

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### **EU Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah)**

#### Advertisement for EU seconded staff members

<b>Organisation:</b>	EUBAM Rafah		
<b>Job Location:</b>	Tel Aviv		
<b>Availability:</b>	As indicated below		
<b>Staff Regime:</b>	Seconded		
<b>Job titles/vacancy notice:</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Available on</b>
	<b><u>Seconded</u></b>		
	OPS4	Customs Expert	09-09-2013
	OPS5	Border Police Expert	14-11-2013
<b>Deadline for applications:</b>	<b>26 July 2013</b>		
<b>E-mail address to send the job application form:</b>	<b>cpcc.eubamrafah@eeas.europa.eu</b>		
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p><b>Joern Laursen, Mission Support Unit</b>  e-mail: cpcc.cfc@eeas.europa.eu  Tel: + 32 (0) 2 584 3289</p>		

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member States will be considered. 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 document 7291/09 (10 March 2009).

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract<sup>(1)</sup>. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be for 12 months.

The Civilian Planning and Conduct Capability, CPCC, requests that Member States propose candidates for the following international expert positions for the EUBAM Rafah, according to the requirements and profiles described below:

#### **A. Essential requirements**

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

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

**Negotiation Skills** – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

**Availability** – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

**Physical and mental health** – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

**Ability to communicate effectively in English** – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

**Computer Skills** – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

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<sup>1</sup>

(<sup>1</sup>) Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

**Training** – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

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

## **B. Recommendable requirements**

**Knowledge of the EU Institutions** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

**Knowledge of the Middle East** – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

**Training and experience** – To have attended a Civilian Crisis Management Course or have participated in an CSDP Mission (desirable).

**Language skills** – knowledge of Arabic and Hebrew will be an asset.

## **C. Essential documents for selected candidates**

**Passport** – The participants must obtain a passport from the respective national authorities valid for at least 2 years, diplomatic passports granted from the respective national authorities are desirable.

**Visas** – Member States and Mission members 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 en route to the Mission.

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level Secret; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet have a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EUCI.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

**Medical certificate** – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

**Driver's licence** – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is mandatory in Israel for driving armoured cars, therefore, it is desirable.

**D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC encourages Member States and European Institutions to take this into account when offering contributions.

**Application form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

**Selection process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.  
If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member State will bear any related costs.

**Information on the outcome** – Member States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

## **CUSTOMS EXPERT (EUBAM OPS4)**

**Deployment date:** 9 September 2013

**Duty Station:** Tel Aviv, Israel

Under the overall authority of the Head of the Mission (HoM),

### **Main tasks:**

- Maintain, update and refine all operational plans, including customs training curricula, in view of the possible reactivation of the mission including with a possibly adapted mandate.
- In the event of reactivation, assist and support the redeployment of the Mission including by advising and training newly deployed Customs Monitors.
- Contribute to and assist, if the Mission is assigned to do so, capacity building engagement by other actors for PA personnel to be deployed at the RCP.
- Maintain operational, customs-related networking, at an appropriate level, with local parties and international key stakeholders.
- Make visits to the Gaza Strip to maintain situational awareness and collect information on the political, security and social conditions.
- Represent the Mission, at an appropriate level and upon instruction by the HoM, in meetings, discussions and consultation with relevant local and international counterparts.
- Compile, assess and collate information relevant to the mission's mandate, gathered in the course of networking and representation activities, visits to the Gaza Strip and from other relevant internal and external sources, in the form of cohesive and relevant reports for internal and external audiences.
- In the above context, draft minutes of the meetings, notes, correspondence and presentations and contribute to routine reports (Weekly, Monthly, Six-monthly) and non-routine reports (Special Reports and Incident Reports).
- Share knowledge about relevant customs related legislation with Mission Management.
- Create and maintain databases with relevant information regarding the tasks and activities assigned and undertaken.
- Decrypt and encrypt classified documents.
- In the absence of the HoM and upon designation by the latter, fulfill the duties of Acting HoM on an ad-hoc basis.
- Undertake any other tasks required through the Chain of Command.

### **Qualifications and experience:**

- A university degree in Law, Public or Business Administration, Police Sciences, or equivalent academic or customs training.
- Solid proven experience in customs operations at different levels of responsibility and in different areas of expertise including border management.

- Experience in liaising and reporting activities, ability to sort, synthesize and condense information.
- Experience in drafting minutes of the meetings, notes, reports, correspondence and presentations.
- International experience, particularly from CSDP or other international missions in crisis areas of multi-national or international organizations.
- Experience in pedagogy and coaching desirable.
- Professional fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows applications, including Word processing, Power Point, e-mail programs and spreadsheets (Excel).
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- EU Security Clearance at Level Secret only. No equivalent is acceptable.

## **BORDER POLICE EXPERT (EUBAM OPS5)**

**Deployment date:** 14 November 2013

**Duty Station:** Tel Aviv, Israel

Under the overall supervision of the Head of the Mission (HoM),

### **Main tasks:**

- Maintain, update and refine all operational plans, including border police training curricula, in view of the possible reactivation of the mission including with a possibly adapted mandate.
- In the event of reactivation, assist and support the redeployment of the Mission including by advising and training newly deployed Border Monitors.
- Contribute to and assist, if the Mission is assigned to do so, capacity building engagement by other actors for PA personnel to be deployed at the RCP.
- Maintain operational, border police-related networking, at an appropriate level, with local parties and international key stakeholders.
- Make visits to the Gaza Strip to maintain situational awareness and collect information on the political, security and social conditions.
- Represent the Mission, at an appropriate level and upon instruction by the HoM, in meetings, discussions and consultation with relevant local and international counterparts.
- Compile, assess and collate information relevant to the mission's mandate, gathered in the course of networking and representation activities, visits to the Gaza Strip and from other relevant internal and external sources, in the form of cohesive and relevant reports for internal and external audiences.
- In the above context, draft minutes of the meetings, notes, correspondence and presentations and contribute to routine reports (Weekly, Monthly, Six-monthly) and non-routine reports (Special Reports and Incident Reports).
- Share knowledge about relevant border police-related legislation with Mission Management.
- Create and maintain databases with relevant information regarding the tasks and activities assigned and undertaken.
- Decrypt and encrypt classified documents.
- In the absence of the HoM and upon designation by the latter, fulfill the duties of Acting HoM on an ad-hoc basis.
- Undertake any other tasks required through the Chain of Command.

### **Qualifications and experience:**

- A university degree in Law, Public or Business Administration, Police Sciences, or equivalent academic or police training.
- Solid proven experience in border policing at different levels of responsibility and in different areas of expertise including border management.
- Experience in liaising and reporting activities, ability to sort, synthesize and

condense information.

- Experience in drafting minutes of the meetings, notes, reports, correspondence and presentations.
- International experience, particularly from CSDP or other international missions in crisis areas of multi-national or international organizations.
- Experience in pedagogy and coaching desirable.
- Professional fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows applications, including Word processing, Power Point, e-mail programs and spreadsheets (Excel).
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- EU Security Clearance at Level Secret only. No equivalent is acceptable.