

EUROPEAN EXTERNAL ACTION SERVICE



European Union Police Mission for the Palestinian Territories EUPOL COPPS 2-2026 Call for Contributions

Annex 1 – Requirements and Job Descriptions

All positions listed hereunder are open to applications from candidates seconded¹ by EU Member States.

Post Ref.:	Post Title:	Location:	Availability:	Open to	
				Contracted Applications ²	Third States ³
HOM 04	Political Adviser	Ramallah	1 Feb 2027	-	-
HOM 05	Legal Adviser	Ramallah	ASAP	-	-
HOM 07	Human Rights Adviser	Ramallah	ASAP	-	YES
HOM 10	Head of Security and Health Department	Ramallah	1 Sept 2027	-	-
HOM 18	Records Management Assistant	Ramallah	1 Sept 2027	-	-
JUS 04	Prosecution Senior Adviser	Ramallah	ASAP	-	YES
JUS 10	Criminal Justice Senior Adviser	Ramallah	ASAP	-	YES
JUS 12	Justice Senior Adviser	Ramallah	ASAP	-	-
MSD 01	Head of Mission Support Department	Ramallah	1 Sept 2027	-	-
MSD 04	Head of Procurement*	Ramallah	ASAP	-	-
MSD 05	Procurement Officer	Ramallah	ASAP*	YES	-
MSD 07	Finance Officer	Ramallah	ASAP	-	-
MSD 08	Head of Logistics and Transport Unit	Ramallah	01 Sept 2027	-	-
MSD 09	Logistics and Transport Officer	Ramallah	ASAP	YES	-
PRE 02	Planning and Evaluation Officer	Ramallah	ASAP	-	-
PRE 07	Head of Project Cell	Ramallah	ASAP	-	-
SSR 01	Head of Security Sector Reform Unit	Ramallah	ASAP	-	-
SSR 04	Police Adviser – Planning and Policy	Ramallah	ASAP	-	-
SSR 07	Senior Police Adviser Community Policing	Ramallah	19 Jan 2027	-	YES
SSR 14	Senior Police Adviser - Training	Ramallah	ASAP	-	YES
SSR 16	Senior Police Adviser Accountability	Ramallah	20 Feb 2027	-	YES
SSR 19	Cyber Crime Expert	Ramallah	ASAP	-	YES
SSR 26	Police Adviser – Accountability	Ramallah	21 Jan 2027	-	YES

¹Seconded candidates are candidates who hold the citizenship of an EU Member State and have been endorsed by their National Seconding Authority (NSA) as well as validated in their database. Candidates interested in applying as seconded for vacant posts should contact their respective NSA for information on the application process and national eligibility criteria. Please note that CivOpsHQ and the Mission are unable to provide further information on National Seconding Authorities.

²When 'YES' is indicated, this post is, in addition to seconded, open to candidates holding the citizenship of an EU Member State applying under Contracted Employment Regime.

³When 'YES' indicated, this post is open to seconded candidates holding a citizenship of a Non-EU state considered a Contributing or Invited Third State (CTS) to the respective Mission.

Deadline for Applications | Friday, 30 October 2026, 17:00 CET

How to submit an application:

- **You hold the citizenship of an EU Member State** and must use Goalkeeper to apply following the indicated links; either:
 - a) You are already registered on Goalkeeper AND you have an associated EU Login:
<https://goalkeeper.eeas.europa.eu/registrar/web>
 - b) You do not have a Goalkeeper account nor an associated EU Login:
<https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do>
- **You do not hold the citizenship of an EU Member State.** Candidates who hold the citizenship of a non-EU Contributing Third State (CTS) may only be considered when they are seconded by their National Seconding Authority (NSA). Personal applications will not be accepted. Candidates should contact their NSA and submit their application form through this channel.

For more information relating to selection and recruitment, please contact the
Civilian Operations Headquarters (CivOpsHQ):

Mr. Vincenzo Baldassarre

civopshq-hr-eupol-copps@eeas.europa.eu

+32 (0)2 584 5540

* Pending on the availability of the position.

High/Critical Threat Non-Family Mission

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

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

Seconded personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Seconded personnel from Contributing Third States (CTS) – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and is in addition limited to a maximum duration of 24 months. There is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission (“cooling off period”) at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the CivOpCdr informs the respective mission about the change in the threat level.

For the purpose of counting the maximum cumulative period referred in the paragraph(s) above, the date from which this period should be counted is 20 December 2023 when the mission was re-classified from medium to high-risk environment.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve-month deployment, will not be eligible.

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

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

The Civilian Operation Commander requests that EU Member States and Contributing Third States (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 – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and adaptability – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

II. REQUIREMENTS

II.A Essential requirements

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

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

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

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

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

Skills and abilities

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

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

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

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

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

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

II.B Desirable requirements

Knowledge of the Mission area – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

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

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

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

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

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

Education diploma(s)/certificate(s) and/or professional certificate(s) – Selected international contracted candidates must have and present to the Mission the university

diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

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

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

In any case, the final PSC certificate must be presented within 12 months from the date of deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Heads of Security and Health must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

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

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination should be certified, stating that no imminent 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 (CivOpCdr Instruction 12-2018 as amended.)

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

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

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

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

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

Application form – Only applications in English or French language will be considered, and when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated AF.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or via video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

Artificial Intelligence (AI) – Interviews and written tests/assignments must reflect candidate's own capability and work. Use by the candidate of AI tools, including but not limited to chatbots (such as, for example, Chat Generative Pre-trained Transformer known as ChatGPT), or any other language generating or automated system capable of producing and refining written or oral submissions, is forbidden during interviews and written tests/assignments.

This prohibition includes, but is not limited to:

- Using assistance in formulating answers during interviews (such as real-time AI interview assistants)
- Generating or refining responses for any written tests/assignments.

Use of such tools may result in termination of the interview and/or written test/assignment, and subsequent non-selection or rejection without further consideration. The decision on the consequence of using AI is at the discretion of the EEAS / CivOpsHQ and civilian CSDP Missions. They also reserve the right to take appropriate further steps in such cases. CivOpsHQ and civilian CSDP Missions reserve the right to perform checks during interviews and written tests/assignments to identify the use of such tools.

Identity Verification – Candidates are requested to bring a valid identification document (e.g. a national identity card, passport, or driving license) to the interview. The identity may be verified at the beginning of the interview. The document or data contained therein will not be stored.

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

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

HEAT Training– For high/critical threat missions/areas of operations, selected candidates must have undergone a Hostile Environment Awareness Training (HEAT), or a national equivalent, no more than five years earlier. What is considered a recognised HEAT course, or its national equivalent, will be assessed in terms of content, duration and methodology, towards the curriculum agreed by the European Security and Defence College (<https://esdc.europa.eu/en/listapi/2026-096%20ESDC%20Course%20Curriculum%2048.a%20HEAT.pdf>). In any case, regarding secondments, the necessary training is the responsibility of the seconding authorities.

In case of short-term deployments (e.g. Visiting Experts, Specialised Teams, Civilian Response Teams) for high/critical threat missions/areas of operations, the mandatory HEAT requirement may –following a thorough case-by-case assessment by CivOpsHQ– be substituted with alternative preparatory and risk-mitigation measures or trainings. These measures may be implemented either by the seconding agency before deployment or upon arrival through the Mission’s own protocols. Nonetheless, the overall objective remains that these selected candidates should, as feasible, receive full HEAT certification or its national equivalent in accordance with the standards outlined above.

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

Data protection – The EEAS/CivOpsHQ processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regards to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended).

The Privacy Statement is available on the EEAS website.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

Position name: Political Adviser	Employment regime: Seconded	
Ref. number: HOM 04	Location: Ramallah	Availability: 01/02/2027
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Legal Adviser	Employment regime: Seconded	
Ref. number: HOM 05	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: Not required	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Planning and Conduct Capability and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, Memorandums of Understandings and special service agreements;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts and secondment etc.;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission Data Protection and act as Mission's Personal Data Protection Adviser
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To draft assessments and recommendations in relation to internal disciplinary and administrative proceedings;
- Ensure compliance with and provide clarifications on Civilian Operations Commander (CivOpsCdr) instructions, EU legislation, Mission internal rules, including Standard Operating Procedures and their drafting;
- To deliver training material on legal issues to the Mission and other organisations.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in law OR a qualification in the National Qualifications Framework in law 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. Masters's degree; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Excellent drafting skills;
- Excellent knowledge of the English language.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Basic IT literacy, including proficiency with standard office software (e.g. word processing, spreadsheets, email) and the ability to use document management/collaboration tools;
- Understanding of the Palestinian Criminal Justice System and Security Sector Strategy;
- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Human Rights Adviser	Employment regime: Seconded	
Ref. number: HOM 07	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: Not required	Open to Contributing Third States: Yes

1. Reporting Line

The Human Rights Adviser reports to the Head of Mission and is administratively line managed by the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach; To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor Degree; **OR** equivalent and attested police and/or and military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Knowledge of human rights due diligence tools and processes in an international context;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Head of Security and Health Department	Employment regime: Seconded	
Ref. number: HOM 10	Location: Ramallah	Availability: 01/09/2027
Component/Department/Unit: Security and Health Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Head of Security and Health Department reports to the Head of Mission

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Mission's Security and Health Department;
- To monitor and assess the security situation and to provide security analyses, recommendations and advice to the HoM, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To provide advice and implement measures in order to ensure the security and safety of Mission's members;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and Six Monthly Reports as appropriate and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction and other necessary training to Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that any private security provider complies with ToRs and fulfils the contract requirements to the assigned performance standards, including the Code of Conduct;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To direct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and draft related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to all Mission areas, including High Risk areas, if required;

- To collaborate with and report to the CPCC on all relevant security related matters and ensure the implementation of the their security recommendations;
- To regularly convene the Security Management Team of the Mission;
- To ensure that personal security advice is given to Mission members as required;
- To identify staff training needs in security related areas;
- To promote a positive working environment for all staff in the Department, and to treat all staff fairly in accordance with EU values.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 8 years of relevant professional 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:

- Ability to contribute to the development of security policies and procedures;
- Planning, and time-management skills;
- Minimum of 2 years relevant experience of international field security and/or security management in ensuring protection of personnel and/or assets;
- Capacity to work in English.

6. Desirable Qualifications and Experience:

- Successful completion of a Mission or Field Security Officer Course or equivalent;
- Validated license for armoured vehicle or civilian driving licence class C1;
- Authorised to carry and use weapons in compliance with the applicable legal framework;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of the Mission area and potential security threats;
- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Records Management Assistant	Employment regime: Seconded	
Ref. number: HOM 18	Location: Ramallah	Availability: 01/09/2027
Component/Department/Unit: Head of Mission Office	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line

The Records Management Assistant reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

2. Main Tasks and Responsibilities:

- To manage the Mission's records and archives appropriately and effectively;
- To assist the Mission with preparation and management of various metrics/reports - perform document collection, archiving and filing of various records;
- To maintain office services by organising office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions;
- To register and distribute all official incoming and outgoing communications in the correspondence registration database;
- To assist in the identification, development and implementation of appropriate policies, procedures and guidelines and keep these up to date;
- To ensure secure destruction of "restricted" records authorised for destruction;
- To facilitate the development of a centralised filing system and monitor its maintenance up to organisational standards;
- To identify, develop and maintain effective relationships and networks with information, knowledge, records and archives management experts;
- To store, arrange and index classified records;
- To research new technologies, automation and new soft- and hardware for archiving and records keeping purposes;
- To ensure the security, integrity and optimal performance of the document management system;
- To administer relevant reports and required information to internal and external stakeholders;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist in developing and sustaining relevant SOP's, directives, policies and Administrative Notes, ensuring coherence of various administrative documents;
- To do due diligence and verify reports, data and information in the Mission Support reporting structure;
- To liaise with CPCC in Brussels to ensure consistency with the CSDP Document Management guidelines and directives;
- To ensure best practices in management and proper handling of EU Classified Information;
- To function as Administrative Assistant to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education; **AND**
- A minimum of 3 years of experience in administration and archiving management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- PC skills with a good knowledge of MS Office and PowerPoint applications, internet and email applications;
- Familiarity with records management tools including a keen understanding of computerised records management systems;
- Knowledge of contemporary archival and records management principles and best practices;
- Language skills;
- Tact in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Enhanced organisation skills.

6. Desirable Qualifications and Experience:

- International administrative experience, particularly in crisis areas with multi-national and international organisations;
- Experience in administration in an archiving management role;
- Procurement registry and archive experience.
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7. Desirable Knowledge, Skills and Abilities:

- Presentation and reporting skills.

Position name: Prosecution Senior Adviser	Employment regime: Seconded	
Ref. number: JUS 04	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Justice Unit	Security Clearance Level: Not required	Open to Contributing Third States: Yes

1. Reporting Line

The Prosecution Senior Adviser reports to the Head of Justice Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts at the strategic and operational level;
- To support addressing of areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts and international partners;
- To liaise closely with other Mission advisers;
- To design and deliver workshops/training;
- To support the development of the Office of the Attorney General in the field of Palestinian prosecution service and cooperation between Palestinian Civil Police – Palestinian Prosecution;
- To be the key interlocutor with the Office of the Attorney General;
- To advise on and support the implementation of the Justice Sector Strategy.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge in the field of prosecution including of elements pertinent to institutional level capacity building.

6. Desirable Qualifications and Experience:

- Middle East/international experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Criminal Justice Senior Adviser	Employment regime: Seconded	
Ref. number: JUS 10	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Justice Unit	Security Clearance Level: Not required	Open to Contributing Third States: Yes

1. Reporting Line

The Senior Adviser reports to the Head of Justice Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To act as interlocutor of the Palestinian Bar Association, the Palestinian Anti-Corruption Commission, Juvenile Justice Actors, as well as with international partners and Palestinian CSOs;
- To promote systemic safeguards to uphold human rights, such as the right to remain silent, to right to legal counsel / representation, the presumption of innocence, the use of detention only as last resort, fair trial proceedings and the protection against abuse and torture in criminal proceedings;
- 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.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training on RoL/justice related matters;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Practical understanding of the principles of fair trial in order to be able to support the enhancement of access to justice in line with those principles.
- 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;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.
- Professional experience as a judge, prosecutor, defence lawyer or within a Ministry of Justice or Ministry of Interior;
- Mediation skills.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position Name: Justice Senior Adviser	Employment Regime: Seconded	
Ref. Number: JUS 12	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Justice Unit	Security Clearance Level: Not required	Open to Contributing Third States: No

1. Reporting Line:

The Senior Justice Adviser reports to the Head of Justice Unit.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g.

Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; the qualification should be in Law; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Head of Mission Support Department	Employment regime: Seconded	
Ref. number: MSD 01	Location: Ramallah	Availability: 01/09/2027
Component/Department/Unit: Mission Support Department	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line

The Head of Mission Support reports to the Chief of Staff. The Head of Mission Support reports directly to the Head of Mission on all financial aspects and budget implementation.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity;
- To ensure all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate, Implementation Plan and tasks as directed by Head of Mission;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems.
- To liaise with Civilian Planning and Conduct Capability and Foreign Policy Instrument;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;

- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to work in a demanding, deadline driven environment;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Knowledge of EU financial management and EU procurement rules;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Head of Procurement*	Employment regime: Seconded	
Ref. number: MSD 04	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support /Procurement Unit	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Procurement Officer	Employment regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. number: MSD 05	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department / Procurement Unit	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line

The Procurement Officer reports to the Head of Procurement.

2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To identify and promote opportunities for environmental sustainability in procurement processes, in line with EU policies;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures;
- Language skills (as applicable).

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration / law / procurement / supply chain or other related field;
- Experience in planning and implementing projects and programmes;

- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position name: Finance Officer	Employment regime: Seconded	
Ref. number: MSD 07	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department/Finance Unit	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Finance.

2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and 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 ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Head of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance;
- To support, maintain and make necessary recommendations on the use of the ERP (Enterprise Resource Planning) System;
- To support, maintain and make necessary recommendations on the financial management of Quick Implementation Projects (small projects).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;
- Proficient English language skills.

6. Desirable Qualifications and Experience:

- Degree or certificate in Economics / Business Administration / Finance / Banking / Accounting or other related 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 or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position Name: Head of Logistics and Transport Unit	Employment Regime: Seconded	
Ref. Number: MSD 08	Location: Ramallah	Availability: 01/09/2027
Component/Department/Unit: Mission Support Department/ Logistics and Transport Unit	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

The Head of Logistics and Transport Unit reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Logistics and Transport Unit;
- To advise the Head of Mission Support Department on logistical requirements in line with operational decisions within budgetary and time constraints;
- To advise the Head of Security & Health Department on logistical requirements related to Mission Contingency Plans;
- To maintain the asset registry of all Mission assets with the support and contribution of relevant Mission units;
- To ensure acceptance/rejection status reports of goods and equipment entering the Mission are maintained;
- To liaise with procurement in the preparation of tenders;
- To organise the storage and rotation of stock and disposal as appropriate in line with disposal rules and regulations;
- To establish a management system for the coordination/supervision of storage, allocation, distribution, consumption and future needs;
- To administer lease contracts of all rented premises and any other general service-related contracts;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To be responsible for managing the Mission transportation and advise senior management on fleet and transport related matters;
- To establish a fleet management system incorporating vehicle usage, mileage, fuel consumption, maintenance, damages/repair of vehicles, road accidents and insurance cover;
- To provide advice, support and training on transport related matters to Mission members;
- To ensure the necessary storage, distribution and allocation of vehicles and associated equipment to Mission members;
- To be responsible for the efficient execution of contracts related to acquisition, maintenance/services, repair and vehicle insurance;
- To identify supplies/services for future vehicles and define requirements and costs;
- To participate in the procurement process for vehicle supplies and services;
- To ensure effective management of logistics databases, inventories and lists of equipment;
- To support facility management, transportation and services management to ensure delivery of services;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.
- To develop internal guidelines and Standard Operating Procedures relating to the subject matters of responsibility;
- To manage the budget of the unit;

3. **General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).
- To take account of environmental challenges relating to the tasks and initiate necessary measures for promoting environmental awareness.

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 Transport, Logistics, Engineering, Administration or other related field) **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Knowledge of current Warehousing technology and Supply Chain Management;
- Ability to develop solutions and to adapt to new and emerging technologies;
- Awareness of product and services markets and industrial business networks.

6. **Desirable Qualifications and Experience:**

- Master's degree in management, business administration, international/national certificate/diploma in management/leadership or other related field;
- Experience in budget processes and preparation;
- Experience in the implementation of EU procurement processes and regulations;
- Proficient knowledge of current technologies used for Logistics, Fleet Management, Supply Chain Management, Asset Management, Inventories like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Working knowledge in the fields of: Project Management and Contract management, Warehouse management, Building management, Fleet management;
- Working knowledge in drafting technical specifications of goods and assets, as well as terms of reference for services;
- C/C1 driving licence and ability of driving 4x4 vehicles;

- Arabic and/or Hebrew language skills.

Position name: Logistics and Transport Officer	Employment regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Management Level (MSML)
Ref. number: MSD 09	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Mission Support Department/Logistics and Transport Unit	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line

The Logistics and Transport Officer reports to the Head of Logistics and Transport Unit.

2. Main Tasks and Responsibilities:

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair;
- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to the area of responsibility;
- To support, maintain and make necessary recommendations on the use of the ERP (Enterprise Resource Planning) System;
- To ensure the Mission vehicles are used in accordance with the rules and regulations, and that vehicle usage data for each vehicle is correctly recorded/documented e.g. maintenance, service/repair and usage history;
- To plan work orders, preventive maintenance, vehicle technical inspection reports and determine the maintenance/repair required to ensure the roadworthiness of the Mission fleet;
- To supervise the provision of workshop services, to monitor maintenance and repairs outsourced to external workshops, and to inspect the quality and spare parts following vehicle service performance;
- To maintain a cost control database for analysis of fuel consumption, maintenance, repairs, scheduled services of vehicles and associated costs, and tracking of reimbursement of repairs following accidents;
- To ensure effective management of the transport capability (including liaising with car rental agencies), monitoring the fleet (fuel accountability, damage to the vehicles, road accidents and insurance cover) through Fleet Management Solution;
- To identify/monitor spare parts requirements, workshop equipment and tools to facilitate efficient maintenance and performing quality assurance;
- To ensure inventory control and physical annual checks of vehicles and related equipment;
- To propose withdrawal of vehicles from service if considered not roadworthy;
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports;
- To prepare reports and make recommendations on various transport matters;
- To develop and conduct Mission driving orientation briefings to ensure all Mission members are familiar with road/traffic conditions and traffic rules/regulations;

- To maintain a file of all driver related documents and records;
- To coordinate and implement a Mission air and land movement plan;
- To ensure necessary storage, distribution and allocation of motor vehicles and associated equipment;
- To provide advice, support and train Mission members on transport related matters and guidelines.

3. General Tasks and Responsibilities:

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

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 Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field) **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Awareness of different product and services markets and industrial business networks;
- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic Fleet Management and fleet tracking software.

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories like an Enterprise Resource Planning (ERP) System;
- Middle East/international experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.

Position name: Planning and Evaluation Officer	Employment regime: Seconded	
Ref. number: PRE 02	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Section	Security Clearance Level: Not required	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Planning, Evaluation and Reporting Section's activities by identifying and developing new projects in line with the Mission's mandate;
- To coordinate, develop and implement baseline surveys, as well as monitoring and evaluation exercises and standard operating procedures for assessing the impact of the Mission activities;
- To support and contribute to Mission's mandate and Operation Plan (OPLAN) revisions in terms of its tasks and benchmarking framework in line with CivOpsHQ instructions.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and research skills;

- Communication and presentation skills;
- Analytical skills and knowledge of information collection;
- Excellent English language skills.

6. Desirable Qualifications and Experience:

- University and/or master's degree in business administration or other related topics;
- Experience in leading and communicating change management initiatives;
- Experience in applying monitoring and evaluation tools and frameworks to track and assess implementation progress;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. Number: PRE 07	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Section	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

The Head of Project Cell reports to the Head of Planning, Reporting and Evaluation Section

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents, in particular the Mission Implementation Plan;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Unit, operational elements and Heads of Unit; To act as the interface between project managers and various entities of the Mission Support Department and other relevant Mission departments;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g.

Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Being familiar with EU Financial Regulations;
- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

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

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission components and horizontal advisers;
- To establish, maintain necessary contacts and interact with relevant local counterparts and international actors in the field of responsibility;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To provide strategic advice to Palestinian counterparts at HQ/senior levels, as required;
- To deputise for the Head of Operations as requested;
- To contribute to the sound financial management in the area of activity and to cooperate closely with the finance unit in applying relevant financial rules and regulations.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is

equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Police Adviser - Planning and Policy	Employment Regime: Seconded	
Ref. Number: SSR 04	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Security Sector Reform Unit/Operations	Security Clearance Level: Not Required	Open to Contributing Third States: No

1. Reporting Line:

The Police Adviser – Planning and Policy reports to the Head of Security Sector Reform Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts at the strategic and operational levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To organise and conduct seminars, workshops with relevance for achieving the objectives;
- To provide 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 maintain and develop the network with the PCP and Police Districts in the West Bank in order 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.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of and experience with civilian policing and rule of law;
- Understanding of the entire chain of criminal justice (from police to prison);
- Knowledge of policy development within a police or security organisation.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations;
- Experience of designing and delivering training;
- Good understanding of human rights and gender, including experience from mainstreaming these issues in advisory or other capacity-building support in an international context.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position Name: Senior Police Adviser Community Policing	Employment Regime: Seconded	
Ref. Number: SSR 07	Location: Ramallah	Availability: 19/01/2027
Component/Department/Unit: Operations Department/Security Sector Reform Unit	Security Clearance Level: Not Required	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser Community Policing reports to the Head of Security Sector Reform Unit

2. Main Tasks and Responsibilities:

- To operationalize the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) at strategic and operational level;
- To support the Mission's efforts in addressing areas of structural weaknesses in the capability and performance of counterparts/institutions in the area of community policing and to propose solutions for strengthening them;
- 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 advise at the strategic level and assist the Palestinian Civil Police (PCP) in implementing a shared concept of Community Policing across the organization;
- To advise and develop Community Policing plans with the PCP leadership, in line with their strategic priorities;
- To identify needs and deliver Community Policing training and workshops, mainly focused on a Training of Trainers approach;
- To advise the PCP on development and management of public partnerships;
- To advise other international actors supporting Community Policing initiatives and assist in the coordination of relevant activities;
- To support PCP units at district level, including through advising activities, to enable them to follow Community Policing principles while delivering policing services.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- 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;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.

6. Desirable Qualifications and Experience:

- Experience at management/coordination level;
- Experience of designing and delivering training mainly focused on Training of Trainers approach;
- Experience working in an international organization operating in a conflict or post-conflict environment;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position Name: Senior Police Adviser - Training	Employment Regime: Seconded	
Ref. Number: SSR 14	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Unit (SSR)	Security Clearance Level: Not required	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Adviser reports to the Head of Security Sector Reform Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts at the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the capability, performance and accountability of counterparts/institutions and propose relevant recommendations;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To analyse and evaluate initial and continuing training within the Palestinian Civil Police (PCP) and to provide expert advice and support to develop and update training content, ensuring alignment with evolving qualifications and professional standards;
- 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 be embedded within the local institution, security permitting;
- To advice and support the development of policies in line with local institutional priorities and framework

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Knowledge of organisational interdependencies in a police training organisation;

- Knowledge of modern training tools (for instance e-learning, virtual training systems, language labs, etc.).
- Ability and/or experiences to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Experience of designing and delivering training.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic language skills.

Position Name: Senior Police Adviser - Accountability	Employment Regime: Seconded	
Ref. Number: SSR 16	Location: Ramallah	Availability: 20/02/2027
Component/Department/Unit: Operations Department / Security Sector Reform Unit	Security Clearance Level: Not Required	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Police Adviser – Accountability reports to the Head of Security Sector Reform Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the senior management of the Palestinian Civil Police in implementing its accountability strategy and plan, besides overall development of its accountability units;
- To be the key interlocutor with the Palestinian Civil Police on the development and implementation of a public complaint mechanism, and support the institutionalisation of necessary organisational structures;
- To develop policies in line with the local institutions;
- To advise on implementing and training its members on the PCP Code of Conduct and Disciplinary Code;
- To support the development of structures, mandates and job descriptions to carry out oversight and accountability functions.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge on how to implement a strategy and a plan, in the field of police accountability and complaints' management.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Organizational communication skills;
- C/C1 driving license and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position Name: Cyber Crime Expert	Employment Regime: Seconded	
Ref. number: SSR 19	Location: Ramallah	Availability: ASAP
Component/Department/Unit: Operations Department/Security Sector Reform Unit (SSR)	Security Clearance Level: Not required	Open to Contributing Third States: Yes

1. Reporting Line:

The Cyber Crime Expert reports to the Head of Security Sector Reform Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts at the strategic and operational level;
- To support addressing areas of structural weaknesses in the capability, performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission advisers;
- To design and deliver workshop/training;
- To be the key interlocutor of the Mission with the Palestinian Civil Police (PCP) Cybercrime Department;
- To support the development of policies and procedures in line with the local institutions' priorities/framework;
- To provide advice and support the PCP in preventing, detecting and investigating crimes, particularly related to cybercrimes/computer-related crimes;
- To support service-minded policing through the overall development of the PCP Cybercrime Department.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- General knowledge about 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:

- Middle East/international experience, particularly in crisis areas with multinational and international organisations;
- Degree in Computer Science
- Recent certification/qualifications with computer networking, IT/cyber-security

7. Desirable Knowledge, Skills and Abilities:

- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.

Position Name: Police Adviser - Accountability	Employment Regime: Seconded	
Ref. Number: SSR 26	Location: Ramallah	Availability: 21/01/2027
Component/Department/Unit: Operations Department/Security Sector Reform Unit (SSR)	Security Clearance Level: Not required	Open to Contributing Third States: Yes

1. Reporting Line:

The Police Adviser – Accountability reports to the Head of Security Sector Reform Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the senior management of the Palestinian Civil Police in implementing its accountability strategy and plan, besides overall development of its accountability units;
- To be the key interlocutor with the Palestinian Civil Police on the development and implementation of a public complaint mechanism and support the institutionalisation of necessary organisational structures;
- To develop policies in line with the local institutions;
- To advise on implementing and training its members on the PCP Code of Conduct and Disciplinary Code;
- To support the development of structures, mandates and job descriptions to carry out oversight and accountability functions.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge on how to implement a strategy and a plan, in the field of police accountability and complaints' management.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Organizational communication skills;
- C/C1 driving licence and ability of driving 4x4 vehicles;
- Arabic and/or Hebrew language skills.