

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 2-2019 Call for Contributions			
Organisation:	EUPOL COPPS		
Availability:	As indicated below		
Job Location:	Ramallah, Palestine		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Availability:
	<u>Seconded (14)</u>		
	HM 15	Gender Adviser	ASAP
	HM 16	Medical Adviser	ASAP
	PA 05	Police Adviser - Planning and Policy	ASAP
	PA 07	Senior Police Adviser - Institutional Development Human Resources	11 Dec 2019
	PA 19	Police Adviser - Family Protection	07 Oct 2019
	PA 22	Senior Police Adviser - Training	ASAP
	PA 33	Adviser Environmental Investigations	ASAP
	PRU 06	Project Cell Coordinator	ASAP
	RL 02	Deputy Head of Rule of Law	01 Nov 2019
	RL 07	Justice Expert *	10 Sep 2019
	RL 09	Legislative Drafting Expert	01 Aug 2019
	RL 12	Ministerial Legal and Administration Expert	13 Aug 2019
	RL 14	Senior Criminal Justice Expert	ASAP
	RL 15	Senior Criminal Justice Expert	ASAP
	<u>Seconded/Contracted (8)</u>		
	HM 06	Press and Public Information Officer	ASAP
	MS 02	Chief of Human Resources	01 Aug 2019
	MS 03	Human Resources Officer *	01 Sep 2019
	MS 14	CIS - Cyber Security Expert *	ASAP
	MS 15	Logistics Assistant	ASAP
	MS 16	Chief of Procurement	ASAP
	PA 21	Communication and Information Systems Adviser	ASAP
	RL 10	Legislative Drafting Expert	01 Aug 2019

Deadline for Applications:	Monday 17 July 2019 at 17:00 hours (Brussels time)
Applications must be submitted via:	<ol style="list-style-type: none"> 1. For seconded candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/ 2. For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do 3. For seconded and contracted candidates from invited third States¹ (application form available on the EEAS website): cpcc.eupolcopps@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Rosangela DE JESUS DAS NEVES</p> <p>cpcc.eupolcopps@eeas.europa.eu</p>

* Pending confirmation of post availability.

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) encourages 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 (Third) States/country of residence.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States¹ (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.

¹ Contributing third States with a signed Framework Participation Agreement.

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 12 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 State¹ (Canada, Norway and Turkey).

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.

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 contributing States.

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

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

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

2. 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).

3. Skills and abilities

Language Skills³ – 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. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority 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 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, besides HEAT or equivalent.

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.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The support of the 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 the obtaining of 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.

³ [Common European Framework of References for Languages](#)

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 the 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.

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/contracted personnel.

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

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 Contributing States 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 – The Contributing States and contracted candidates (applying for seconded/contracted positions) 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).

Position Name: Gender Adviser	Employment Regime: Seconded	
Ref. number: HM 15	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission's Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: 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 equality, mainstreaming and WPS related dimensions;
- To advise on the integration of a gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on-WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-sensitive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan
- To monitor and analyse the gender situation and gender relations in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- 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

Position Name: Medical Adviser	Employment Regime: Seconded	
Ref. Number: HM 16	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- To assist and advise the HoM and the Senior Mission Security Officer on all medical/welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members and advise the Finance and Human Resources departments on certified and uncertified sick leaves, both in and out of theatre, upon request;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member as per applicable Contingency Plans and SOPs, in close cooperation with all involved health care providers and the Mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To co-ordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members as per EU standards, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;

- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To manage and supervise the mission medical contractor, if any.
- To act as a focal point for the mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters.

4. Essential Qualifications and Experience:

- Successful completion of university studies in medicine 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 Medicine; OR Registered Nurse Bachelor's in Nursing with minimum specialisation in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care, AND License to practise medicine from a recognised Medical School;
- A minimum of 4 years of relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care, after having fulfilled the educational requirements;
- A minimum of 4 years of relevant professional experience, in the field of medical planning and administrative procedures, after having fulfilled the educational requirements;
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Experience in drafting SOPs, medical planning documents, decisions notes or similar.

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of emergency medicine;
- Fluent written and spoken English language skills;
- Interpersonal skills, able of working with people from a diversified background;
- Highly resilient under mental pressure.

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Experience in delivering medical training in emergency medicine, trauma and health care;
- International medical experience, particularly in crisis areas.

7. Desirable Knowledge, Skills and Abilities:

- Presentation skills to wider audiences;
- C1/C driving licence and ability of driving 4x4 vehicles;
- Arabic/Hebrew language skills.

Position Name: Police Adviser - Planning and Policy	Employment Regime: Seconded	
Ref. Number: PA 05	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 Police Adviser-Planning and Policy 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;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in developing and implementing their Strategic Plan according to identified priorities and in line with governmental policies and guidelines;
- To regularly liaise with the PCP and Police Districts in the West Bank to support the development and implementation of Operational Plans; To advise and support the PCP in the development of strategies, programmes and projects, in close coordination with relevant donors;
- To advise the PCP on the identification of key needs and policies in line with relevant guidelines and regulations;
- To mentor the PCP counterparts to improve operations that meet service demands;
- To support the PCP better coordinate with relevant stakeholders, including the Ministry of Interior;

- To advise and actively support the PCP to coordinate and adopt tools which strengthen civilian police primacy.

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 working in an advisory or mentor capacity, after having fulfilled the education requirements;
- Experience in strategic planning, programme and project management (including their design, implementation and evaluation) and experience in reporting progress and challenges.

5. Essential Knowledge, Skills and Abilities:

- Knowledge and experience on a variety of aspects related to civilian policing and the rule of law;
- Negotiation skills working in a multi-national context;
- Understanding of the entire chain of criminal justice (from police to prison);
- Knowledge of policy development within a police or security organisation;
- Ability to conduct training activities.
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming, with sound understanding of 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 motivate local counterparts;

6. Desirable Qualifications and Experience:

- Experience working in an international organization operating in a conflict or post-conflict situation;
- Experience designing and implementing business processes, including but not limited to SOPs, manuals, etc.
- Background/experience in institutional building/design;
- Planning/project management skills ;
- Experience in Public Administration, Management/Leadership or related subjects;

7. Desirable Knowledge, Skills and Abilities:

- Understanding of international development concepts and principles;
- C1/C driving licence and ability of driving 4x4 vehicles;

Position Name: Senior Police Adviser - Institutional Development and Human Resources	Employment Regime: Seconded	
Ref. Number: PA 07	Location: Ramallah	Availability: 11 Dec 2019
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser-Institutional Development and Human Resources 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 and support the Palestinian Civil Police (PCP) senior leadership on the development of a modern Human Resources Management model;
- To advise and support the PCP in clarifying respective structures, functions and responsibilities at the HQ and district level;
- To provide strategic advice to the PCP in implementing organisational reform in accordance with their policies and national plans;
- To advise and mentor PCP senior leadership in change management, including the implementation of strategic and reform plans;
- To advise and support the PCP at the district level to analyse and formulate their staffing needs;

- To mentor the staff of the Human Resource Department to acquire skills related to Human Resources policies and procedures (e.g. recruitment, performance appraisal, promotion, career planning, etc.).

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 6 years of relevant professional experience in human resources administration and in executing strategies and change management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of Institutional Development and Human Resources in connection with Organisational Change Management;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Knowledge of the civilian policing concept and/or security sector reform.
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming, with sound understanding of 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 motivate local counterparts;

6. Desirable Qualifications and Experience:

- Proven ability and experience in identifying training needs, advising on developing Curricula and delivering training, including at the level of Train the Trainers (ToT);
- Previous experience in working in crisis management missions;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Police Adviser - Family Protection	Employment Regime: Seconded	
Ref. Number: PA 19	Location: Ramallah	Availability: 07 Oct 2019
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser-Family Protection Unit 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;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide expertise to strengthen the capabilities of frontline operational police units, in particular the Family Protection and Juvenile Units;
- To advice and support the development of the Family Protection and Juvenile Department of the Palestinian Civil Police (PCP);
- To support and advise PCP in developing procedures/techniques to work against Juvenile delinquency crimes;
- To support the adoption of criminal intelligence methodology through the development and implementation of SOP's and manuals;
- To advise in chain of investigation from crime scene up to trial in all cases related to family/juvenile protection;
- To support the enhancement of police-prosecution cooperation and liaise with prosecution related to family/juvenile protection cases;

- To develop and implement of preventive policies regarding family/juvenile protection;
- To deliver of trainings (e.g. child interview techniques);
- To assists in the implementation of local training;
- To advise on risk identification and assessment connected with family/juvenile protection.

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 with domestic violence, juvenile delinquency and child interview technique, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of juvenile delinquency and child interview techniques;
- Mediation skills;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender mainstreaming, with sound understanding of 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 motivate local counterparts.

6. Desirable Qualifications and Experience:

- Proven ability and experience in identifying training needs, advising on developing curricula and delivering training, including at the level of Train the Trainers (ToT);
- Previous experience in crisis management missions;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Police Adviser - Training	Employment Regime: Seconded	
Ref. Number: PA 22	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 Senior Police Adviser-Training 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 local counterparts 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;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development, in accordance with policies and guidelines, and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen the capabilities of the Training Administration and the Palestinian College for Police Science (PCPS);
- To support the adoption of service-minded policing through the development and implementation of SOP's and manuals;
- To identify training gaps and support PCP in developing long-term training plans;
- To support PCP in developing curricula for various fields of training and/or education;
- To support PCP in developing and implementing in-service trainings;
- To support the PCP Training Administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training.

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 6 years of relevant professional experience, including experience in policing, in developing and/or implementing training initiatives, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of modern training tools (for instance e-learning, virtual training systems, language labs, etc.).
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment;
- Ability to translate strategy into action and to work efficiently in a deadline driven environment.
- 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 motivate local counterparts.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training, mainly focused on Train of Trainers approach;
- Experience working in an international organization operating in a conflict or post-conflict environment;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

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

Position name: Adviser Environmental Investigations	Employment Regime: Seconded	
Ref. Number: PA 33	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 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 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/needed;
- To undertake any other related task as required by the Line Manager(s).

3. Mission specific Tasks and Responsibilities:

- To provide comprehensive assessment and identify needs of the existing Palestinian Civil Police (PCP) structure, dealing with Environmental Crime (currently under the Tourist and Antiquities Department);
- To provide expertise and advice to strengthen the ongoing activities of PCP capacities in the field of reorganisation of existing structure, dealing with Environmental Crime (currently as Pilot Projects in Police Districts);
- To support the adoption of new approach with regard to Environmental Crime through development and implementation of SOP's and manuals as deemed necessary;
- To identify and advise the PCP on the 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 short-, medium- and long-term;

- To advise the PCP in developing a regulatory framework, techniques, structure, training and infrastructure of the foreseen Environmental Crime Investigation Department/Unit, when/if existing ongoing Pilot projects will express the real need to do so;
- To develop/establish and maintain excellent working relationships with the relevant authorities within the Palestinian authorities (PA), including the Environment Quality Authority, the Attorney General's Office, the Civil Defence, and 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 a management of an organisation, including at a strategic level;
- 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 motivate local counterparts.

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;

Position Name: Project Cell Coordinator	Employment Regime: Seconded	
Ref. number: PRU 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning and Reporting Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Project Cell Coordinator reports to the Head of Planning and Reporting Unit.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Project Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure that project proposals and Quick Impact Projects (QIPs) are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's Heads of operational sections in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with Heads of Operational Sections and the relevant units at the Mission Support Department;
- In close coordination with the Operational Sections, to establish and maintain contacts with EU Delegations, EU Member states, International Organisations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- To coordinate with reporting and M&E Officers
- Upon project completion, to ensure that post-project reporting and evaluation have been completed;
- To maintain and where necessary review and update project management procedures;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- Manage and oversee the daily tasks and activities of the interpreters/translators

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 Science, International Relations, Law, Social Sciences or Business Administration AND

- A minimum of 6 years of relevant professional experience, including experience in planning, implementation and evaluation of projects (such as development cooperation), out of which a minimum 3 years of experience at management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Team management skills;
- Leadership and problem solving skills;
- Negotiation and risk management skills;
- Project management skills.

6. Desirable Qualifications and Experience:

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of and/or experience in working with EU Financial Regulations;
- Arabic Knowledge

Position Name: Deputy Head of Rule of Law	Employment Regime: Seconded	
Ref. Number: RL 02	Location: Ramallah	Availability: 01 Nov 2019
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Deputy Head of Rule of Law reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- To operationalize the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- In the absence of the Head of Unit, 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, co-ordination 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 task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To provide support to the Head of the Rule of Law Section in managing the section so that it fulfils its tasks efficiently and effectively in accordance with the strategic goals of the Mission and the Mission Implementation Plan (MIP) in the area of criminal justice;
- To provide support to the Head of the Rule of Law Section in managing resource allocation within the section, planning activities and priorities, overseeing implementation of activities and assessing the work of the section;
- To draft and edit reports in relation to the activities of the section and providing support with respect to the preparation of briefing notes and memoranda for the Head of Mission's Office on the range of areas within the field of criminal justice;
- To oversee the implementation of the Mission implementation plan (MIP);
- To oversee daily logistical and administrative matters/issues and task staff accordingly;
- To oversee the implementation of Quick Impact Projects within the section;

- To provide support to the Head of the Rule of Law Section in liaising and coordinating activities with relevant officials at – inter alia – the Ministry of Justice, the High Judicial Council, the Office of the Attorney General and the Bar Association;
- To provide support to the Head of the Rule of Law Section in maintaining close, result-oriented contact with relevant local counterparts and with international organisations, donors and implementers operating in the field of criminal justice.

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 Field of Law, AND
- A minimum of 7 years relevant professional experience out of which at least 3 years at management level, after having fulfilled the education requirements;
- International experience of working with rule of law/criminal justice reform.

5. Essential Knowledge, Skills and Abilities:

- Ability to translate strategy into action and to work effectively in a deadline driven environment;
- Ability to plan, oversee and implement the MIP;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

6. Desirable Qualifications, Experience and Skills:

- Project management experience.

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

Position Name: Justice Expert *	Employment Regime: Seconded	
Ref. number: RL 07	Location: Ramallah	Availability: 10 Sep 2019
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Justice Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- 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 act as a trainer on RoL/justice related matters.
- 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 Manager(s).

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 CONOPS, the OPLAN and Mission Implementation Plan (MIP), in particular with respect to:

- Advise on the roles and mandates of the principal justice institutions within the sector: High Judicial Council (HJC), Ministry of Justice (MoJ) and Office of the Attorney General (AGO);
- Support the implementation of the Justice Sector Strategy and its legal framework;
- Support the improvement of the internal organization and administrative structures of criminal justice institutions;
- Support the justice institutions with respect to international legal cooperation as appropriate;
- Develop and implement programmatic projects in support of the tasks of the MIP.
- Liaise closely with the HJC on any matters which arise, particularly with respect to internal organization and structure, accountability and recruitment procedures for judges, and provide advice and direction as required;
- Assist the Legislative Drafting Experts with the review of any proposed amendments or new draft laws and its organisational implications;
- Coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;

- To perform other task as required by the Head/Deputy Head of Rule of Law Section.

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
- A minimum of 6 years of relevant professional experience, including experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Experience of working on internal organizational and structural issues, including decision-making processes, in a judicial council, an office of public prosecution or equivalent authority.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills;
- 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 motivate local counterparts.

6. Desirable Qualifications and Experience:

- Experience as a judge, prosecutor or lawyer;
- Experience of handling relationships between justice institutions;
- Experience of developing recruitment and promotion policies for judges and of work related to the accountability of judges or prosecutors;
- Experience of international legal cooperation and of legal drafting or review;
- Project management experience;
- International experience of working with rule of law and criminal justice system issues.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge skills of Arabic.

Position: Legislative Drafting Expert	Employment Regime: Seconded	
Ref. number: RL 09	Location: Ramallah	Availability: 01 Aug 2019
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Legislative Drafting Expert reports to the Head of Rule of Law section.

2. Main Tasks and Responsibilities:

- 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 liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice issues;
- 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.

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 Operation Plan and Mission Implementation Plan (MIP) in particular with respect to:

- Supporting the implementation of the Justice Sector Strategy and its legal framework;
- Supporting the development of a coherent legislative drafting process and monitoring relevant legislative developments in the field of criminal justice.
- To review and evaluate criminal justice and police related legislation and supporting the relevant Palestinian authorities in this regard.
- To advise on the implementation of international conventional obligations in the legislative framework.
- To liaise with the criminal justice institutions including the Ministry of Justice, the Ministry of Interior, the Legal Office of the Council of Ministers and other relevant legislative structures;
- To coordinate when necessary the Mission's activities with donors who are active in providing advice on legislative drafting;
- To undertake any other tasks on behalf of the Head/Deputy Head of Rule of Law Section.

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
- A minimum of 6 years of relevant professional experience in drafting and revising legislation, particularly in the area of criminal justice institution, after having fulfilled the education requirements,

5. Essential Knowledge, Skills and Abilities:

- Knowledge of the roles of the different justice institutions involved in the legislative process, and of criminal justice systems;
- Working experience as legislative drafting expert or similar positions;
- International working experience in the field of criminal justice, legal or institutional reform.
- Ability to translate strategy into action and to work effectively in a deadline driven environment;
- 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 motivate local counterparts.

6. Desirable Qualifications and Experience:

- Project management experience;
- Experience in comparative police law or criminal justice law;
- Professional experience in a court, prosecutor's office, Ministry of Justice, Ministry of Interior or as a defence lawyer.

7. Desirable Knowledge, Skills and Abilities:

- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge of Arabic.

Position Name: Ministerial Legal and Administration Expert	Employment Regime: Seconded	
Ref. Number: RL 12	Location: Ramallah	Availability: 13 Aug 2019
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Ministerial Legal and Administration Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- 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 liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters;
- 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 Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To support the implementation of the Justice Sector Strategy, its legal framework and the restructuring of the internal organisation in the Ministry of Justice (MoJ);
- To support and assist key MoJ units through continuous mentoring and advising at both operational level and management level;
- To identify, plan, develop, and implement projects aiming at enhancing both collective and individual capacities of staff members of the MoJ;
- To facilitate joint projects with other institutions or organisations aiming at enhancing the capacities of the MoJ;
- To assist the MoJ, and relevant officials within the MoJ in their efforts to improve transparency in their decision making processes;
- To identify, plan, develop, and implement projects and training with respect to the enhancement of team work, performance, communication and information sharing within the MoJ;
- To review and evaluate criminal justice and police related legislation and supporting the relevant Palestinian authorities in this regard. and its organisational implications;

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 in Law 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 as a lawyer or legal advisor, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Working experience within a Ministry of Justice or other similar institution;
- International experience in the field of criminal justice, legal or institutional reform.
- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Knowledge of the importance of rule of law and human rights in an institution building and developmental context;
- 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 motivate local counterparts.

6. Desirable Qualifications and Experience:

- Professional experience as a judge, prosecutor, defence lawyer or within a Ministry of Justice or Ministry of Interior;
- Experience of designing and delivering trainings;
- Experience in project management;
- Experience of drafting and reviewing primary and/or secondary legislation.

7. Desirable Knowledge, Skills and Abilities:

- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge of Arabic.

Position Name: Senior Criminal Justice Expert Two positions	Employment Regime: Seconded	
Ref. number: RL 14 and RL 15	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Criminal Justice Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- 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 liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters;
- 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 Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To support the implementation of the Justice Sector Strategy and its legal framework;
- To support the development of the justice institutions in the field of criminal law with a particular focus on legal reforms;
- To be a regular interlocutor of justice institutions;
- To support the enhancement of access to justice and other fair trial principles;
- To deliver strategic advice to justice institutions in the field of criminal law to review, draft, implement and reinforce institutional and legal reform;
- To support the Mission's effort in addressing areas of structural weaknesses in the performance and accountability of justice institutions and to propose solutions for the strengthening of the same;
- To provide analysis and recommendations to local counterparts in the area of legal and institutional reform;
- To ensure timely reporting on activities as per planning documents, in particular progress and/or lack of thereof;
- To undertake any other related task as required by the line manager.

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
- A minimum of 6 years of relevant professional experience, including experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Practical understanding of the principles of fair trial in order to be able to support the enhancement of access to justice in line with those principles.
- Working experience within a Justice Institution or other similar institution;
- International experience in the field of criminal justice, legal or institutional reform.
- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
- Knowledge of the importance of rule of law and human rights in an institution building and developmental context;
- 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 motivate local counterparts.

6. Desirable Qualifications and Experience:

- Professional experience as a judge, prosecutor, defence lawyer or within a Ministry of Justice or Ministry of Interior;
- Experience of designing and delivering trainings;
- Experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process.
- Mediation skills;
- Experience in criminal justice reform either domestically or internationally.

7. Desirable Knowledge, Skills and Abilities:

- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge of Arabic.

Position Name: Press and Public Information Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: HM 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Press and Public Information Office	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Press and Public Information Officer reports to the Head of Press and Public Information.

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 Press and Public Information;
- 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 Press and Public Information;
- 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 manage the PPIO Office and supervise its local staff;
- 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 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 Communication Sciences, Public Relations, Business Administration; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Proficiency with social media platforms, website management and design software;
- 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 motivate local counterparts and supervisees.

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge about the local press and media environment;
- Arabic language skills

Position Name: Chief of Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MS 02	Location: Ramallah	Availability: 01 Aug 2019
Component/Department/Unit: Mission Support Department/ Human Resources Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line:

The Chief of Human Resources reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Human Resources Unit;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures;
- To ensure an effective and transparent Human Resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient Human Resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that line managers of the Mission get the necessary advice and support in Human Resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the EU Commission (FPI) as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on Human Resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact, on matters affecting staff members, and to facilitate bringing closer the concerns of staff to the Senior Management;
- 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 maintain, update and follow up the deployment plan for the deployment of the Mission Members;
- To ensure that all Mission Members are covered by an appropriate health and accident insurance on the expense of the Mission;
- To coordinate the mission recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission Members in accordance with the CPCC Staff Selection Procedures;
- To organise the planning and to advise in the development of the training for personnel;

- To collaborate with the finance unit for all relevant finance personnel related issues, including payroll, insurances, etc;
- To develop the guidelines for transparent and objective performance assessment and evaluation system for the mission;
- To set-up and follow up an appropriate system for local staff representation;
- Responsible for the weekly, monthly and six monthly reports concerning all Human Resources and personnel issues.

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 in the field of Human Resources, after having fulfilled the education requirements, out of which at least 3 years relevant managerial experience.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for gender & diversity;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Specialised training/course in the field of human resources;
- Master's degree or equivalent in human resources management, leadership or management or/and an international certification in human resources management (e.g. CIPD, SIRH, etc.);
- Knowledge and/or experience in strategic HR, change management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

- Assertive communication adapted to audience.
- Arabic language skills.

Position Name: Human Resources Officer*	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MS 03	Location: Ramallah	Availability: 01 Sep 2019
Component/Department/Unit: Mission Support Department/ Human Resources Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Human Resources Officer reports to the Chief of Human Resources (CoHR).

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the CoHR;
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;

- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist in structural reviews and change management exercises;
- To prepare reports, statistics, possible forecast regarding manning, deployment, and financial implications in the field of Human Resources

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 the field of human resources management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Ability to prepare HR communications appropriate to the audience;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for gender & diversity.

6. Desirable Qualifications and Experience:

- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

7. Desirable Knowledge, Skills and Abilities:

- Arabic Language skills

Position Name: CIS - Cyber Security Expert*	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Expert Level (MSEL)
Ref. Number: MS 10	Location: Ramallah	Availability: ASAP
Department/Component/Unit: Mission Support Department/ Communications and Information Systems (CIS) Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The CIS - Cyber Security Expert reports to the Chief of Communications Information Systems Unit.

2. Main Tasks and Responsibilities:

To provide service and technical reporting to the Chief of Communications Information Systems Unit within in the area of CIS and Cyber security;

2.1. CIS Area

- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services.
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardised release management procedures.
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals.
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures.
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations.
- To install and commission all standard communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems.
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment.
- To deploy, install, maintain, and support all data centre equipment, servers, software, and services in the Mission.
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission.

2.2. Cyber Security Area

- To direct and perform the installation, configuration, and use of security tools (e.g. firewalls,

data encryption, IDS/IPS, SIEM) and services, to protect the Mission's data, electronic information, systems and infrastructure.

- To design, implement and maintain an IT Security Architecture and Plan, and direct the implementation of IT security standards and best practices monitoring appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility.
- To identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Assist both EUPOL COPPS and EUBAM Rafah Missions in all aspects related to CIS and Cyber Security as stipulated in the MoU (Memorandum of Understanding) between the two missions, undertaking on-site tasks at both Mission locations.
- Contribute to the establishment and participate in the Mission's cybersecurity management program, working closely with Mission Security and Safety personnel and related management structures.
- To develop a comprehensive pro-active automated cyber security early warning system for any known and new forms of cyber-attacks that will use an automated incident response engine.
- To support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions.
- To support the operational hardening of IT and communication systems, services and networks.
- To conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners.
- To provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

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 Information Technology, Computer Science, Communications, Engineering or other related field; AND
- A minimum of 5 years of relevant professional experience, out of which a minimum of 2 years of experience in a position with major IT security contents exposure, after having fulfilled the education requirements.
- Experience with Microsoft Windows Server/Unix server, Microsoft Active Directory and Group Policies, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions.

- Professional experience in managing IT security and hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.

5. Essential Knowledge, Skills and Abilities:

- Possesses knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.

6. Desirable Qualifications and Experience:

- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar).
- Valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security.
- A combination of professional and relevant certifications in Microsoft, Cisco, and StormShield products and technologies.
- Have sufficient knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats.
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial.
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ ITIL, MOF).
- International experience, particular in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Project management skills and practical experience with project management tools.
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations.

Position Name: Logistics Assistant	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Assistant Level (MSAL)
Ref. number: MS 15	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Logistics Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Logistics Assistant reports to the Chief Transport and Logistics.

2. Main Tasks and Responsibilities:

- To assist in the acquisition of equipment and services;
- To manage the distribution and allocation of logistical resources including transport means;
- coordination and management of all aspects related to custom's clearance procedures;
- To monitor available supplies, materials and products in order to ensure that staff members have access to the items they need;
- To collect and keeps updated the inventory of assets;
- To manage on a daily basis the records of quantity, type, and value of material, equipment, merchandise, or supplies stocked;
- To prepare reports, such as inventory balance reports, reports on items issued to custodians and status of equipment;
- To prepare list of depleted items and recommends survey of defective or unusable items;
- To forecast future stock needs;
- To assist the Chief Transport and Logistics in prioritizing and coordinating the logistical activities in his area of competence;
- To collect, file and forward, draft technical reports and implements operating instructions, and assist in drafting guidelines and procedures regarding provision of assets and supplies;
- To be responsible of and ensures adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.;
- To be familiar with barcoding equipment and bar coding databases;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- Monitor and maintain the EUPOL COPPS electronic inventory system;
- Oversee the Mission's warehouse/storage areas;
- Observe asset transactions in order to ensure that the inventory of Mission assets is properly accounted for, and that the directives on the assets management are adhered to;
- Ensure that assets have been physically verified and custodianship/ location/ barcodes/ serial numbers have been confirmed and that any discrepancies are properly investigated and documented;
- Reconcile results of physical verifications of Mission assets with the electronic inventory database;

- Cooperate with procurement and finance units in preparation of tenders and invoice follow up;
- Assist in setting-up and updating a tracking list for consumables;
- Assist in planning of procurement by providing statistical data on consumptions and estimated forecasts for equipment and services;
- Assist as required at Property Surveillance Board (PSB) meetings;
- Liaise and coordinate with Israeli authorities regarding the release of items from customs including storage fees;
- Perform market surveys and imprest account purchases as required;
- Ensure the storage area is set up according to standard warehousing principles.

4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical trade and/or technical engineering, such as a qualified technical trades person with a minimum education at a vocational/technical trade school/College and attested by a trades diploma; AND

A minimum of 3 years of professional experience in warehouse and asset management either in civilian or military environments, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to keep accurate and up-to-date records;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of processes and generic principles pertaining to inventory, supply chain management, assets control and custom regulations
- Awareness of market conditions applicable for different product and services;
- Reporting skills;
- Warehouse management skills.

6. Desirable Qualifications and Experience:

- Experience in logistics/assets management software;
- Experience in an ERP data base system;
- Experience in procurement procedures, including market surveys, compiling technical specifications, SORs, SOWs;
- Administrative experience;
- Knowledge in setting up service contracts;
- Training in logistics/asset management or other courses relevant for the tasks.

7. Desirable Knowledge, Skills and Abilities:

- Logical analytical approach to solving problems using sound judgment and decision making methodologies;
- Knowledge of life-through management of equipment;
- Arabic/Hebrew language skills.

Position Name: Chief of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: MS 16	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Chief of Procurement reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Procurement Unit;
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related with all contracting and procurement matters;
- To develop professional relationships and work partnership with the EU Commission in the field of contracting and procurement for the Mission;
- 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 plan, develop and manage procurement activities for the provision of a broad range of supplies services and works in accordance with EU procurement procedures;
- To analyze complex and/or critical procurement proposals of significant operational impact, determine appropriate strategy/approach to best serve institutional interests, and ensure implementation, including the authorization of exceptions to established rules, practices and procedures, as necessary;
- To develop and recommend strategy for the effective implementation of procurement policies and reforms;
- To direct, manage and conduct planning, solicitation, negotiation and if necessary, termination of contractual and procurement contracts/purchase orders;
- To coach, mentor, lead and direct a small procurement work team, plan and allocate work assignments;
- To serve as principal adviser to mission members, providing authoritative technical and policy advice on all aspects of procurement, develop and disseminate best practices, especially in the field of the mission's Quick Impact Projects Scheme;

4. Essential Qualifications and Experience:

- Successful completion of relevant 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. 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 7 years of relevant professional experience in the field of Procurement, after having fulfilled the education requirements, out of which at least 3 years relevant managerial experience.

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to translate strategy into action and to work effectively in a deadline driven environment;
- Problem solving skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for gender & diversity;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Specialised training/course in the field of procurement;
- Master's degree or equivalent in procurement, business administration or other relevant subjects, or international/national certificate/diploma in management/leadership;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position Name: Communication and Information Systems Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: PA 21	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The CIS 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 provide technical support, guidance and administration to internal network and in house applications;
- 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 instructions/directions 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 the Palestinian Civil Police (PCP) on Information and Communication Technology (ICT) development and the related Standard Operations Procedures;
- To assist PCP on improving the ICT infrastructure, its management and the maintenance procedures;
- To advise PCP on the maintenance and development on computer networks and integrated radio, computer and voice communications systems;
- To identify, analyse and disseminate outcomes and information on all policing activities within her/his area of responsibility with the aim of building and maintaining strategic and operational reform within the PCP administrative and internal support administration/units;

- To identify and advise on capacity and training gaps of the administrative and internal support policing units;
- To assist, when appropriate, in the implementation of local training, mainly focused on Train of Trainers approach;
- To support as appropriate, the PCP administrative and internal support units in identifying the appropriate equipment and infrastructure needed to deliver effective policing;
- To advise the administrative and internal support policing units on coordination with other local police Districts and Police HQ;
- To advise and support the PCP in implementing externally funded projects/initiatives in his/her field of expertise;
- To perform other tasks as required by the Head and/or the Deputy Head of the Police Advisory Section.

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 in Information Technology or IT Engineering, 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:

- Substantial knowledge of IT and information systems architecture and Linux administration;
- Substantial knowledge on configuration management tools in a Linux environment AND/OR in Databases (i.e PostgreSQL, MySQL) AND/OR Java programming
- 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 motivate local counterparts;
- Mediation skills.

6. Desirable Qualifications and Experience:

- Experience in:
 - Database design and administration;
 - Troubleshooting integrated systems in a Linux environment;
 - Development Kits, programming AND/OR scripting languages;
 - Web technologies and Project Management.
- Proven ability and experience in identifying training needs, advising on developing Curricula and delivering training, including at the level of Train the Trainers (ToT);
- Previous experience in working in crisis management missions.

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence and ability of driving 4x4 vehicles

Position: Legislative Drafting Expert	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert Level
Ref. number: RL 10	Location: Ramallah	Availability: 01 Aug 2019
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Legislative Drafting Expert reports to the Head of Rule of Law section.

2. Main Tasks and Responsibilities:

- 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 liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice issues;
- 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.

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 Operation Plan and Mission Implementation Plan (MIP) in particular with respect to:
 - Supporting the implementation of the Justice Sector Strategy and its legal framework;
 - Supporting the development of a coherent legislative drafting process and monitoring relevant legislative developments in the field of criminal justice.
- To review and evaluate criminal justice and police related legislation and supporting the relevant Palestinian authorities in this regard;
- To advise on the implementation of international conventional obligations in the legislative framework;
- To liaise with the criminal justice institutions including the Ministry of Justice, the Ministry of Interior, the Legal Office of the Council of Ministers and other relevant legislative structures;
- To coordinate when necessary the Mission's activities with donors who are active in providing advice on legislative drafting;
- To undertake any other tasks on behalf of the Head/Deputy Head of Rule of Law Section.

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
- A minimum of 6 years of relevant professional experience in drafting and revising legislation, particularly in the area of criminal justice institution, after having fulfilled the education requirements,

5. Essential Knowledge, Skills and Abilities:

- Knowledge of the roles of the different justice institutions involved in the legislative process, and of criminal justice systems;
- Working experience as legislative drafting expert or similar positions;
- International working experience in the field of criminal justice, legal or institutional reform.
- Ability to translate strategy into action and to work effectively in a deadline driven environment;
- 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 motivate local counterparts.

6. Desirable Qualifications and Experience:

- Project management experience;
- Experience in comparative police law or criminal justice law;
- Professional experience in a court, prosecutor's office, Ministry of Justice, Ministry of Interior or as a defence lawyer.

7. Desirable Knowledge, Skills and Abilities:

- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge of Arabic.