

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union Police Mission for the Palestinian Territories [EUPOL COPPS] 1-2025 Civilian Response Team (CRT) Call for Contributions Requirements and Job Descriptions</p>				
Organisation:	European Union Police Mission for the Palestinian Territories (EUPOL COPPS)			
Job Location:	As indicated below			
Employment regime:	As indicated below			
Job Titles/ Vacancy notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (8)</u>			
	CRT 01* CRT 02* CRT 03* CRT 04*	Training Planning Expert	Ramallah	ASAP
	CRT 05*	Human Resources Planning Expert	Ramallah	ASAP
	CRT 06*	Administrative Planning Expert	Ramallah	ASAP
	CRT 07*	Logistics Planning Expert	Ramallah	ASAP
	CRT 08*	Mission Security Officer	Ramallah	ASAP
	Deadline for Application:	Friday, 26 January 2026 at 17:00 (Brussels time)		
Applications must be submitted via:	<p>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</p> <p>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.</p>			



MD-Civilian Operations Headquarters (CivOpsHQ)
European External Action Service (EEAS)
Rue d'Arlon 88, B-1046 Brussels
Telephone: +32 25845540
Email: civopshq-hr-eupol-copps@eeas.europa.eu

Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p style="text-align: center;">Mr Vincenzo BALDASSARRE civopshq-hr-eupol-copps@eeas.europa.eu +32 25845540</p>
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** Availability of positions will depend on political and security developments in the region. Once selected, candidates must remain on standby and be prepared to deploy within 72 hours when required.*

According to the EEAS Country Threat Assessment (CTA), the current rating of the host country of the Mission is high. Please note that the CTA of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements.

High/Critical Threat Non-Family Mission

EUPOL COPPS bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/critical. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

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 ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended. As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, all travel costs related to the leave must be borne by the sending EU Member State or by the expert.

Tour of Duty – The initial duration of the deployment should be up to 3 months, with a possible extension subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement as well as operational needs.

Location of Seconded Experts: the Mission HQ is in Ramallah. However, the selected candidate might be requested to carry out duty trips in the West Bank (WB). The selected candidate must be authorized to travel in the WB. The Mission continuously assesses the security situation in the entire Area of Operations.

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

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline 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 strongly 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/common-european-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://digital-strategy.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-wheel-drive 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 – EU Member 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. The Mission will assist in obtaining the service visa upon arrival.

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) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent national authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and

Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

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 Mission is committed to an equal opportunities policy for all its staff and candidates, 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. It aims 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 CivOpsHQ encourages the EU Member States, European Institutions and the European External Action Service 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>.

HEAT Training - Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

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

Code of Conduct – As part of the PDT, the selected candidates must complete the session about the Code of Conduct and Disciplinary Procedure for civilian EU CSDP Missions, also complete the e-learning module on the Code of Conduct prior to their deployment and provide the mission with the course certificate which is kept in their personal file.

Data protection – The EEAS, and its Directorate CivOpsHQ, 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).

CIVILIAN RESPONSE TEAM POSITIONS (8)

Position Name: Training Planning Expert* (4 positions)	Employment Regime: Seconded	
Ref. Number: CRT 01, CRT 02, CRT 03, CRT 04	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: Non required	Open to Contributing Third States: No

1. Reporting Line

- The CRT Training Planning Expert reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To conduct gap analysis of local police capabilities and capacities for performance of civilian policing duties, taking into account security and situational assessments;
- To support review and adaptation of local civilian police training curricula in line with international standards and EU best practice, building on gap analysis and taking security and situational needs into account;
- To engage with local authorities and mission advisors to identify priority areas and operational training requirements, and propose solutions based on strategic objectives;
- To support designing and reviewing modular training programs including basic and specialised policing, leadership development, and training-of-trainers;
- To integrate EU standards on human rights, the rule of law, gender mainstreaming, and accountability into all training content;
- To develop and implement scenario-based exercises relevant to local security challenges;
- To support training, planning and creation of phased training calendars aligned with local operational cycles;
- To ensure flexibility for language, infrastructure, and shift constraints;
- To support identification of interpreters and adaptation of materials;
- To coordinate with mission logistics for equipment and simulation tools;
- To liaise with local ministries, police academies, civil society, and other relevant actors;
- To support alignment of training plans with donor coordination initiatives and sustainability objectives;
- To define Key Performance Indicators (KPIs) for measuring training output, outcome and impact, including knowledge retention, operational performance, and community trust indicators;
- To ensure training content complies with local laws, EU standards / EU best practice, and duty-of-care principles;
- To ensure documentation for auditing and reporting to the Mission leadership.

3. General Tasks and Responsibilities

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

- Ability to mentor, advise and motivate local counterparts;
- Experience in designing and delivering training;
- Knowledge of police training and related fields;
- Abilities on drafting, analysis and information-collection;
- Excellent communication and presentation skills;
- Excellent English language skills.

6. Desirable Qualifications and Experience

- Experience working with policing institutions/structures in an international/Middle East context;
- Experience in leading and communicating change management initiatives.

7. Desirable Knowledge, Skills and Abilities

- Arabic language skills.

Position Name: Human Resources Planning Expert*	Employment Regime: Seconded	
Ref. number: CRT 05	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Human Resources Section	Security Clearance Level: Non required	Open to Contributing Third States: No

1. Reporting Line:

The CRT Human Resources Planning Expert 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 facilitate immediate assessments of emergent situations regarding potential revisions to the EUPOL COPPS mandate;
- To oversee and support human resources planning associated with any possible expansions to the Mission mandate;
- To provide quantitative and qualitative analysis of required human resources, including a comprehensive assessment of the financial impact of broader deployment;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, as required;
- To cooperate closely with the Missions Personnel Division of the Civilian Operations Headquarters (CivOpsHQ) 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 draft and update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and CivOpsHQ;
- 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);
 - communicating with candidates;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, 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 CivOpsHQ Human Resources policy;
- 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 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 CivOpsHQ 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 CivOpsHQ.

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;
- Excellent English language 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.

Position Name: Administrative Planning Expert*	Employment Regime: Seconded	
Ref. Number: CRT 06	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line

The CRT Administrative Planning Expert reports to the Head of Mission Support Department.

8. Main Tasks and Responsibilities:

- To facilitate immediate assessments of emergent situations regarding potential revisions to the EUPOL COPPS mandate;
- To oversee and support the planning associated with any possible expansions to the Mission mandate;
- To monitor and collect information on relevant factors, that may have a financial impact on the adequate expanded mandate implementation;
- To cooperate with key Mission staff members on information management and analysis, in order to ensure well-informed planning;
- To provide quantitative and qualitative analysis of required resources, in order to make a proper assessment of the financial impact resulting from the general support requirements of an expanded deployment;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, as required.

9. General Tasks and Responsibilities:

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

10. 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. 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 in planning, after having fulfilled the education requirements.

11. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Drafting, research, communication and presentations skills;
- Analytical skills and knowledge of information collection;
- Excellent English language skills.

12. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience in leading and communicating change management initiatives;

13. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position Name: Logistics Planning Expert*	Employment Regime: Seconded	
Ref. Number: CRT 07	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line

The CRT Logistic Planning Expert reports to the Head of Mission Support Department.

14. Main Tasks and Responsibilities:

- To facilitate immediate assessments of emergent situations regarding potential revisions to the EUPOL COPPS mandate;
- To oversee and support the planning associated with any possible expansions to the Mission mandate;
- To monitor and collect information on relevant factors, that may have an impact on the adequate logistical support of the expanded mandate implementation;
- To cooperate with key Mission staff members on information management and analysis, in order to ensure well-informed planning;
- To provide quantitative and qualitative analysis of required essential additional logistical resources to properly serve an expanded deployment;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, as required.

15. General Tasks and Responsibilities:

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

16. 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. 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 in planning, after having fulfilled the education requirements.

17. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Drafting, research, communication and presentations skills;
- Analytical skills and knowledge of information collection;
- Excellent English language skills.

18. Desirable Qualifications and Experience:

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

- Experience in leading and communicating change management initiatives;

19. Desirable Knowledge, Skills and Abilities:

- Arabic language skills.

Position Name: CRT Mission Security Officer*	Employment Regime: Seconded	
Ref. Number: CRT 08	Location:	Availability: ASAP
Component/Department/Unit: Security and Health Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The CRT Mission Security Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures in line with the new "Security and Duty of Care Policy for Civilian CSDP Missions" (dated 15 July 2025);
- To assist the Senior Mission Security Officer by being part of the CRT planning team – and in close coordination with the SMSO - in the development of the relevant plan concerning the Mandate update and any other related matters;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To plan and execute security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
- To ensure all security and communications equipment is operational and ready to use;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases.

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 at the level in the National Qualifications Framework 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

- Planning and time-management skills;
- Analytical skills;

- Excellent English language skills.

6. Desirable Qualifications and Experience

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Knowledge of the Mission area its specific security challenges;
- Arabic language skills.