2</sup>, or equivalent, at a level specified in the individual job descriptions.

#### **Knowledge**

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### **Skills and abilities**

**Language Skills<sup>3</sup>** – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

**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.*

### **Desirable Requirements**

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<sup>2</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

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

**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.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Some proficiency in local language(s).

**Driving Licence** - Category C or equivalent driving licence.

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

**Passport** – The support of Contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

**Visas** – The Mission shall facilitate visas for selected personnel with EU citizenship once the Mission Members have been deployed in the country. Therefore, a visa prior to the deployment is not required.

**Education diploma(s)/certificate(s) or/and professional certificate(s)** – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up duties.

**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. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**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 Area of Operation of the Mission.

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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

#### **IV. ADDITIONAL INFORMATION**

**Gender balance** – 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 Contributing 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/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

**Application Form** – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form in Annex 2.

**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 video conference call/WebEx/phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing states will bear any related costs.

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 considering the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Training** – The selected candidates should complete Missionwise, SAFE and Code of Conduct<sup>4</sup> modules before deployment.

**Pre-Deployment Training (PDT)** – The candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

**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](#).

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<sup>4</sup> <https://webgate.ec.europa.eu/eeas/security-e-learning>

**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> Strategy, Planning and Policy Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VE 01	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategy and Policy Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Mission to set out strategic goals and define ways for implementing those goals within the strategic review exercise, to evaluate the capabilities needed to meet the strategic objectives, to define tasks needed to achieve critical success factors, and measure whether the strategy is being met.
- To provide analysis and political advice to the Head of Mission and Mission management related to the strategic review exercise 2022/2023;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations, with the goal to provide relevant analysis for the strategic review;
- To review regular Mission reporting and other reports, papers and briefings in relation to the strategic review exercise;
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with Civilian Planning and Conduct Capability, in relation to the strategic review exercise;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the strategic review exercise, in particular relating to the situation in the Rule of Law sector.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks 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 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 domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.
- A strong regional knowledge with focus on oPT is mandatory.
- Experience in working in an international context is mandatory.

- A previous employment in the region would be considered a strong advantage.

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

- Drafting and analytical skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- An excellent command of the English language orally and in written is mandatory.

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

- Arabic language skills would be considered an asset.