

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 3-2024 Call for Contributions Requirements and Job Descriptions</b>				
<b>Organisation:</b>	<b>European Union Police Mission for the Palestinian Territories</b>			
<b>Job location:</b>	<b>As indicated below</b>			
<b>Employment regime:</b>	<b>As indicated below</b>			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (7)</u></b>			
	SSR 01	Head of Security Sector Reform Section	Ramallah	ASAP
	HOM 09	Political Adviser	Ramallah	ASAP
	JUS 06	Senior Justice Adviser	Ramallah	ASAP

JUS 08	Ministerial Legal and Administration Senior Adviser	Ramallah	08.02.2025
JUS 10 JUS 11	Criminal Justice Senior Adviser (2 positions)	Ramallah	ASAP
MSD 14	Senior Administrative Officer	Ramallah	ASAP

<b><u>Seconded/Contracted (2)</u></b>			
MSD 04	Chief of Procurement	Ramallah	ASAP
HR 02	Human Resources Officer	Ramallah	ASAP

**Deadline for applications:**

**Friday, 8 November 2024 at 17:00 (Brussels time)**

**Applications must be submitted to:**

- 1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:**
- a) You are already registered on Goalkeeper AND you have an EU Login:  
<https://goalkeeper.eeas.europa.eu/registrar/web>
- b) You do not have a Goalkeeper account or an EU Login:  
<https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>
- Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.
- Please note:** *Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.*

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Katrine Aagaard</b>  <u><a href="mailto:cpcc.eupolcopps@eeas.europa.eu">cpcc.eupolcopps@eeas.europa.eu</a></u></p>
	<p><b>+32 (0)2 584 2108</b></p>

**High Risk Non-Family Mission** - EUPOL COPPS operates primarily in areas where the present risk rating is assessed as high, according to the SIAC risk rating table. International seconded and contracted mission members shall at no time receive visits by any family member in high-risk areas for the duration of their tour of duty or contract. The Mission does not bear responsibility for the duty of care or any other responsibilities regarding family members visiting or habitually residing in the Area of Operations, regardless of whether it is assessed as high or medium risk area. Only the Mission members are covered by the Mission MEDEVAC or security/evacuation arrangements and use of Mission assets, including vehicles. All costs for family members, including insurance, are the respective staff member's responsibility.

**Seconded personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including 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).

**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.

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

**Tour of duty/contract period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for [Mission], according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and selfdiscipline within the Mission. Selected 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. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, 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** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

*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:

**Physical and mental health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

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

### **Skills and abilities**

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/commoneuropean-framework-reference>.

**Communication and interpersonal skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

**Digital skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digitalstrategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

**Driving skills** – 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-wheeldrive vehicle.

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

## **II.B Desirable requirements**

**Knowledge of the Mission area** – 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, as applicable.

**Knowledge and experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

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

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

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

**Required Personnel Security Clearance (PSC)** – 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 European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/booklet of vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

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

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

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

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

#### IV. ADDITIONAL INFORMATION

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**Application form** – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference 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. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

**Hostile Environment Awareness Training (HEAT)** – HEAT is a mandatory training for all selected candidates.

**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, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

## **V. 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 Operational Plan (OPLAN).



## SECONDED

<b>Position Name:</b> Head of Security Sector Reform Section	<b>Employment Regime:</b> Secoded	
<b>Ref. Number:</b> SSR 01	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security Sector Reform Section	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Security Sector Reform Section reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Section in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Section's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time, including in relation to Mission Projects;
- To oversee the Section's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Section with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To contribute to the sound financial management in the area of activity and to cooperate closely with the finance unit in applying relevant financial rules and regulations;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**4. Essential Qualifications and Experience:**

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

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

**6. Desirable Qualifications and Experience:**

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

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

- C driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.

<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> HOM 09	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Representative Office, the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

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

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;

**6. Desirable Qualifications and Experience:**

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

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

- Arabic language skills;
- C driving licence.

<b>Position Name:</b> Senior Justice Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> JUS 06	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Justice Section	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Justice Adviser reports to the Head of Justice 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts, such as the High Judicial Council and the Palestinian Judicial Institute;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To advise on the roles and mandates of the main justice institutions within the sector, High Judicial Council (HJC), Ministry of Justice (MoJ), Office of the Attorney General (AGO) and Palestinian Judicial Institute, promoting cooperation and collaboration among them and providing strategic advice to them on their strategic direction and on the implementation of their strategic objectives;
- To support the development of the internal organisation and administrative structures of justice institution, such as Palestinian Judicial Institute and internal department of HJC;
- To liaise closely with the HJC on any matter which arise with respect to inter alia internal organisation and structure, accountability, recruitment and training procedures for judges, and provide direction and advise as appropriate;
- To be the key interlocutor with the *HJC*;
- To contribute to justice sector relevant initiatives of the mission and of other local, European and other international partners and networks.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of internal organisation and structural issues, including decision-making processes, in a judicial council, an office of public prosecutor or equivalent authority.
- Knowledge of recruitment and promotion and accountability policies for judges.

**6. Desirable Qualifications and Experience:**

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

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

- C driving licence;
- Arabic language skills.

<b>Position Name:</b> Ministerial Legal and Administration Senior Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> JUS 08	<b>Location:</b> Ramallah	<b>Availability:</b> 08.02.2025
<b>Component/Department/Unit:</b> Justice Section	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Ministerial Adviser reports to the Head of Justice 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 by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- 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 technical advice, mentoring and, if appropriate, training of staff at the operational level;
- To identify, plan, develop, and implement projects aiming at enhancing professional capacities of staff members of the MoJ;
- To facilitate joint projects and activities with other institutions or organisations aiming at enhancing the capacities of the MoJ;
- To assist and advise the MoJ, and relevant officials within the MoJ, in their efforts to improve good governance and increase efficiency in their decision-making processes and internal workflow;
- To be the key interlocutor with the MoJ;
- To contribute to justice sector relevant initiatives of the Mission and of other local, European and international partners and networks.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**4. Essential Qualifications and Experience:**

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

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of judicial reform processes, criminal procedures and administration of justice.

**6. Desirable Qualifications and Experience:**

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

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

- Arabic language skills;
- C driving license.



<b>Position name:</b> Criminal Justice Senior Adviser	<b>Employment regime:</b> Seconded	
<b>Ref. number:</b> JUS 10 JUS 11	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Justice Section	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Criminal Justice Senior Adviser reports to the Head of Justice 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 by advising and mentoring local counterparts in particular the Palestinian Anti-Corruption Commission (PACC) and the Palestinian Bar Association (PBA), on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To be the key interlocutor with the Office of the Palestinian Anti-Corruption Commission (PACC), the Palestinian Bar Association (PBA) and the Attorney General;
- To advise on and support the implementation of the Justice Sector Strategy;
- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities in particular the Palestinian Anti-Corruption Commission (PACC) and the Palestinian Bar Association (PBA), 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 in particular the Palestinian Anti-Corruption Commission (PACC) and the Palestinian Bar Association (PBA), and relevant security sector reform actors.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 and/or 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:**

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training on RoL/justice related matters;
- 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.
- Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;

**6. Desirable Qualifications and Experience:**

- Expertise within a Justice Institution or other similar institution;
- Expertise in the field of criminal justice, legal or institutional reform.
- International experience, particularly in crisis areas with multinational and international organisations.
- Professional experience as a judge, prosecutor, defence lawyer or within a Ministry of Justice or Ministry of Interior;
- Mediation skills.

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

- Arabic language skills;
- C driving licence.

<b>Position Name:</b> Senior Administrative Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MSD 14	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Administrative Officer reports to the Head of Mission Support Department.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures and guidelines in Mission Support;
- To assist the Head of Mission Support in scheduling Mission Support related activities;
- To verify reports, data and information in the Mission Support reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within Mission Support;
- To coordinate internal communication within Mission Support and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Mission Support in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions;
- To contribute to the maintenance of the filing system to meet administrative, legal and financial requirements.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or 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:**

- Expertise in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Knowledge of current technologies used for Administration such as Enterprise Resource Planning (ERP) System;
- Knowledge of EU financial regulations.

**6. Desirable Qualifications and Experience:**

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

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

- Arabic Language skills.

## SECONDED/CONTRACTED

<b>Position Name:</b> Chief of Procurement	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. number:</b> MSD 04	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/Procurement Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities

- To lead, manage and coordinate the work and staff of the Procurement Unit;
- To coordinate the Mission contracting and procurement processes in accordance with EU established professional and transparent procurement policies, rules and procedures;
- To establish and manage the Procurement Acquisition Plan in coordination with the Requesting Units;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide support related to contracting and procurement matters to other units within the Mission;
- To develop professional relationships with the European Commission and other actors involved in the process in Brussels HQ;
- To develop professional relationships with procurement colleagues in other Missions to share best practices in the area of procurement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or 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, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of using legally established professional and transparent procurement policies, rules and procedures.

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

- University and/or Master's Degree in management, business or public administration/law/procurement/supply chain or other related or relevant field;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Arabic language skills.

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> MSML
<b>Ref. number:</b> HR 02	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Human Resources Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources.

### 2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the CPCC Missions Personnel Division on all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Planning and Conduct Capability (CPCC);
- To coordinate the selection and recruitment process:
  - managing vacancies and applications;
  - advising and training selection panels;
  - preparing selection reports;
  - participating in selection panels;
  - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
  - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
  - communicating with candidates;
  - conducting the grading of international and local contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CPCC, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CPCC Human Resources policy;
- To conduct timely issuance and 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 relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CPCC policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;
- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission, in accordance with strategic guidance from CPCC.

### **3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 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 and/or military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills.

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

- International experience, particularly in crisis areas, with multinational and international organisations;
- University/Master's degree/MBA 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.