

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1**

<p align="center"><b>European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 3-2021 Call for Contributions</b></p>			
<b>Organisation:</b>	EUPOL COPPS		
<b>Availability:</b>	As indicated below		
<b>Job Location:</b>	Ramallah, Palestine		
<b>Employment Regime:</b>	As indicated below		
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Availability*:</b>
	<b>Seconded (10)</b>		
	PA 05	Police Adviser Planning and Policy	06 April 2022
	PA 06	Ministerial Legal and Administration Expert	ASAP
	PA 22	Senior Police Adviser - Training	ASAP
	PA 29	Senior Police Adviser District Coordinator	ASAP
	PA 30	Cyber Crime Expert	ASAP
	PA 33	Adviser Environmental Investigations	01 April 2022
	PA 34	Senior Mentor/Advisor to the Ministry of Interior	ASAP
	PRE 03	Project Cell Coordinator	ASAP
	RL 03	Prosecution Expert	ASAP
	RL 15	Senior Criminal Justice Expert	ASAP
	<b>Seconded/Contracted (7)</b>		
	HM 11	Verification Officer	ASAP
	MS 02	Chief Human Resources	ASAP
	MS 04	Procurement Officer	ASAP
	MS 06	Finance Officer	ASAP
	MS 08	Chief of Communication and Information Systems	ASAP
	PRE 02	Planning and Evaluation Officer	ASAP
	RL 06	Justice Expert	ASAP
<b>Deadline for Applications:</b>	Friday 14 January 2022 at 17:00 (CET)		

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\* Due to the extra-ordinary conditions related to the COVID-19, the foreseen deployment date is considered as tentative, and can be amended.

<b>Applications must be submitted via:</b>	<p>1. You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p style="margin-left: 40px;">a) You are already registered on Goalkeeper AND you have an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p style="margin-left: 40px;">b) You do not have a Goalkeeper account or an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>2. You do not have the nationality of an EU Member State:</p> <p>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.</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>
<b>Information :</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Ms Katriina LILLOIVA</b></p> <p><a href="mailto:cpcc.eupolcops@eeas.europa.eu"><u>cpcc.eupolcops@eeas.europa.eu</u></a></p>

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

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with

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

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 Contributing States propose candidates for the following international expert positions for EUPOL COPPS, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

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

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

### **Essential Requirements**

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

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

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

## **II. REQUIREMENTS**

### **Essential Requirements**

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

### **Education and Training**

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

### **Knowledge**

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

### **Skills and abilities**

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

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

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

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

### **Desirable Requirements**

**Knowledge of the Mission area** – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures (distinct advantage).

**Knowledge and Experience of SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

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

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

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<sup>2</sup> <https://europa.eu/europass/en/european-qualifications-framework-efq>

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

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

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

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

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

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

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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

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

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

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

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

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

### **IV. ADDITIONAL INFORMATION**

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The Civilian Planning and Conduct Capability (CPCC) encourage Contributing States and European Institutions to take this into account when offering contributions at all levels.

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

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

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference call/WebEx/phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing states will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment considering the operational needs of the CSDP Missions concerned.

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

**E-Training** – The selected candidates should complete E-MISSIONWISE + E-SAFE<sup>4</sup> modules.

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

**Data Protection** – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the [EEAS website](https://webgate.ec.europa.eu/eeas/security-e-learnings).

**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).

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

<b>Position Name:</b> Police Adviser - Planning and Policy	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 05	<b>Location:</b> Ramallah	<b>Availability:</b> 06 April 2022
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Police Adviser-Planning and Policy reports to the Head of Police Advisory Section.

### 2. Main 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;
- 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 contribute to Mission reporting in the area of competence by 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 design and deliver training, as appropriate.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 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 in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- 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;



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

## 1. Reporting Line

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

## 2. Main Tasks and Responsibilities:

- To develop efficient organisational procedures so as to ensure effective implementation and evaluation of the security sector strategy;
- To develop institutionalised cooperation and coordination mechanisms with relevant institutions and different security services;
- To assist in the development of a legal/regulatory framework identifying and separating competencies of the Ministry of Interior (MoI) and other institutions in the security sector;
- To support the MoI in clarifying the responsibilities and authority of the police, through the development of one applicable police law;
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity;
- To support the MoI efforts to develop/elaborate an effective/proactive communication strategy.
- To identify project areas and develop projects to support the MoI;
- To provide support to the EUPOL COPPS MoI team in the research, preparation, development, and delivery of the Ministry of Interior (MoI) related initiatives as outlined in the Mission Implementation Plan;
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes;
- To operationalise the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular, progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practices and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration OR police or military equivalent education or training and rank; AND
- At least 8 years of relevant professional experience, out of which a least 3 at management level.

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

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

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

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

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

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Report drafting and organisational skills;
- Knowledge of Arabic.

<b>Position Name:</b> Senior Police Adviser - Training	<b>Employment Regime:</b> Seconded	
<b>Ref. Number :</b> PA 22	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Police Adviser-Training reports to the Head of Police Advisory Section.

### 3. Main 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;
- 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 contribute to Mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Experience in project management.

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

- n/a

<b>Position Name:</b> Senior Police Adviser District Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 29	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Adviser District Coordinator reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

- To advice and support the development of the Palestinian Civil Police (PCP) within the 11 districts of the West Bank, in order to meet service demands and implement the PCP strategic plan;
- To coordinate mentoring and advising efforts of the Police Advisory Section with relevant District Commanders and their senior staff;
- To support the PCP, particularly in close coordination with the Head of Districts and the Research, Planning and Development Administration, in the area of operational planning;
- To support the implementation of key strategic concepts at the district level, including but not limited to the community policing concept, information-led policing, and police accountability;
- To advise and provide analytical support to relevant counterparts in the PCP in the area of Command and Control (including Operation Rooms and Patrolling);
- To establish and maintain key relationships with key stakeholders, including senior members of the PCP and other local partners, including civil society representatives;
- To closely coordinate and communicate with relevant international actors and donors supporting the PCP particularly at the district level;
- To advise and actively support the PCP to coordinate and adopt tools which strengthen civilian police primacy;
- 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 design and deliver training, as appropriate;
- To contribute to Mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the line manager.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 mentoring/advisory experience and working with the operational and administrative sides of managing police districts, also strategic and operational planning, business development, administration, human resources, training and reporting, etc., after having fulfilled the education requirements.

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

- Knowledge and wide experience on a variety of aspects related to civilian policing, particularly related to command and control, frontline/uniform policing;
- Negotiation skills in a multi-national context;
- Knowledge of the entire chain of criminal justice (from police to prison).

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

- Experience working in an international organisation operating in a conflict or post-conflict situation;
- Experience in negotiation;
- Experience in managing staff and resources;
- Educational background in Public Administration, Management/Leadership or other related subjects;
- Experience in programme and project management.

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

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Knowledge and understanding of human rights and gender concepts;
- Experience in conducting trainings.

<b>Position Name:</b> Cyber Crime Expert / CRC Member*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 30	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

## 1. Reporting Line:

The Cyber Crime Expert reports to the Head of Police Advisory Section. This position is also a member of the Core Responsiveness Capacity, see specific tasks related to this below.

## 2. Main Tasks and Responsibilities

### 2.1. Cyber Crime Adviser:

- To provide advice and support the Palestinian Civil Police (PCP) to detect, prevent and investigate crimes, particularly related to cybercrimes/computer related crimes;
- To support service-minded policing through the overall development of the Cybercrime Department;
- To advise in the adoption of relevant laws, policies, manuals and SOPs related to cybercrime;
- To mentor the staff of the Cybercrime Department in order to enhance their capacities, skills and knowledge;
- To ensure effective coordination and coherence between the Cybercrime Department and other criminal investigation departments, as well as relevant frontline policing units;
- To enhance coordination and cooperation between police and prosecution in the area of cybercrime through agreed mechanisms and procedures;
- To closely coordinate and cooperate with other international stakeholders and key donors to support the overall development of the Cybercrime Department;
- To deliver relevant training to the PCP and Public Prosecutors in the field of cybercrime.

### 2.2. Core Responsiveness Capacity Tasks and Responsibilities:

Members of the Core Responsiveness Capacity, when requested and approved by CivOpsCdr, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;
- To undertake any other tasks related to the Core Responsiveness Capacity as required;
- 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;

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\* This position will also be advertised in the forthcoming CfC for the Core Responsiveness Capacity

- 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.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 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 the operational fight against cybercrime at national/international level, after having fulfilled the education requirements;
- Experience in computer networks, computer science, programmes, etc. from a police or security organisation;
- Experience working in an advisory or mentor capacity.

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

- Knowledge of civilian policing and the rule of law;
- Negotiation skills working in a multi-national context;
- Ability to collect and examine forensic digital evidence related to crime scenes;
- Ability to process and analyse information and data, including reporting progress and challenges.

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

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Experience in programme and project management;
- Broad CID experience;
- Experience working in the Middle East.



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

- Understanding of international development concepts and principles;
- Knowledge of developing manuals or SOPs;
- Planning/project management qualifications.

<b>Position name:</b> Adviser Environmental Investigations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 33	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to contributing third States:</b> Yes

### 1. Reporting Line:

The Adviser Environmental Investigations reports to the Head of Police Advisory Section.

### 2. Main 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 and the Civil Defence, as well as civil society organisations to consolidate their interaction and coordination with the PCP;
- 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 contribute to mission reporting in the area of competence, by ensuring timely reporting on activities, 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 design and deliver training, as appropriate/needed.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of 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 Environmental Crimes' impact and effects on quality of life in short-, medium and long term;
- Experience in change management, including at a strategic level;
- Ability 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 planning/project management;
- Experience in working in an international organisation operating in a conflict or post-conflict environment.

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

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

<b>Position Name:</b> Senior Mentor/Adviser to the Ministry of Interior	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PA 34	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Police Advisory Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Mentor/Adviser to the Ministry of Interior reports to the Head of Police Advisory Section.

### 2. Main Tasks and Responsibilities:

- To closely mentor and advise the senior management of the Strategic Planning and Development Unit, Ministry of Interior, on effective implementation of the Security Sector Reform;
- To provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development and implementation of their respective strategic plans;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and the PCP;
- To support the development of efficient organisational procedures and structures related to mentoring and strategic planning;
- To build trust and work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and the PCP in clarifying the responsibilities and authority of the institutions;
- To support the MoI to further enhance its oversight and governance structures and processes;
- To promote coherence, cooperation and synergies with international partners;
- To ensure counterparts are cognisant of UNSR 1325 and safeguard human rights;
- To advise the Mission's senior management on MoI related matters;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by mentoring and advising 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 Advisers/ Mentors as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 senior level professional experience in mentoring or, as a minimum, in strategic guidance and/or advisory roles, at national or international level, after having fulfilled the education requirements.

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

- Documented knowledge of communication techniques for mentoring in a Ministry/security sector institutions or other relevant fields on a high strategic level;
- Proven intercultural competence and sensitivity in regards to understanding local traditions;
- Solid track record in establishing mutual respect as essential prerequisite for successful guidance and advice;
- Knowledge of Security Sector Reform and strategic planning designed towards local ownership;
- Ability to build trust, negotiate, coordinate and produce reports.

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

- An ENTRi Certified Mentoring course or equivalent training;
- Negotiation and mediation skills;
- Experience in interacting with regional and international stakeholders/donors in a multicultural environment.

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

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

<b>Position Name:</b> Project Cell Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PRE 03	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Planning, Reporting and Evaluation Unit (PRE)	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Project Cell Coordinator reports to the Head of Planning, Reporting and Evaluation 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 the Mission Implementation Plan (MIP) is correctly populated with tasks, activities and projects and that the MIP content is properly coordinated within the Mission as well as with external stakeholders;
- To ensure that project proposals and Quick Impact Projects (QIPs) are properly coordinated within the Mission as well as with external 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;
- 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 evaluation Officers;
- Upon completion of task, activities and/or projects, to ensure that post activity and/or project reporting and evaluation have been completed;
- To maintain and where necessary review and update project management procedures;
- To assist the Mission's Heads of operational sections and Mission's Programme Managers in operational sections in project planning and development and co-ordinate the implementation of the Mission's MIP (activities & projects) with other stakeholders;
- 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.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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.

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

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

#### **5. 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.

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

- Experience in a field Mission in programme/project related activities, with an International Organisation, an International NGO, a Development or Humanitarian Agency ;
- Knowledge of and/or experience in working with EU Financial Regulations;
- Knowledge in Arabic.

<b>Position Name:</b> Prosecution Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> RL 03	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Rule of Law Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main 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, OPLAN and Mission Implementation Plan (MIP), in particular with respect to supporting the Office of the Attorney General and other criminal justice institutions which focus on preventing, detecting, investigating and prosecuting economic and corruption crimes;
- To contribute to providing support to the Office of the Attorney General in other areas, including *inter alia* international judicial cooperation and investigating environmental crime;
- In coordination with the other relevant Mission staff, to liaise closely with the Palestinian Anti-Corruption Commission and the Corruption Crimes Court on any matters that involve the Office of the Attorney General or Public Prosecution, and provide advice and direction as required;
- To assist in the development and delivery of training packages on investigating and prosecuting economic and corruption crimes and in other specialised areas, including *inter alia* environmental crime;
- To support cooperation between the specialised anti-corruption unit of the Attorney General Office, the Palestinian Anti-Corruption Commission and the relevant PA institutions related to enhancing transparent economy and financial accountability;
- To support cooperation between the police and the Public Prosecution in investigating economic crimes, including *inter alia* environmental crime;
- To support other relevant Palestinian authorities with respect to international judicial cooperation as appropriate;
- To 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 coordinate the Mission's activities with donors who are active with respect to supporting the Office of the Attorney General in terms of international judicial cooperation, and investigating and prosecuting economic and corruption crimes, including *inter alia* environmental crime;
- 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 sector development;
- 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.



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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Experience of working as a prosecutor, especially with serious economic crimes, money laundering and/or corruption cases.
- Experience in working on police/prosecutor coordination.

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

- Understanding of legal reform process including the development of legal policy and legislation;
- Experience in working with rule of law and criminal justice system issues either domestically or internationally;
- Mediation skills;
- Ability to translate strategy into action and to work effectively in a deadline driven environment.

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

- Experience of working with international judicial cooperation and assistance;
- Experience of training prosecutors and police officers on a range of relevant matters, including inter alia investigating and prosecuting economic, corruption and environmental crimes;
- Project management experience;
- 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.

### **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;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Knowledge of Arabic.

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

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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;
- 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;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Knowledge of Arabic.

<b>Position Name:</b> Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> HM 11	<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 Verification Officer reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance, Procurement and Human Resources Units, as well as other Units/Offices of the CSDP Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regime, that the CSDP Mission procurement procedures are conducted in line with the applicable rules;
- To define and implement, with the aim of informing project managers and task officers from various areas of the CSDP Mission, a regular training schedule on the authorising and validation process.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level 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 3 years of relevant professional experience, after having fulfilled the education requirements

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

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, and accounting or human resource software;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- Experience in reporting and drafting of memoranda and procedures;

- 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.

**6. Desirable Qualifications and Experience:**

- Degree or certificate in economics/business or public administration/management/accounting or other related or relevant field
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

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

- Knowledge of Arabic.

<b>Position Name:</b> Chief Human Resources	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff Management level (MSML)
<b>Ref. number:</b> MS 02	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/Human Resources Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To ensure that the Deployment Plan for the Mission Members reflects the staffing needs and budgetary conditions and to keep it updated;
- To coordinate the Mission's recruitment cycle 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 coordinate all HR related budgetary issues, in close cooperation with the Finance and Procurement Units, including payroll, insurances, trainings, etc.;
- To revise/update the guidelines for transparent and objective performance assessment and evaluation system for the Mission;
- To ensure that all Mission Members are covered by an appropriate health and accident insurance, provided by the Mission;
- 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 as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission and the EEAS (CPCC) on Human Resources related issues;
- Responsible for the timely periodical and any required reporting to the Mission management, EEAS (CPCC) and the EU Commission (FPI), concerning all HR and personnel issues;
- To draft any other required statistics/ evaluations in the field of expertise.
- To develop and update the Human Resource Policy for International and National staff in accordance with the OPLAN and the Standard Operating Procedures;

- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 human resources working experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

### **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;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff.

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

- University/Master degree/MBA in human resources management or/and an international certification in human resources management;
- Knowledge and/or experience in strategic management and/or public administration.
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Experience in planning and implementing projects in the area of Human Resources.

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

- Knowledge of Arabic.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> MS 04	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<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 Procurement Officer reports to the Chief of Procurement

### 2. Main Tasks and Responsibilities:

- To direct, manage and conduct planning, solicitation, negotiation and if necessary, termination of contractual and procurement contracts/purchase orders ensuring good practices and maintaining audit-compliant records;
- To provide assistance and advice to the Mission members, providing authoritative technical and policy advice on all aspects of procurement and contracting, develop and disseminate best practices;
- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures ensuring a fair, competitive and transparent process in accordance with sound procurement principles;
- To assist and advise the Chief of Procurement on all issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission Departments related with preparation of Terms of Reference and/or technical specifications for materials, goods, and services, with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with the European Commission and EEAS in the field of procurement for the Mission;

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 3 years of relevant professional experience, in the field of procurement, after having fulfilled the education requirements.



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

- Knowledge and experience in procurement and contracting ;
- Negotiations and Analytical skills;
- Supply market analysis skills;
- Strong sense of personal integrity;
- Attention to details;
- Ability to multi-task;
- Team spirit and problem-solving abilities.

**6. Desirable Qualifications and Experience:**

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations, in particular PRAG;

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

- Good interpersonal skills and ability to work under pressure.

<b>Position name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> MS 06	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/Finance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Finance Officer reports to the Chief Finance (CoF).

### 2. Main Tasks and Responsibilities:

- To assist the HoF in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of CSDP Mission finances in close cooperation with the HoF;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To support, maintain and make necessary recommendations on the financial management of Quick Implementation Projects (small projects).
- To substitute the CoF in his/her absence;
- To assist the HoF in drafting the Mission budget;
- To verify the legality and the regularity of transactions prior to authorising financial transactions
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To liaise and cooperate on financial issues with the relevant supervising authorities and all other relevant actors (banks etc.) under the supervision of the HoF.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 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 3 years of relevant professional experience, after having fulfilled the education requirements.

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

- Knowledge of accounting and general financial principles;
- Experience in the use of at least of one accounting software.

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

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related or relevant field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant (CPA) or Chartered Accountant (CA);
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Knowledge in the use of a Finance/Accounting software like an Enterprise Resource Planning (ERP) System.

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

- Good interpersonal skills and ability to work under pressure.

<b>Position Name:</b> Chief of Communication and Information Systems	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> MS 08	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/CIS Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To ensure the smooth running of the Mission IT operations, monitoring and infrastructure, including security and backup/restore capabilities;
- To manage the installation, configuration, maintenance, support, upgrading and security of CIS hardware, software and systems, while coordinating the standardisation of computer hardware and software within the mission;
- To design, implement and maintain the Mission local/wide area network and ensure operation continuity through an adequate preventive maintenance program, while providing EUPOL COPPS with network accessibility, email accounts, internet access, security and data backup;
- To maintain an adequate stock of CIS equipment and spares; raise requisitions for equipment, spare parts and supplies, abiding to the appropriate budget control and accountability mechanisms.
- Organise service, support repair and replacement of CIS equipment, as required;
- To identify CIS training needs and develop the training curriculum;
- Guided by applicable CIS policies and directives, to create and keep up-to-date Standard Operating Procedures for the use and management of CIS equipment;
- To produce technical documentation on IT infrastructure and disaster recovery;
- To lead, direct and manage the work and staff of the CIS Unit;
- To advise the Head of Mission Support on the development and implementation of CIS strategy, and on CIS operational matters affecting the Mission;
- To set the overall direction for technology for the Mission through strategic planning and developing multi-year work plans for the CIS Department in alignment with organisational technology needs;
- To establish and monitor the CIS departmental budget to maintain operational capabilities and ensure a continuing evolution of technology implementation;
- To establish and maintain strategic service provider partnerships to provide best-in-class services to the Mission, and optimize costs of services through a mix of internal and external resources;
- To coordinate all information technology activities and services, including Service Management Services, Information Systems Services, Systems Administration Services, Network Services, Regional Support Services, and Communications in the Mission;
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission's critical data and systems from cyber threats being a member of the Cyber Security Cell composed by Mission Information Security Officer who is taking the lead role in close collaboration with CIS Unit;
- To manage contracts and vendor relations with regard to outsourced and procured goods and services, including hardware and software, network connectivity services, satellite communication services, internet services, telephony services, and expert consultancies and external support services;

- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

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

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of progressive experience in the coordination of complex, large scale information and communication technology implementation and operations.

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

- Extensive knowledge of current technologies for information systems, networking systems, and communication systems; and industry best practices in IT strategy and governance, including in radio and satellite communication technology solutions;
- Leadership skills to lead diverse technical teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Experience in managing diverse technical teams of national and international specialists, e.g. communications, information systems, and information technology;
- Ability to mentor and motivate staff.

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

- Certified training in industry best practices for IT service management (e.g. ITIL), IT governance (e.g. COBIT), and project management (PRINCE2, PMP);
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in managing server virtualisation tools such as VMware vSphere and/or Microsoft Hyper-V;
  - Experience in managing Microsoft Office365 hosted services;
  - Experience in managing hybrid setups of a Microsoft oriented client-server approach in combination with Microsoft Office365;
  - International experience, particularly in crisis areas with multi-national and international organisations;

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

- Good interpersonal skills and ability to work under pressure.

<b>Position:</b> Planning and Evaluation Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> PRE 02	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Planning, Reporting and Evaluation Unit (PRE)	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to contributing third States:</b> No

### 1. Reporting Line:

The Planning & Evaluation Officer reports to the Head of Planning, Reporting, and Evaluation Unit.

### 2. Main Tasks and Responsibilities:

- In coordination with the Operational Sections, compile relevant statistics and carry out analysis and evaluations;
- In support of the Mission's Project Cell, contribute in identifying and developing new projects according to the objective of the Mission mandate.
- To develop a repository for maintaining and securing Mission activity data (data capture, data storage, data usability) derived from activities as outlined in the Mission Implementation Plan (MIP);
- To develop, maintain and regularly update the MIP, in close cooperation with the relevant team members in PRE, Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To support and mentor the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic, ad-hoc and special reports;
- To prepare and give presentations;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 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 fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND
- 5 years of relevant professional experience (operational planning/project & data management).

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

- Excellent analytical and drafting capability and profound knowledge of information/data collection, storage and analytical methods;
- Ability to apply methodologies for evaluation of task outcome and capacity building interventions;
- Planning and project management;
- Coordination skills, in relation to the cooperation with sections/units;

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

- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE 2, or equivalent.

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

- Good interpersonal skills and ability to work under pressure;
- Advanced English skills and knowledge in Arabic

<b>Position Name:</b> Justice Expert	<b>Employment Regime:</b> Seconded/contracted	<b>Post Category for Contracted:</b> Expert level
<b>Ref. number:</b> RL 06	<b>Location:</b> Ramallah	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Rule of Law	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. 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 the following:
- To advise on the strategic objectives of the High Judicial Council (HJC), in particular to the Chief Justice and the members of the council, and on the role and future direction of the council;
- To support, in cooperation with the Legislative Drafting Experts, the revision of criminal – related legislation;
- To encourage adoption of measures so as to reduce delays in terms of adjudication of criminal cases in line with international standards with respect to pre-trial detention and protective custody.
- To support with respect to juvenile justice initiatives;
- To support the High Judicial Council (HJC) in promoting access to justice and in the development of a strategy on fair trial;
- To develop and implement programmatic projects in support of the tasks of the MIP.
- To liaise closely with the HJC and with other justice institutions, including the Palestinian Judicial Institute, as required, on their roles and mandates and provide strategic advice to the HJC on its strategic direction and implementation of its strategic objectives;
- To advise on the strategic objectives of the Palestinian Judicial Institute, in particular to its Director and Training Department, and on the role and future direction of the Institute.
- To 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.
- 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 develop and organise integrated courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system;
- To liaise with other international actors.

### General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related task as requested by the Line Manager(s).



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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification 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;
- Mediation skills.
- Experience in criminal justice reform either domestically or internationally;
- International experience of working with rule of law and criminal justice system issues.

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

- Experience as a practising lawyer;
- Project management experience
- Experience of working on strategic matters at a judicial council;
- Experience in advising other justice institutions;
- 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.

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

- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.
- Knowledge in Arabic.