

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

2nd Call for Contributions for EUBAM Libya **Advertisement for International Seconded/Contracted Staff Members**

Organisation:	European Union Border Management Assistance Mission (EUBAM) in Libya			
Staff Regime:	As indicated below			
Job Location:	Reference	Name of the post	Nr of posts	Available on
	Seconded/Contracted			
Tripoli / Countrywide	LIBSE06	Mission Security Analysis Officer	1	asap
Tripoli / Countrywide	LIBSE07	Information Mission Security Officer	1	asap
Tripoli / Countrywide	LIBSE08	Mission Field Security Instructor	1	asap
Tripoli / Countrywide	LIBHQ19	Press and Public Information Officer (PPIO)	1	01/02/14
Tripoli / Countrywide	LIBHQ20	Legal Advisor	1	01/02/14
Tripoli / Countrywide	LIBAD04	Human Resources Officer	1	01/02/14
Tripoli / Countrywide	LIBAD08	Finance Officer	1	01/02/14
Tripoli / Countrywide	LIBAD11	Procurement Officer	1	01/02/14
Tripoli / Countrywide	LIBAD16	CIS Officer	1	01/02/14
Tripoli / Countrywide	LIBAD18	Transport Officer (Trainer)	1	01/02/14
Tripoli / Countrywide	LIBAD20	Nurse	1	01/02/14
	Seconded			
Tripoli / Countrywide	LIBOP08	Senior IBM Legal Advisor	1	asap
Tripoli / Countrywide	LIBHQ08	Head of Planning and Evaluation	1	01/02/14
Tripoli / Countrywide	LIBHQ07	Reporting Officer	1	01/02/14

Tripoli / Countrywide	LIBHQ11 LIBHQ12	Programme Manager	2	01/02/14
Tripoli / Countrywide	LIBHQ14	MAC Analyst	1	01/02/14
Tripoli / Countrywide	LIBOP04	IBM Staff Officer	1	asap
Tripoli / Countrywide	LIBOP18	Border Guard Administration Advisor	1	asap
Tripoli / Countrywide	LIBOP19	Border Guard Training Advisor	1	01/02/14
Tripoli / Countrywide	LIBOP20	Border Guard Officer, NCO & Other Ranks training Team Leader	1	01/02/14
Tripoli / Countrywide	LIBOP23 LIBOP24 LIBOP25	Border Guard Officer, NCO & Other Ranks trainer	3	01/02/14
Tripoli / Countrywide	LIBOP32	Border Guard Long Range Patrolling Training Team Leader	1	01/02/14
Tripoli / Countrywide	LIBOP33	Border Guard Long Range Patrolling Trainer	1	01/02/14
Tripoli / Countrywide	LIBOP43	Head of Border Police and Immigration Unit	1	01/02/14
Tripoli / Countrywide	LIBOP45	Border Policing Administration Advisor	1	asap
Tripoli / Countrywide	LIBOP50	Border Policing Advisor to the Libya MoI Training Centre	1	01/02/14
Tripoli / Countrywide	LIBOP47	Coordinator Tripoli Airport IBM Pilot Project	1	asap
Tripoli / Countrywide	LIBOP48	Coordinator - Tripoli Seaport IBM Pilot Project	1	asap
Tripoli / Countrywide	LIBOP49 LIBOP51	Border Policing Training Advisor	2	01/02/14
Tripoli / Countrywide	LIBOP40	Naval Coast Guard Training Advisor	1	01/02/14
Tripoli / Countrywide	LIBOP39	Naval Coast Guard Administration Advisor	1	asap
Tripoli / Countrywide	LIBOP53	Customs Operations and Enforcement Advisor	1	01/02/14
Tripoli / Countrywide	LIBOP55	Customs Administration Advisor	1	asap
Tripoli / Countrywide	LIBOP57	Customs Training Centre Advisor	1	01/02/14
Tripoli / Countrywide	LIBOP59	Customs Trainer for Procedures, Checks and Controls	1	01/02/14
Tripoli / Countrywide	LIBOP61	Anti-corruption Advisor	1	01/02/14
Tripoli / Countrywide	LIBOP62	Coordinator- Land Border Crossing Points IBM Pilot Project	1	asap
Tripoli / Countrywide	LIBOP65	Network Technical Advisor	1	01/02/14
Tripoli / Countrywide	LIBOP66	Programme Design and Delivery Advisor	1	asap

Deadline for applications:	23rd October 2013
E-mail address to send the Job Application Form/CV:	eeas-cpcc-libya@eeas.europa.eu
Information:	For more information related to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Ms Anna Matikka, e-mail: anna.matikka@ext.eeas.europa.eu

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 Council document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

Tour of Duty/Contract Period – deployment should be of 12 months’ duration.

In general and subject to national procedures for secondment, the standard tour of duty/contract period of Mission personnel should be no less than 12 months with the possibility of extension.

The Civilian Planning and Conduct Capability, requests that Member States propose candidates for the following international expert positions for the EUBAM Libya, 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) or of a Third Contributing State 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 – Ability 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).

Ability to cope with extended separation from family and usual environment. Ability to operate effectively under pressure.

Availability – Willingness 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. Willingness to work extra hours when required.

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 – Very good 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.

Training – Hostile Environment Awareness Training or equivalent (average of 4-5 days hostile environment training) mandatory. A certificate to this effect must be submitted prior to deployment.

Driving licence- Possession of a valid civilian driving licence for motor vehicles (Category B or equivalent) covering the Mission area. Ability to drive any 4-wheel drive vehicle Category C driving licence unless mandatory according to the job description in question.

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 Maghreb – To have a knowledge of the history, culture, social and political situation of the region.

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

Language skills – Knowledge of Arabic, especially local dialects, will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

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 Confidential or equivalent, or required level according to the job description) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

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 (minimum Category B or equivalent).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages Member/Contributing 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 interviewed, before the final selection is made.

If seconded candidates are required to travel to Brussels for interviews, the Member/Contributing 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.

Strictly Non-Family mission - This status due to the present risk rating of the mission area. As such, 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. Consequently, any breach of this rule may lead to disciplinary actions including repatriation request and termination of the tour of duty.

Please note that Mission staff members may be accommodated within a compound.

E. Job descriptions

The current reporting lines might be subject to modification based on operational requirements and in line with the principles set out in the OPLAN

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Mission Security Department	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBSE06	Mission Security Analysis Officer	Mission Support Staff – Management Level

Security Clearance Level: EU Secret

In line with the EU Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will:

Tasks and responsibilities

- Assist the SMSO/DSMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and analyse all relevant information.
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- To produce incident based security and travel advisories.
- To prepare, analyse and distribute daily, weekly, monthly working papers.
- To prepare security incident background papers.
- To produce long term assessments, forecasts of the upcoming security situation.
- To assist the SMSO in maintaining continuity of security information analysis efforts.
- To gather comprehensive information about events or actions that may affect the safety and security of EUBAM Libya staff and assets within the mission area.
- To conduct risk analysis and threat assessments regarding security developments in the area of operations.
- To conduct interviews and threat/risk assessments on persons/assets.
- To provide briefings to new staff members on the mission wide security situation.
- To ensure the quick dissemination of security related information.
- To assist and support the Information Security Officer in the management of EUCI and to act on his behalf in his/her absence.
- Maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- Undertake any other tasks required by the SMSO/DSMSO in support of the objectives of the Mission.

Education and experience

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management)
 - **or** a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team:
 - **or** equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- At least 5 years of experience in security information analysis in a civilian security sector or in the military/police.
- Ability and experience in collecting, assessing, analysing and reporting data related to security.
- Excellent analytical skills.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- 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.
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding).
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Knowledge of Arabic is desirable.
- Civilian driving license class B and C mandatory.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Mission Security Department	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBSE07	Information Security Officer	Mission Support Staff – Management Level

Security Clearance Level: EU Secret

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Mission Security Officer/Information will:

Tasks and responsibilities

- develop and ensure application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations;
- be the Mission's focal point for information security compromise or suspicion of compromise;
- liaise in conjunction with the SMSO, the Chief of CIS and with EEAS Security Directorate for information security issues and especially in case of incident;
- collaborate with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems;
- be the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
 - Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc).
 - Ensuring protection of accountable security items.
 - Ensuring secure transfer of accountable security items.
 - Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise;
- verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- report to the SMSO for IT security incidents;
- assess any change to the IT systems (especially the Mission RESTRAINT UE LAN and Pre-DEUS) from a security perspective;
- develop awareness with regard to IT security for the Mission staff;
- Undertake any other tasks required by the SMSO/DSMSO in support of the objectives of the Mission.

Education and experience

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with previous experience in information management)
 - **or** a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team:
 - **or** equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.
- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with previous experience in information management)
 - **or** a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP

mission or EUSR team:

- **or** equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.

- Minimum 5 years of relevant work experience - not dating back more than two years from this current application- in mission security matters or professional training on field security.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent organisational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Fluency in English mandatory and good knowledge of French desirable
- Civilian driving license class B and C mandatory 44 / 55

EUBAM LIBYA

<u>Component/Department/Unit</u>	<u>Location</u>	<u>Employment Regime</u>
Mission Security Department	Tripoli / Countrywide	Seconded/Contracted
<u>Position Code</u>	<u>Position Name</u>	<u>Post Category</u>
LIBSE08	Mission Field Security Instructor	Mission Support Staff – Management Level

Security Clearance Level: EU Secret

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Mission Security Officer/ Trainer will:

Tasks and responsibilities

- Organise and deliver security briefings for all newly arrived International and National Staff members;
- Liaise closely and coordinate with other Mission Departments to define training needs;
- Develop and organise specialised security related trainings;
- Deliver regular security training for all Mission members;
- Develop a Mission Security training guide/manual and update it regularly;
- Keep the SMSO updated on all training policies;
- Produce security assessments and analysis as tasked;
- Evaluate biannually effectiveness of the ongoing initiatives;
- Undertakes other job-related tasks/assignments as directed by the SMSO or his/her Deputy.

Qualifications and Experience

- University degree in security or management related fields (or undergraduate degree along with previous experience in security management)
 - or a graduate from a military/ police academy or a civilian security organization with specialized training on field operations, force protection and/or security
 - or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management
- Certified trainer/instructor preferably in a police or military context with minimum 7 years of work experience, including 3 in security-related matters
- Demonstrated experience in planning and designing training packages, and providing security training.
- Successful completion of the EU Mission Security Officer Certification Course (desirable)
- 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
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions
- Excellent organizational, planning, and time-management skills
- Experience in planning and implementing projects
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding)
- Civilian driving license class B and C mandatory 44 / 55

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
CoS	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBHQ19	Press and Public Information Officer (PPIO)	Mission Support Staff – Management Level

Security clearance level: EU Secret

Reporting to the Chief of Staff, the PPIO will:

Tasks and responsibilities

- Assist Mission members with communication campaigns and outreach activities;
- Promote positive communication and public information campaigns to explain the work and role of the Mission;
- Assist in obtaining photos and video material;
- Support technically the dissemination of information through the website and internal newsletter, editing the internal newsletter and the website;
- Organise all the contract/tender/designs for PPIO visibility items and oversee the PPIO budget and procurement processes;
- Photograph and/or take videos of Mission events;
- Photo/video edit material for the Mission Website;
- Design web-pages and Mission communication material;
- Design public information leaflets and factsheets;
- Work with the operational components to arrange and co-ordinate public outreach events and activities;
- Work to ensure an effective internal information flow throughout the Mission;
- Assist in organising press conferences;
- Assist in analysing the public impact of the effectiveness of the Mission's activities;
- Undertake any other job-related tasks as required by the Chief of Staff.

Qualifications and Experience

- Successful completion of a full course of university studies attested by a degree in Communications, Media Studies, Journalism or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience

OR

- Successful completion of a full course of university studies attested by a degree in Communications, Media Studies, Journalism or related studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

In addition to the above

- Experience in Web/Graphic design;
- Experience in managing communication campaigns;
- Excellent analytical abilities and drafting skills in English;
- Excellent interpersonal and communication skills;
- Previous experience in international relations or international organisations;
- Knowledge of EU Institutions and EU Civilian Crisis Management;
- Knowledge of the region's history, culture and politics;

- Very good level of written and spoken English.

Advantageous

- Knowledge of Arabic would be an asset;
- Television experience;
- A good understanding and proven experience of using social media, especially Facebook and Twitter;
- Previous CFSP experience;
- Past work experience in Maghreb;
- Knowledge of procurement and budgetary process.

EUBAM LIBYA

Component/Department/Unit	Location	Staff Regime
Head of Mission	Tripoli	Seconded/Contracted
Position Code	Position Name	Post Category
LIBHQ20	Legal Advisor	

Security clearance level: EU Secret

Reporting to the Chief of Staff, the Legal Advisor will:

Main tasks and responsibilities

- Provide advanced legal expertise and advice on legal issues pertaining to the Mission, its legal framework, and its mandate;
- Draft legal guidelines for the Mission in accordance with instructions of the Head of Mission;
- Support the Mission in all legal matters related to contracts.
- Ensure his/her involvement in all relevant legal aspects of the Mission, including but not limited to operational issues and Libyan legislation, contracts of employment, and other personnel management related or administrative legal issues;
- Coordinate and liaise with other components of the Mission on issues where legal expertise is required;
- Work as a team and divide tasks and work assignments in close cooperation with the parallel Legal Advisor(s) within the Mission;
- Liaise with other international and Libyan stakeholders on legal issues;
- Draft assessments and recommendations for the Head of Mission and/or duly authorized delegates in terms of internal disciplinary and administrative proceedings;
- Contribute to induction and other training with regard to general legal issues related to the Mission, its legal framework and its mandate;
- Conduct any other tasks and assignments at the request of the Head of Mission.

Qualifications and Experience

- Successful completion of a full course of university studies attested by a degree in Law, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience as a lawyer, judge or prosecutor;
- Experience in all or most of: international law, procedural law, administrative law, police law, criminal law, contract law and labour law;
- Excellent analytical skills;
- 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;
- Demonstrated ability to contribute creatively to the development of policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding);
- Solid knowledge of the Mission area;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).

Advantageous

- Understanding of Libyan law would be desirable, as would knowledge of Arabic;
- International experience of an ESDP/CSDP, as is experience of multi-national and international organisations / Missions.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
HMSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD04	Human Resources Officer	Mission Support Staff – Management Level

Security clearance level: EU Restricted

Reporting to the Head of Mission Support Department (HMSD) will:

Tasks and responsibilities

- Act as advisor to the HMSD providing necessary expertise in the field of Human Resources to support the conduct of the Mission;
- Identify recruitment needs and specify necessary requirements for posts, prepare the Mission organisational structure;
- Develop Mission job descriptions and deployment plan;
- In coordination with CPCC, organise recruitment and selection process of qualified experts for vacant positions for all international experts through Calls for Contribution;
- Develop Mission HR policies and procedures in line with CSDP best practice for standards, policies and procedures;
- Set up transparent recruitment procedures for national staff;
- Prepare necessary steps for deployment of personnel, develop job descriptions, contracts, letters of appointment;
- Set up a system for all records related to personnel in accordance with EC standards of data protection;
- Set up a system to record staff members' attendance, leave, etc.;
- Ensure daily management of the documentation and correspondence concerning arrivals, deployments, redeployments, extensions and repatriations;
- Establish Mission guidelines for a transparent and objective performance assessment and evaluation system of staff members;
- Contribute to the development of the operational planning documents;
- Contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contribute to Mission external reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practices within his/her respective fields of responsibility;
- Fulfil any other job-related tasks as required by the HMSD.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Human Resources, Law, Business or Public Administration or Social Sciences, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Human Resources, Law, Business or Public Administration or Social Sciences, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

In addition to the above

- A minimum of 3 years of this experience should be in international administrative and operational aspects of human resources;
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous:

- Past work experience in Maghreb;
- Experience gained from international field assignment including civilian CSDP Missions;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD08	Finance Officer	Mission Support Staff – Management Level

Security clearance level: EU Restricted

Reporting to the Head of Mission Support Department, the Finance Officer will:

Tasks and responsibilities

- Act as advisor to the HMSD providing necessary expertise in the field of finance to support the conduct of the Mission;
- Process invoices for payments ensuring that the expenses are eligible and correctly procured;
- Handle monthly payments to Mission members;
- Prepare and follow up payments, reflecting different payment procedures, and keep the petty cash;
- Follow up bank statements with different bank accounts;
- Assist in the establishment and implementation of financial accounting systems and procedures for the Mission according to European Financial Regulations and the internal guidelines created for the Mission;
- Administer the accounting system, enter and maintain the financial data and records, both on paper and electronically, in line with good financial management;
- Provide data for financial reports and prepare monthly reports;
- Assist in the preparation of the Mission core budget in close co-operation with the Mission operational sections and the relevant administration units;
- Evaluate current systems and make recommendations to ensure efficient management of Mission funds;
- Maintain financial controls as appropriate and as asked by Head of Mission Support Department;
- Contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contribute to Mission internal and external reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practice within his/her respective fields of responsibility;
- Fulfil any other job-related tasks as required by the HMSD.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Economics, Law, Finance or Accounting, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Economics, Law, Finance or Accounting, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

In addition to the above

- Decision-making and communications skills at middle management levels required;
- Ability to prioritize and manage a high workload expeditiously, and to work as a team member;

- Excellent analytical, research and problem-solving skills;
- Very good level of written and spoken English;
- Ability to operate Windows and applications, including word processing and e-mail, in particular very confident with spreadsheets (Excel) and PC based financial systems;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required.

Advantageous:

- Past work experience in Maghreb;
- Experience gained from international field assignment including civilian CSDP ;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD11	Procurement Officer	Mission Support Staff – Management Level

Security clearance level: EU Restricted

Reporting to the Head of Mission Support Department, the Procurement Officer will:

Tasks and responsibilities

- Act as advisor to the HMSD providing necessary expertise in the field of procurement to support the conduct of the Mission;
- Plan and prepare Mission procurement processes in accordance with established professional standards of transparent procurement, and with EU legislation and regulations, and implement them;
- Prepare first calls for tender, follow-up of bids, and management of service contracts for maintenance of equipment;
- In coordination with Logistics expert, assist in the purchase of equipment for the Mission;
- Contact suppliers and research offers/quotations for procurement by the Mission;
- Contribute to the development of operational planning documents;
- Contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contribute to Mission internal and external reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practices within his/her respective fields of responsibility;
- Undertake any other job-related tasks as required by the HMSD.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Law, Public or Business Administration or closely related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Law, Public or Business Administration or closely related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

In addition to the above

- Experience in using established professional transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Past work experience in Maghreb;
- Experience gained from international field assignment including civilian CSDP ;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD16	CIS Officer	Mission Support Staff – Management Level

Security Clearance Level: EU Secret

Reporting to the Head of Mission Support Department, the CIS Officer will:

Reporting line and substitutions

- He/she reports to the Head of Mission Support Department (HMSD) with the exception of issues related to Information Security Management which are under the authority of the SMSO;
- In case of absence or impediment, business continuity will be ensured through *ad hoc* arrangements agreed in advance with the Head of Mission Support Department.

Tasks and responsibilities:

- Act as advisor to the HMSD providing necessary expertise in the field of Communication and Information Systems (CIS) to support the conduct of the Mission;
- Assist and advise the chain of command on all CIS issues;
- Produce clear and concise reports concerning CIS issues, recommending improvements where appropriate;
- Establish necessary technical liaison and coordination with other international organisations in the Mission area;
- Provide a communications and network plan for the Mission reflecting the Mission's administrative, logistical and operational requirements, taking into consideration possible local licensing and contract legislation;
- Identify, establish and maintain a secure radio, computer, satellite and telephone communications system in support of the Mission;
- Establish and maintain other CIS and communications networks in support of the Mission;
- Install specific available telecommunication systems or software and/or equipment as required;
- Maintain all server, workstation, network and communications systems in use in the Mission with an emphasis on preventive maintenance;
- Monitor the Mission network, update its security daily, save data for backup solutions, report and advise on any closed-source network commercial solutions;
- Implement an Information Security policy in the Mission;
- Ensure the information security (incl. Crypto Custodian) of the Mission in accordance with Council Security regulations, in close cooperation with the Senior Mission Security Officer;
- Coordinate the number, technical specifications and location of the telecommunications equipment required for the staff of the Mission to perform their duties;
- Establish, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues;
- Prepare contingency plans, in co-ordination with the Mission Security Department;
- Develop and maintain Mission's software applications as well as complex databases;
- Define and forward as appropriate the requirements for goods and/or services for her/his area of responsibility, and supervise their satisfactory delivery;
- Contribute to Mission internal and external reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practice within his/her fields of responsibility;

- Fulfil any other job-related tasks as required by the HMSD.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Information Technology, Computer Science, or technical specialization in IT/Communications, or a closely related field, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

OR

- Successful completion of relevant training in a military, police, or civilian organisation leading to certified competence at an equivalent level, followed by at least 3 years of relevant and proven full-time professional experience;

In addition to the above

- Ability to draft policies and procedures for the use and management of computers systems and networks;
- Knowledge of hardware specifications and performances;
- Ability to install, manage and configure servers, workstations, firewalls and other network equipment;
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN), TCP/IP, including installation, administration and management;
- Sound knowledge and experience of Voice over IP (VoIP) signalling protocols, VoIP to PSTN gateways, codecs, transcoders, IP-DECT, IP telephones, Analogue Telephony Adapter (ATA);
- Ability to install, manage and configure software:
 - Operating systems: Windows 2008 server, Windows 7 workstation, Windows 8 laptop;
 - Office software: Microsoft Office 2010, Office 2013;
 - Voice over IP (VoIP) PBX;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Very good level of written and spoken English.

Advantageous

- Knowledge and experience with regard to satellite communication (BGAN/VSAT system), as well as software;
- Experience gained from international field assignments including civilian CSDP Missions, or with international organisations in crisis areas;
- Past work experience in Maghreb;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD18	Transport Officer (Trainer)	Mission Support Staff – Management Level

Security clearance level: EU Secret

Reporting to the Head of Mission Support Department, the Transport Officer (Trainer) will:

Tasks and responsibilities

- Be responsible for the capability, provision and management of the motor vehicle fleet of the Mission which consists of B6 and soft-skin 4x4 vehicles;
- Organise and manage the pool of cars and drivers as a dispatch office;
- Find an appropriate workshop, including technical assessment of the workshop, and manage the Mission's relations with it;
- Outsource the vehicle maintenance for the whole fleet, monitoring the overall performance of the workshop and ensuring appropriate maintenance, quality control of repairs, and safety condition of the vehicles;
- Identify and monitor the requirement for spare parts, specific tools and special equipment necessary for a efficiency of maintenance;
- Establish and manage a small storage of lubricants, spare parts and tools;
- Propose withdrawal of vehicles from service, if they are not considered to be roadworthy;
- Conduct accident damage assessments, process vehicle accident reports and participate in Boards of Inquiry and raising Damage Discrepancy Reports as required;
- Prepare reports and make recommendations as necessary on various transport matters within her/his area of competence;
- Develop and conduct a Mission driving orientation briefing to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarized on the road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area;
- Develop and conduct practical driving tests (soft skin vehicles) for international Mission members to pass upon arrival in the Mission area as part of the check-in procedure;
- Play a part in the selection of local drivers, and develop and conduct practical driving tests for the selected local staff drivers as part of their employment procedure;
- Develop and conduct theoretical and practical driving lessons and sessions in the field and on the road in combination with the HEAT training to be held in the Mission area or as stand-alone sessions in hostile environment as well as refresher courses (as applies to soft skin vehicles);
- Cooperate closely with the Mission Field Security Instructor on all these driving training activities;
- Develop internal guidelines and Standard Operating Procedures;
- Undertake other job-related tasks as requested by the Head of Mission Support department.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course of university studies attested by a degree in Transport, Logistics, Engineering or Administration, where the normal duration of university education in the country awarded is

four (4) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience;

OR

- Successful completion of relevant training in a military, police or civilian organisation resulting in equivalent certified competence in the areas relevant to the tasks and responsibilities above, followed by at least 7 years of relevant and proven full-time experience;

In addition to the above

- Driving training qualification as driving instructor for B6 and 4x4 cars on all types of surfaces;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD/Medical	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD20	Nurse	Mission Support Staff – Management Level

Security clearance level: EU Secret

Reporting to the Mission Medical Doctor, the Nurse will:

Tasks and responsibilities

- Assist, advise and replace (when absent and if required) the Mission Medical Doctor;
- Assist and advise in close cooperation with the Mission Medical Doctor on all the medical evacuation issues and other emergency medical support matters;
- Establish diagnosis and take decisions on methods of treatment (preventive or curative) of patients in cooperation and consultation with the Mission Medical Doctor;
- Assist in, and develop training exercises and medical emergency assistance for, emergency scenarios included mass causality cases in theatre, and all other issues related to repatriation and further treatment even in the home countries of Mission staff;
- Assess, manage and undertake the daily clinical duties (24/7 hours) including in case of critical injuries or severe emergency cases;
- Assess, on regular basis, existing in- and out-patient medical treatment facilities and update the Mission's list accordingly;
- Perform medical briefings and Pre Hospital Trauma Care training at appropriate levels for the Mission members;
- Assess and provide consultation for procurement of Pre Hospital Trauma Care equipment to all the EUBAM members according the EU guidelines for ESDP missions;
- Explore options for joint procurement and warehousing of medical equipment and supplies;
- Gather all information related to security and health insurance including all the necessary administrative procedures;
- Keep detailed and up-to-date statistics, and report on them periodically to the Mission Medical Doctor;
- Undertake any other task as required by the Mission Medical Doctor.

Qualifications and Experience

- Successful completion of a full course of university studies attested by a degree in Medicine, Nursing, Health Sciences or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience;
- "Hands on" experience in Emergency Care / Pre Hospital Trauma Care and/or Intensive Care units;
- Experience in organising/planning MEDEVAC/CASEVAC;
- Experience in development of medical response training related to crisis management/ response, specifically for mass casualty planning and medical evacuations;
- Experience in delivering training in emergency medicine, trauma care and health care as well as first responder training;
- Instructor diploma in Cardio Pulmonary Resuscitation (CPR) Support;
- Experience in public health issues and epidemics preparedness and response;
- Adequate computer skills in MS Office applications (Excel, Word, Power Point, Access);
- Excellent spoken and written command of English;

- Absolute discretion and trustworthiness;
- Ability to establish and to maintain effective working relationships as a team member.

Desirable qualifications and experience:

- Specialist Diplomas: e.g. *Pre Hospital Trauma Life Support, Medical Life, Cardiac Life Support, Trauma Nursing Core Course and Major Incident Medical Management Support, Pre Hospital Trauma Life Support, Advanced Medical Life, Patient Evacuation Coordination (PECC)/MEDEVAC course;*
- Experience from Flight Medical rescue (helicopter and/or fixed wing);
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous experience in combat areas, e.g. in military or humanitarian health care;
- Previous experience in programme and project management / procurement / planning;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Head OPS/IBM Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP08	Senior IBM Legal Advisor	N/A

Security clearance level: EU Secret, or Third Contributing State equivalent

Reporting to the IBM Strategic Advisor, the Senior IBM Legal Advisor will:

Tasks and responsibilities

- Supervise the work of a small team of legal advisors tasked with providing advice, training and other law related aspects of the Mission's support to Libyan Integrated Border Management;
- In partnership with the relevant Libyan experts and in consultation with the Mission's senior advisors, lead the Mission's IBM legal team in conducting a thorough analysis, with recommendations, of baseline Libyan legislation and processes related to all aspects of border management;
- Lead the conduct of an analysis of international legislation, conventions, treaties and other agreements and mechanisms relevant to Libya, whether or not it is a Party to them, highlighting Libyan compliance with those and making recommendations accordingly;
- Under the supervision of the IBMSA, support the Libyan authorities, as required, with advice on all aspects of border related legislation;
- Provide advice to the IBMSA and the Mission's other senior advisors on border related legislation;
- Identify the legislative training needs of the staff of the various Libyan border agencies and, in coordination with the Mission's senior Training Advisors, plan, provide and coordinate legislative the necessary activities to meet those needs;
- Contribute to Mission training and mentoring activities as required;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the IBMSA or his/her delegate.

Qualifications and experience

- University degree in law with minimum of 10 years continuous experience;
- Experience of international law;
- Experience of providing legislative advice to national level border agencies;
- Ability work in a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;
- Experience of conducting legislative research;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.

Advantageous

- Managerial experience;
- Broad experience of law related to border security and management;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb and knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
CoS	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ08	Head of Planning and Evaluation	N/A

Security clearance level: EU Secret

Reporting to the Chief of Staff, the Head of Planning and Evaluation will:

Tasks and responsibilities

- Supervise, coordinate, and manage the Planning and Evaluation Department (PED), thus being the primary advisor to the Head of Mission within the remit of his/her functional competences and responsibilities;
- Deputise for the Chief of Staff in her/his absence or in case of impediment;
- Ensure that Mission operational activities are consistently planned according to Head of Mission's directions and, to this end, develop and periodically review the Mission Implementation Plan (MIP) in coordination with other relevant organisational units;
- Ensure that Mission operational activities are executed according to the MIP and, to this end, monitor and report on the state of play of mandate implementation, including through benchmarking, analysis and evaluation;
- Co-ordinate the Mission's "project capability" aimed at providing minor infrastructural works, equipment and/or services necessary to address immediate small scale requirements in support of mandate implementation;
- To report to the Mission management on the outputs and outcomes of PED activities, and to contribute to Mission external reporting as required;
- Ensure that Mission personnel are periodically updated on the progress of Mission implementation;
- Contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contribute to the induction training of new Mission personnel as required;
- Ensure that the PED contributes to identifying and reporting lessons and best practice within its field of responsibility;
- Undertake any other tasks assigned by the CoS.

Qualifications and experience

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Sciences, International Relations, Diplomacy, Social Sciences, Public Administration, Business Management, or Police Management;
- At least 7 years of relevant and proven professional experience in the field of planning and evaluation after having completed his/her studies, including at least 5 years at senior management level;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in dealing with the coordination of public institutions at ministerial level and top institution management levels;
- Familiarity with the Logical Framework and other planning techniques/tools;
- Excellent interpersonal and communication skills;
- Excellent managerial and negotiating skills;
- Knowledge of the European Institutions and of the EU Crisis Management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the

same geopolitical region;

- International experience, particularly in crisis or post-conflict areas, and familiarity with diplomatic protocol;
- Very good level of written and spoken English.

Advantageous

- Previous experience of border management, especially at management level, as is experience in a management position in a crisis management mission;
- Past work experience in Maghreb;
- Having successfully attended crisis management related courses for senior staff;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
CoS	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ07	Reporting Officer	N/A

Security clearance level: EU Secret

Reporting to the Chief of Staff, the Reporting Officer will:

Tasks and responsibilities

- To gather and analyse information from across the Mission area of responsibility, from HQ Departments, Operational components and open sources, in order to maintain up-to-date knowledge of the situation
- Drafts the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines
- Delivers regular presentations and briefings to Mission staff, diplomatic community in Tripoli and external visitors up to Ministerial level.
- Identifies informational needs and contributes to the planning of information gathering.
- Manages large amounts of information: checking, compiling and analyzing reports received
- Maintains working relationships with and across the Mission's departments and units to ensure effective information flow
- Undertakes any other work related tasks required by the Chief of Staff.

Qualifications and experience

- University degree, or equivalent experience, in a relevant field.
- Minimum 5 years professional experience from similar assignments.
- Proven analytical capacity, political awareness and judgment
- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner.
- High level of computer literacy.
- Knowledge of the region's history, culture and politics.
- Very good level of written and spoken English.

Advantageous:

- Knowledge and previous experience from EC Development Cooperation activities is highly desirable;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Having successfully attended crisis management related courses for senior staff;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
CoS/Planning & Evaluation Department	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ11, LIBHQ12	Programme Manager	N/A

Security clearance level: EU Confidential

Reporting to the Head of Planning and Evaluation, the Programme Manager will:

Tasks and responsibilities

- Co-ordinate the activities of the Mission's "project capability" aimed at providing minor infrastructural works, equipment and/or services, financed through the Mission budget, necessary to address immediate small scale requirements in support of mandate implementation;
- In close cooperation with the Operations Division, identify, plan and implement Mission "projects" consistent with and complementary to the operational requirements of mandate implementation and, to this end, coordinate with the planning, legal and administrative services (financial resources and procurement) of the HQ Division;
- Monitor and evaluate the impact of Mission "projects" through dedicated reporting produced by the relevant Mission organisational units involved;
- Contribute to developing and periodically reviewing the Mission Implementation Plan (MIP) in coordination with other relevant organisational units;
- Contribute to monitoring and reporting on the state of play of mandate implementation, including through benchmarking, analysis and evaluation;
- Contribute to reports on the outputs and outcomes of PED activities as required;
- Contribute to ensuring that Mission personnel are periodically updated on the progress of Mission implementation;
- Contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- Contribute to the induction training of new Mission personnel as required;
- Contribute to identifying and reporting lessons and best practice within her/his respective field of responsibility;
- Undertake any other tasks assigned by the HoPED.

Qualifications and experience

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Political Sciences, International Relations, Diplomacy, Social Sciences, Public Administration, Business Management or Police Management;
- At least 5 years of relevant and proven professional experience in project or programme management, including at least 3 years at management level;
- Familiarity with the Project Management Cycle and other relevant techniques/tools;
- Knowledge of the European Institutions and of the EU Crisis Management mechanisms;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- International experience, ideally in crisis or post-conflict areas;
- Excellent interpersonal and communication skills, and good negotiating skills;

- Very good level of written and spoken English;

Advantageous:

- Knowledge and previous experience from EC Development Cooperation activities is highly desirable;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Having successfully attended crisis management related courses for senior staff ;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
CoS/MAC	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ14	MAC Analyst	N/A

Security clearance level: EU Secret

Reporting to the Head of MAC, the MAC Analyst will:

Main tasks and responsibilities

- Analyse and assess the development and progress of Mission’s performance against Strategic Objectives, Priorities and Milestones set in the Mission Implementation Plan;
- Analyse and assess the development and progress of IBM in Libya;
- Produce quantitative and qualitative analysis of Libyan border management structures and activities, taking into account local cultural, social and political dimensions;
- Collect and collate information from across the Mission for analysis;
- Monitor and collect information about phenomena and events that may have an impact on the Mission, including external Mission-critical issues;
- Request information in order to fill identified gaps or focus information collection on prioritised areas of analysis;
- Provide analytical support to the Mission’s operations;
- Produce analytical Special Reports for submission to the chain of command, CPCC and EU Member States on Mission-critical developments and issues;
- Assist the Mission’s information management, ensuring rapid retrieval of documents and information, including access to classified material;
- Liaise regularly with Mission operational staff, Political Advisors, Security Office, Press and Public Information Office and other key analytical functions – including external sources – for information exchange, coordination, and cooperation on relevant analytical issues;
- Communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information to unit;
- Fulfil any other tasks as required by the Head of MAC or her/his chain of command.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in political science, international relations, management or related studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 4 years of relevant and proven full-time professional experience (in international relations analysis, diplomacy and diplomatic reporting, quantitative and qualitative social and political analysis, or other strategic monitoring and analysis work);

OR

- Successful completion of a full course of university studies attested by a degree in political science, international relations, management or related studies, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree, at least 3 years of relevant and proven full-time professional experience (similarly defined);

In addition to the above

- Excellent analytical capability and profound knowledge of information collection and analytical methods;

- Excellent skills in report compilation, drafting and editing;
- Excellent interpersonal skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- International experience, particularly in crisis areas with multi-national organisations;
- Ability to work under pressure in a hostile environment;
- Deep knowledge and understanding of staff management;
- High standards of integrity.

Advantageous:

- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb;
- Previous experience from international policing, intelligence or diplomacy;
- Previous experience from strategic international planning and programme management;
- A thorough understanding of the functioning of European institutions and the CSDP framework;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/IBM Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP04	IBM Staff Officer	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent

He/she reports to the IBM Strategic Adviser / Head of IBM Unit.

Tasks and responsibilities:

-
- In support of the IBM Strategic Advisor's role in assisting the Border Management Working Group (BMWG), analysing Libyan aspects and international experience, and presenting readily-assimilated synthesis;
- To assist the IBM Strategic Adviser in monitoring and coordinating the activities of the mandate implementation elements of the mission (Border Policing, Border Guard, Customs and Naval Coast Guard).
- To collect and collate reports submitted to the Office of the IBMSA and bring issues of note to the attention of the IBMSA.
- Assist the IBMSA in the planning and coordination of future implementation activities.
- To assist the IBMSA in disseminating information, direction, policy and reports.
- To assist the IBMSA in arranging visits, presentations and briefings, reports and events.
- To contribute to the Mission reporting as required.
- Contribute to the induction training of new mission personnel as required.
- Provide well-crafted summaries of Libyan agencies' aspirations, requirements and interests in IBM to inform the BMWG and support the IBM Strategic Advisor's role in helping the BMWG;
- Help the IBM Strategic Advisor in developing policy advice to the BMWG;
- Provide advice to the IBMSA and the Mission's other senior advisors on IBM policy issues;
- To fulfil any other tasks delegated to him/her by the IBMSA or his/her delegate.

Qualifications and experience:

- A level of education that corresponds to completed university studies, attested by a diploma .
- OR
- successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation.
 - A minimum of 5 years service as staff officer in a law enforcement or military organisation.
 - Ability work in a team, to work under guidance and fully share team goals.
 - Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
 - High resilience under mental pressure and willingness to work extra hours when required.
 - Very good level of written and spoken English.
 - Experience of work in an international organisation or setting.
 - Knowledge of the European Institutions and crisis management mechanisms.
 - Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region.
 - Knowledge of Arabic is an asset.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BG Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP18	Border Guard Administration Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent

Reporting to the Head of Border Guard Unit, the Border Guard Administration Advisor will:

Tasks and responsibilities:

- Support the development of administrative functions within the Libyan Ministry of Defence (MoD) Border Guard based on international best practices and standards and coherent with the Mission's overall approach to the development of administrative capacity in Libyan IBM structures;
- Provide advice on the design and implementation of a long-term organisational development strategy for the Border Guard to support the organisation's operational tasks and responsibilities;
- Support the design, implementation and/or development of performance management systems to meet the short, medium and long-term operational and financial planning and monitoring requirements of the Border Guard;
- Assist in the development of a Regulatory Framework, comprising internal administrative policies, procedures, regulations and internal controls, aimed at ensuring the effective, efficient and transparent use of resources within the Border Guard;
- Assist in the design and implementation of an optimal organisational structure for the Border Guard and provide support in the drafting of job descriptions for all managerial positions, or job classes, within each Border Guard Department;
- Support the development of an internal communication system that ensures Border Guard internal policies, procedures and regulations – and any amendments to them - are correctly and uniformly applied throughout the organisation;
- Assist in the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, ERP software) to enhance the operational effective of the Border Guard administration;
- Design and deliver tailored training courses on administration-related subjects for all levels of the Border Guard administration;
- Undertake any other related tasks as required by the Head of Border Guard Unit.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Public Administration, Business Administration, Management or other relevant subject

OR

- Successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation.

In addition to the above

- At least 7 years of relevant and proven professional experience in administration, finance, human resources, organisational development and/or change management following the completion of studies, including at least 3 years at cross-disciplinary management level;
- Demonstrated ability developing administrative systems, policies and procedures;
- Excellent organisational, planning and time-management skills;

- Computer literate, with knowledge of word-processing, spread sheet, financial management and ERP software applications;
- Good interpersonal skills with the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding);
- Knowledge of the political, cultural and security situation of the Mission area;
- Experience working on international assignment, including civilian CSDP missions, desirable;
- Knowledge of Arabic an asset.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/Border Guard Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP19	Border Guard Training Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent

Reporting to the Head of Border Guard Unit, the Border Guard Training Advisor will:

Tasks and responsibilities

- Supervise, on behalf of the Head of Border Guard Unit, the staff of the Mission engaged in training assistance and support to the Libyan Border Guard;
- Ensure, in coordination with the Mission's Border Policing Training Advisor, Customs Training Advisor and Naval Coast Guard Training Advisor, coherence and harmonisation in the Mission's delivery of training assistance to all Libyan border agencies and units;
- Assess the baseline Libyan Border Guard training capacities, resources and capability and, in consultation with the Border Guard Head of Unit, make related recommendations to the Libyan authorities;
- Provide strategic training-related advice to the Border Guard on its surveillance and control ability for Libya's borders in cooperation with other Libyan agencies and in accordance with international best practice;
- Advise and assist the Border Guard in the development of basic, specialist and career development training curricula;
- Work in partnership with the Border Guard to identify training priorities;
- Liaise with other donors and bilateral advisors working in support of Libyan Border Guard training and skills development to ensure that opportunities for mutual support are exploited and duplication avoided;
- Coordinate and oversee all training assistance provided by the Mission to the Libyan Border Guard;
- Develop an approach to Border Guard training that is Libyan-led, that the Libyan Border Guard can sustain, and that includes training, mentoring, developing professionally, and retaining Libyan trainers and Libyan-led development of adequate training facilities;
- Assist the Libyan authorities in identifying and exploiting interagency coordination and mutual support opportunities in the field of Border Guard-related training, in particular in those areas that support the development of a culture of joint operations, Integrated Border Management and a desert search and rescue capability;
- Assess the requirements for equipment and infrastructure related to Border Guard training and advise Libyan authorities accordingly;
- Support the Head of Border Guard Unit in arranging, as circumstances allow, study visits and training for Libyan Border Guard personnel in the EU, the region, and other countries in order to strengthen skills and international cooperation in border security and management;
- Through the Head of Border Guard Unit, inform the development of Mission policy related to training;
- Support the Mission's identification of lessons and best practices within the field of Border Guard training;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Head of Border Guard Unit or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of relevant and proven professional experience;
- Experience of delivering / directing training in an (armed) law enforcement agency or military organisation;
- Experience in identifying training needs and designing training strategies;
- Experience of leading curricula development, conducting training evaluation;
- Experience in dealing with inter-agency coordination and cooperation;
- Ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Supervisory experience in leading training teams in geographically remote and climatically challenging conditions is highly desirable (which need not be desert specific, though the successful candidate must be able to demonstrate how to transfer their experience to the desert terrain).

Advantageous

- Knowledge of the European Institutions and crisis management mechanisms ;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/Border Guard Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP20	Border Guard Officer, NCO & Other Ranks Training Team Leader (BGO-NCO-OR)	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent

Reporting to the Border Guard Training Advisor, the BGO-NCO-OR Training Team Leader will:

Tasks and responsibilities

- Assist the Libyan MoD Planning and Training Department in further developing the management of the Libyan MoD Training Centre relevant to border security;
- Conduct a detailed training needs analysis of Libyan MoD Border Guard through job analysis, appraisal schemes and regular consultation with Border Guard Training Advisor, in support of Libyan Integrated Border Management;
- Design, develop and expand, under the guidance of the Border Guard Training Advisor, training programmes based on the results of the training needs analysis which the Libyan MoD can sustain after the life of the Mission and therefore include includes training, mentoring, and professionally developing Libyan trainers;
- Evaluate, amend and revise training programmes, as necessary, in order to adapt to changes occurring in the Libyan MoD environment;
- Design and coordinate, in consultation with the Border Guard Training Advisor, the programme of training courses which will be delivered by the Border Guard task for long range patrolling, Intelligence and Investigation training and other duties as prioritised;
- Supervise the training materials for 'in-house' courses prepared by the trainers;
- Identify a pool of trainers to train, mentor and draw on as appropriate, and advise the Border Guard Training Advisor on their professional development and their retention in the MoD;
- Monitor and review the progress of trainees by means of questionnaires and consultation with the Border Guard Training Advisor;
- In consultation with the Border Guard Training Advisor, assist the Libyan MoD in identifying and exploiting opportunities in the field of Border Guard-related training, including (as circumstances allow) study visits and training for Border Guard personnel in the EU, the region, and other countries in order to strengthen skills and international cooperation on Border Guard matters;
- Report to the Border Guard Training Advisor about the implementation of training activities related to Border Guard matters;
- Contribute to wider Mission reporting as required;
- Contribute, under the guidance of the Border Guard Training Advisor, to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Border Guard Training Advisor or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;

- At least 7 years of relevant and proven professional experience including experience in an operational Border Guard as a training development officer;
- Competent at a managerial level in the delivery of training resources;
- Supervisory experience in leading training teams;
- Experience in identifying training needs;
- Experience in conducting training reviews;
- Ability to work in a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;
- Knowledge of the European Institutions and crisis management mechanisms.

Advantageous

- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/Border Guard Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP23 LIBOP24 LIBOP25	Border Guard Officer, NCO & Other Ranks trainer (BGO-NCO-OR)	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent

Reporting to the BGO-NCO-OR Training Team Leader, the BGO-NCO-OR Trainer will:

Tasks and responsibilities

- Assist the Libyan MoD to develop and deliver training and mentoring programmes to improve the effectiveness of the Border Guard;
- In support of the BGO-NCO-OR Training Team Leader, assist the Libyan MoD to conduct a training needs analysis;
- In support of the BGO-NCO-OR Training Team Leader, assist the Libyan MoD in selecting, training, and developing professionally a cadre of trainers to establish a sustainable training capacity in the MoD;
- To support the BG Unit in arranging, as circumstances allow, study visits and training for Libyan Border Guard personnel in EU, regional and other countries in order to strengthen skills and international cooperation on Border Guard operations;
- Contribute to Mission reporting as required;
- Deliver training courses on customs operations and enforcement-related subjects, where needed;
- Fulfil any other tasks delegated to him/her by the BG Senior Advisor or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma;
- OR
- Successful completion of relevant studies delivered by a national policing, law enforcement, security or military organisation;

In addition to the above

- Expertise and experience in developing and delivering training programmes in a policing, law enforcement, security or military organisation, at least up to regional level;
- Thorough working knowledge of the Border Guard EU standards and/or of international best practice regarding Border Guard patrolling, intelligence and investigation practice;
- Thorough understanding of the role of Risk Analysis and Intelligence in the work of border guard and practical experience of its application;
- Experience in Integrated Border Management at operational level, in particular use of patrolling, intelligence and investigation techniques;
- Ability to work in international teams and complex environments, to establish a common team vision, goals and workplans;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous:

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

- International experience on border guard operations and enforcement matters;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/Border Guard Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP32	Border Guard Long Range Patrolling (BGLRP) Training Team Leader	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Border Guard Training Advisor, the BGLRP Training Team Leader will:

Tasks and responsibilities

- Supervise the staff of the Mission engaged in training the Libyan Border Guard in long range patrolling skills as they assess the baseline Libyan Border Guard long range patrolling operational capabilities, training capacities, and resources; and, in consultation with the Border Guard Training Advisor, make related recommendations to the Libyan authorities;
- Work in partnership with the Libyan Border Guard, under the direction of the Border Guard Head of Unit and Training Advisor, develop a concept of operations for the surveillance of remote border areas and a doctrine for the employment of long range patrols in conjunction with technical surveillance assets;
- Advise and assist the Border Guard, in coordination with the Border Guard ONCOOR Training Team Leader, in the identification of long range patrol training priorities and the development and delivery of an associated personnel selection programme and training curricula, together with support for the subsequent deployment and follow-up of those trained;
- Through organising and training, mentoring, and professionally developing Libyan trainers, curriculum development support, advice on retaining training capacity, and other means, assist the Libyan Border Guard in establishing a training approach that is Libyan-led and sustainable beyond the life of the Mission;
- Support the Border Guard Training Advisor in arranging, as circumstances allow, study visits and training for Libyan Border Guard personnel in EU, regional and other countries in order to strengthen skills and international cooperation in border security and management;
- Through the Border Guard Training Advisor, inform the development of Mission policy related to long range patrolling;
- Support the Mission's identification of lessons and best practice within the field of Border Guard training;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Border Guard Training Advisor or his/her delegate.

Qualifications and experience:

- A level of education that corresponds to completed university studies, attested by a diploma;
- OR
- Successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;

In addition to the above

- At least 7 years of relevant and proven professional experience;
- Experience in identifying training needs and designing training strategies and curricula;
- Experience in conducting training reviews;
- Ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.

Advantageous

- Operational experience in desert terrain;
- Qualified service as a long range patrolling training officer in recognised armed forces or (armed) law enforcement agencies;
- Supervisory experience in leading training teams in geographically remote and climatically challenging conditions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/ Border Guard Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP33	Border Guard Long Range Patrolling Trainer	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent

Reporting to the BGLRP Training Team Leader, the BGLRP Trainer will:

Tasks and responsibilities

- Assist the Border Guard Long Range Patrolling Training Team Leader in assessing the baseline Libyan Border Guard long range patrol operational capabilities, training capacities and resources;
- Deliver training in the tactics, knowledge and range skills required to successfully undertake long range patrols in desert conditions, including training, mentoring and professionally developing Libyan trainers;
- Through the Team Leader, inform the development of Mission policy related to long range patrolling and support the Mission's identification of lessons and best practice within the field of Border Guard training;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Team Leader;
- Deputise for the Team Leader if so required.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma;
OR
- Successful completion of relevant studies delivered by a national policing, law enforcement, security or military organisation;

In addition to the above

- Expertise and experience in developing and delivering training programmes in a policing, law enforcement, security or military organisation;
- At least 5 years of relevant and proven professional experience;
- Operational experience in geographically remote and climatically challenging conditions;
- Ability to work in a small, close team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.

Advantageous

- Operational experience in desert terrain;
- Qualified service as a long range patrolling training officer in recognised armed forces or (armed) law enforcement agencies;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BPIU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP43	Head of Border Police and Immigration Unit	N/A

Security clearance level: EU Secret

Reporting to the Head of Operations, the Head of Border Policing and Immigration Unit will:

Tasks and responsibilities

- Lead the Border Police and Immigration Unit (BPIU) in providing border-related advisory, mentoring and training support to the Libyan Ministry of Interior (MoI) Border Policing and Immigration structures;
- In coordination with the IBM Strategic Advisor and other Operations Division Heads of Unit, ensure coherence and harmonisation of the Mission's delivery of advice and assistance to all Libyan border agencies and units;
- Work directly at a national level with the MoI and other Libyan Ministries with land border, aviation and maritime responsibilities relating to border policing and immigration, to help them – notably through advising, mentoring and coaching – to develop and implement relevant elements of an IBM strategy;
- Provide strategic advice to the operational heads of the Libyan Border Policing and Immigration agencies to help them to control Libya's borders in cooperation with other Libyan agencies and in accordance with international best practice;
- Assess the inter-agency coordination requirements in the field of border policing and immigration – including investigation, intelligence, and command and control apparatus – and advise Libyan authorities accordingly;
- Assess the baseline Libyan border policing capability and, in consultation with the Head of Operations, make related recommendations to the Libyan authorities;
- Assist the Libyan Border Police and Immigration managers and other relevant staff to develop the skills necessary to support secure management of Libya's borders in an IBM framework through the development of a sustainable Libyan training capacity (including identification, training, follow-up, professional development and retention of Libyan trainers, and a sustainable approach to follow-up of those trained);
- Lead the assessment of the requirements for equipment and infrastructure related to border policing and immigration, and advise the Libyan authorities accordingly;
- Under the guidance of the Head of Operations, support the Libyan authorities in establishing operational joint procedures with the border policing agencies of neighbouring states and relevant international agencies and organisations;
- Collect information, analyse and assess local legislative, institutional and operational border policing and immigration aspects, including structures and processes, synthesise conclusions, and in consultation with the Head of Operations make recommendations to the Libyan authorities accordingly;
- Contribute to coordination and cooperation with relevant Libyan Governmental and institutional authorities (including those related to the broader criminal justice system) as well as international stakeholders, in support of more effective border policing and immigration contributions to Libyan IBM;
- Through the Head of Operations, inform the development of Mission policy related to border policing and immigration;
- Arrange, as circumstances allow, study visits and training for Libyan border policing and immigration personnel in EU, regional and other countries in order to strengthen skills and international cooperation on border policing and migration management;

- Ensure that Mission personnel working in support of Libyan border policing and immigration contribute to identifying and reporting lessons and best practice within their respective fields of responsibility;
- To contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Head of Operations or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by an approved national policing academy or similar law enforcement body;
- At least 10 years of relevant and proven professional experience in the field of border policing and related immigration tasks after having completed his/her studies, including at least 5 years at senior management level;
- Service as a senior operational commanding officer in the field of Border Policing or similar agency entrusted with border management command and multi-agency law enforcement;
- Knowledge of border management and related broader rule of law issues, including an understanding of Human Rights, refugees, mixed migration flows, internally displaced persons' rights, migration and the criminal justice chain (from police to prison);
- Experience of applying risk analysis in a border management context;
- Experience in dealing with inter-agency coordination and cooperation at a strategic level;
- Experience in identifying training needs and designing training strategies;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of FRONTEX, its mandates and activities;
- Ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;

Advantageous

- Experience in project or programme management in the delivery of communication and IT technological solutions for border management;
- Knowledge and experience in multi-agency partnerships concerning security planning for (air or sea) port-wide operations and the related law enforcement operational tasks;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Past work experience in Maghreb;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BP&I Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP45	Border Policing and Immigration Administration Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Border Policing and Immigration Unit, the BP&I Administration Advisor will:

Tasks and responsibilities:

- Support the development of administrative functions within the Libyan Ministry of Interior (MoI) Border Policing and Immigration structures, based on international best practices and standards and coherent with the Mission's overall approach to the development of administrative capacity in Libyan IBM structures;
- Provide advice on the design and implementation of a long-term organisational development strategy for the Border Policing and Immigration structures to support operational tasks and responsibilities within the framework of a cross-functional policing plan;
- Support the design, implementation and/or development of performance management systems to meet the short, medium and long-term operational and financial planning and monitoring requirements of the Border Policing and Immigration structures;
- Assist in the development of a Regulatory Framework, comprising internal administrative policies, procedures, regulations and internal controls, aimed at ensuring the effective, efficient and transparent use of resources within the Border Policing and Immigration structures;
- Assist in the design and implementation of an optimal organisational structure for the Border Policing and Immigration structures and provide support in the drafting of job descriptions for all managerial positions, or job classes, within each Border Policing and Immigration structure/department;
- Support the development of an internal communication system that ensures Border Policing and Immigration internal policies, procedures and regulations – and any amendments to them - are correctly and uniformly applied throughout the organisation(s);
- Assist in the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, ERP software) to enhance the operational effective of the Border Policing and Immigration administration;
- Design and deliver tailored training courses on administration-related subjects for all levels of the Border Policing and Immigration administration;
- Undertake any other related tasks as required by the Head of Border Policing and Immigration Unit.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Public Administration, Business Administration, Management or other relevant subject

OR

- successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation.

In addition to the above

- At least 7 years of relevant and proven professional experience in administration, finance, human resources, organisational development and/or change management following the completion of studies, including at least 3 years at cross-disciplinary management level;
- Demonstrated ability developing administrative systems, policies and procedures;
- Excellent organisational, planning and time-management skills;
- Computer literate, with knowledge of word-processing, spreadsheet, financial management and ERP software applications;
- Good interpersonal skills with the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding);
- Knowledge of the political, cultural and security situation of the Mission area;
- Experience working on international assignment, including civilian CSDP missions, desirable;
- Knowledge of Arabic an asset.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BPIU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP50	Border Policing and Immigration Advisor to the Libya MoI Training Centre	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Border Policing and Immigration Unit, the BPI Advisor to the Libyan MoI Training Centre will:

Tasks and responsibilities

- Assist the Libyan MoI Planning and Training Department in further developing the management of the Libyan MoI Training Centre relevant to border and immigration policing;
- Conduct a detailed training needs analysis of Libyan MoI Border and Immigration Police through job analysis, appraisal schemes and regular consultation with Training Advisors in other Mission Operations Units in support of Libyan IBM;
- Support the MoI in developing a training strategy for border policing and immigration that generates sustainable Libyan training capacity, including the identification, training, mentoring, professional development and retention of trainers and a mechanism for relevant posting and follow-up after training;
- Design and develop, under the guidance of the Head of Border Policing and Immigration Unit, training programmes based on the results of the training needs analysis, including courses to be delivered at Border Crossing Points, Intelligence and Investigation training, and other topics prioritised as a result of the analysis;
- Evaluate, amend and revise training programmes, as necessary, in order to adapt to changes occurring in the Libyan MoI environment;
- Supervise the training materials for ‘in-house’ courses prepared by the trainers;
- Identify, develop and mentor a pool of trainers, and draw on them as appropriate;
- Monitor and review the progress of trainees by means of questionnaires and other follow-up mechanisms, in consultation with the Training Advisors in other Operations Units;
- Support the Head of Border Policing and Immigration Unit in arranging, as circumstances allow, study visits and training for Border Policing personnel in EU, regional and other countries in order to strengthen skills and international cooperation on Border Policing and Immigration matters;
- Report to the Head of Border Policing and Immigration Unit about the implementation of training activities related to Border Policing and Immigration matters;
- Contribute to wider Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Head of Border Policing and Immigration Unit or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of relevant and proven professional experience including experience in operational Border Policing and Immigration as a training development officer;
- Competent at a senior managerial level in the delivery of training resources;

- Supervisory experience in leading training teams;
- Experience in identifying training needs;
- Experience in conducting training reviews;
- Ability to work in a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Knowledge of the European Institutions and crisis management mechanisms ;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region ;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BPIU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP47	Coordinator Tripoli Airport IBM Pilot Project	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Border Policing and Immigration Unit, the Coordinator will:

Tasks and responsibilities

- In close consultation with the IBM Strategic Advisor and under direction from the Head of Border Policing and Immigration Unit (HBPIU), coordinate those Customs, Border Police and Immigration and other staff of the Mission allocated by the Head of Operations to support a Tripoli Airport IBM Pilot Project;
- Develop the detailed pilot project plan, including objectives, tasks, activities and outputs, timelines and the use of existing Mission resource for support, for submission by the HBPIU through Head of Operations to Head of Mission;
- Coordinate all Mission efforts to deliver a best practice Libya IBM operating model for Tripoli International Airport, incorporating all necessary procedures and processes, that complies with all relevant international standards and best practice and that may later be rolled out to other airports in Libya by the Libyan authorities;
- Liaise with the various Libyan authorities responsible for the management of Tripoli International Airport and of its various border, security and law enforcement controls and, in collaboration with them and in close consultation with the IBM Strategic Advisor, plan and coordinate the advice, systems development, training and other support required to ensure that they and their staff have full buy-in and ownership of the Tripoli Airport IBM Pilot Project and all the skills and resources required to operate the model, sustain it and replicate it and its methodology, taking account of lessons learned, at other international airports in Libya without the further practical assistance of the Mission;
- Advise and assist the heads of the various Libyan border management and security agencies as well as carriers and other service providers present at the airport, in strengthening the efficiency of processes, checks and controls, and in enhancing the security of staff and of all passengers and goods passing through the airport;
- Assess the various Libyan agency roles and responsibilities and interagency coordination requirements at the airport and work with the relevant Libyan authorities and entities to address any issues;
- Assess the requirements for equipment and infrastructure related to the management of all aspects of border management at the airport, and advise Libyan authorities accordingly;
- Arrange, as circumstances allow, study visits and training for airport managers in EU, regional and other countries in order to strengthen skills, international cooperation and understanding of international best practice relating to the management and arrangement of facilities and border checks and controls at international airports;
- Inform the development of Mission policy related to pilot projects;
- Ensure that Mission personnel working in support of the Tripoli Airport IBM Pilot Project contribute to identifying and reporting lessons and best practice within their respective fields of responsibility;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the HBPIU or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of professional law enforcement, border control or airport management experience including not less than 5 years of in a senior operational management role relating to border controls at an international airport;
- An expert understanding of all areas of international airport management including immigration controls and associated international carrier obligations, customs checks and controls on passengers and goods / cargo and baggage, infrastructure security and best practice regarding air and land side controls;
- Thorough and demonstrable understanding of the various international standards and regulations governing international airports, their security, management and related controls;
- At least 3 years of proven professional experience in participation in senior level inter-agency cooperation, ideally as chair or member of an airport management group or board;
- Thorough understanding of the role of Risk Analysis applied in airports and experience of its application;
- Experience gained from at least one international field assignment;
- Ability to lead and work in international teams in complex environments, to establish a common team vision, goals and workplans;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BPIU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP48	Coordinator - Tripoli Seaport IBM Pilot Project	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Border Police & Immigration Unit, the Coordinator will:

Tasks and responsibilities:

- In close consultation with the IBM Strategic Advisor and under direction from the Head of Naval Coast Guard Unit (HNCGU), coordinate those Customs, Coast Guard, Border Police and Immigration and other staff of the Mission allocated by the Head of Operations to support a Tripoli Seaport IBM Pilot Project;
- Develop the detailed pilot project plan, including objectives, tasks, activities and outputs, timelines and the use of existing Mission resource for support, for submission by the HNCGU through Head of Operations to HoM;
- Coordinate all Mission efforts to deliver a best practice Libya IBM operating model for Tripoli seaport, incorporating all necessary procedures and processes, that complies with all relevant international standards and best practice and that may later be rolled out to other seaports in Libya by the Libyan authorities;
- Liaise with the various Libyan authorities responsible for the management of Tripoli seaport and of its various border, security and law enforcement controls and, in collaboration with them and in close consultation with the IBM Strategic Advisor, plan and coordinate the advice, systems development, training and other support required to ensure that they and their staff have full buy-in and ownership of the Tripoli Seaport IBM Pilot Project and all the skills and resources required to operate the model, sustain it and replicate it and its methodology, taking account of lessons learned, at other international airports in Libya without the further practical assistance of the Mission;
- Advise and assist the heads of the various Libyan border management and security agencies as well as carriers and other service providers present at the seaport, in strengthening the efficiency of processes, checks and controls, and in enhancing the security of staff and of all passengers and goods passing through the airport;
- Assess the various Libyan agency roles and responsibilities and interagency coordination requirements at the seaport and associated border crossing point, and work with the relevant Libyan authorities and entities to address any issues;
- Assess the requirements for equipment and infrastructure related to the management of all aspects of border management at the seaport, and advise Libyan authorities accordingly;
- Arrange, as circumstances allow, study visits and training for seaport managers in EU, regional and other countries in order to strengthen skills, international cooperation and understanding of international best practice relating to the management and arrangement of facilities and border checks and controls at seaports;
- Inform the development of Mission policy related to pilot projects;
- Ensure that Mission personnel working in support of the Tripoli Seaport IBM Pilot Project contribute to identifying and reporting lessons and best practice within their respective fields of responsibility;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the HNCGU or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At 7 years of professional law enforcement, border control or seaport management experience including not less than 5 years of in an operational management role relating to border controls at international seaports;
- An expert understanding of all areas of seaport management including immigration controls and associated international carrier obligations, customs checks and controls of passengers and goods / cargo and baggage, infrastructure security and best practice regarding port security;
- Thorough and demonstrable understanding of the various international standards and regulations governing international seaports, their security, management and related controls;
- At least 3 years of proven professional experience in participation in senior level inter-agency cooperation, ideally as chair or member of an seaport security management group or similar structure which examines multi-agency threat and risk planning and formulation of operational plans;
- Thorough understanding of the role of Risk Analysis applied in ports and experience of its application;
- Experience gained from international assignments;
- Ability to lead international teams in complex environments, to establish a common team vision, goals and workplans;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BPIU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP49, LIBOP51	Border Policing Training Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Border Policing and Immigration Unit, and working in close liaison with the Border Police and Immigration Advisor to the Libyan MoI Training Centre, the Border Policing Training Advisor will:

Tasks and responsibilities

- Supervise the staff of the Mission engaged in providing training support to the Libyan Ministry of Interior Border and Immigration functions;
- Ensure, in coordination with the Training Advisors in the Mission's other Operations Units, coherence and harmonisation in the Mission's delivery of advice and assistance to all Libyan border agencies and units;
- Assess the baseline training capacities, resources and capability of the Libyan MoI Border Police and Immigration functions, and under the guidance of the HBPIU make related recommendations to the Libyan authorities;
- Provide training and strategic training-related advice to the Libya MoI on surveillance and control of Libya's land, air and sea borders in cooperation with other Libyan agencies and in accordance with international best practice;
- Advise and assist the Libya MoI in the development of basic, specialist and career development training curricula;
- Work in partnership with the Libya MoI to identify training priorities;
- Coordinate and oversee all training assistance provided by the Mission to the Libya MoI;
- Through the HBPIU and the appropriate Mission working groups, support the coordination of Libya MoI-related training that the Mission delivers to the personnel of the Ministry of Defence, (Border Guard, Navy and Coast Guard), Customs and other agencies, departments and units as required;
- Develop an approach to Libya MoI-related training that the Libya MoI can sustain after the life of the Mission and that includes identification, training, mentoring, professional development, and retention of trainers, post-training deployment and follow-up of trainees, and Libyan-led development and sustainment of adequate training facilities;
- Assist the Libyan authorities in identifying and exploiting interagency coordination and mutual support opportunities in the field of Border Policing and Immigration-related training, in particular in those areas that support the development of a culture of joint operations and Integrated Border Management;
- Support the HBPIU in arranging, as circumstances allow, study visits and training for Libyan MoI personnel in EU, regional and other countries in order to strengthen skills and international cooperation on Border Policing and Immigration matters;
- Through the HBPIU, inform the development of Mission policy related to Border Policing and Immigration matters;
- Support the Mission's identification of lessons and best practice within the field of Border Policing and Immigration training;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the HBPIU or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of relevant and proven professional experience including at least 3 years in operational Border Policing and/or Immigration Service as a training development officer;
- Supervisory experience in leading training teams;
- Experience in identifying training needs and designing training strategies and curricula;
- Experience in conducting training reviews and evaluation;
- Experience in dealing with inter-agency coordination and cooperation;
- Ability to work in a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/NCGU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP40	Naval Coast Guard Training Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Naval Coast Guard Unit, the NCG Training Advisor will:

Tasks and responsibilities

- Coordinate, on behalf of the Head of Naval Coast Guard Unit, the staff of the Mission engaged in providing border related training support to the Libyan Navy and Naval Coast Guard;
- Ensure, in coordination with the Training Advisors in the Mission's other Operations Units, coherence and harmonisation in the Mission's delivery of advice and assistance to all Libyan maritime border agencies and units;
- Assess the baseline Libyan maritime training capacities, resources and capability and, in consultation with the Head of Naval Coast Guard Unit, make related recommendations to the Libyan authorities;
- Provide strategic training-related advice to the Naval Coast Guard concerning its surveillance and control of Libya's maritime borders in cooperation with other Libyan agencies and in accordance with international best practice;
- Advise and assist the Naval Coast Guard in the development of basic, specialist and career development training curricula;
- Work in partnership with the Naval Coast Guard to identify training priorities;
- Coordinate and oversee all training assistance provided by the Mission to the Naval Coast Guard;
- Through the Head of Naval Coast Guard Unit and the appropriate Mission working groups, support the coordination of Mission support to all Libyan border agencies active in the maritime dimension including the Customs Maritime Unit, Coastal Police and Libyan Port and Maritime Authority;
- Develop an approach to maritime-related training that the Libyan Naval Coast Guard and other relevant organisations can sustain and that includes identification, training, mentoring, professional development, and retention of trainers, post-training deployment and follow-up of trainees, and Libyan-led development and sustainment of adequate training facilities;
- Assist the Libyan authorities in identifying and exploiting inter-agency coordination and mutual support opportunities in the field of maritime border related training, in particular in those areas that support the development of a culture of joint operations and Integrated Border Management;
- Support the Libyan authorities in the development of an appropriate maritime search and rescue capability, organising the identification, training, mentoring, professional development, and retention of trainers, and post-training deployment and follow-up of trainees, where applicable, to ensure that the capability once built may be sustained;
- Assess the requirements for equipment and infrastructure related to maritime border management training and advise Libyan authorities accordingly;
- Support the Head of Naval Coast Guard Unit in arranging, as circumstances allow, study visits and training for Libyan maritime border management personnel in EU, regional and other countries and locations in order to strengthen skills and international cooperation on border security and management;
- Inform, through the Head of Naval Coast Guard Unit, the development of Mission policy related to maritime borders;
- Support the Mission's identification of lessons and best practices within the field of maritime training;
- Contribute to Mission reporting as required;

- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other job-related tasks delegated to him/her by the Head of Naval Coast Guard Unit or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of relevant and proven professional experience;
- Service as a training development officer in the Coast Guard or similar agency entrusted with maritime border surveillance, control and law enforcement;
- Qualified instructor in maritime training related subjects, e.g. OSC, ISPS, SOSAC etc.;
- Supervisory experience in leading training teams;
- Experience of leading curriculum development;
- Experience in conducting training reviews;
- Experience in dealing with inter-agency coordination and cooperation;
- Experience in identifying training needs and designing training strategies;
- Ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Maritime work experience in the Mediterranean area;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/NCG Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP39	Naval Coast Guard Administration Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Naval Coast Guard Unit, the NCG Administration Advisor will:

Tasks and responsibilities:

- Support the development of administrative functions within the Libyan Naval Coast Guard¹ based on international best practices and standards and coherent with the Mission’s overall approach to the development of administrative capacity in Libyan IBM structures;
- Provide advice on the design and implementation of a long-term organisational development strategy for the Naval Coast Guard to support the organisation’s operational tasks and responsibilities;
- Support the design, implementation and/or development of performance management systems to meet the short, medium and long-term operational and financial planning and monitoring requirements of the Naval Coast Guard;
- Assist in the development of a Regulatory Framework, comprising internal administrative policies, procedures, regulations and internal controls, aimed at ensuring the effective, efficient and transparent use of resources within the Naval Coast Guard;
- Assist in the design and implementation of an optimal organisational structure for the Border Guard and provide support in the drafting of job descriptions for all managerial positions, or job classes, within each Naval Coast Guard Department;
- Support the development of an internal communication system that ensures Naval Coast Guard internal policies, procedures and regulations – and any amendments to them - are correctly and uniformly applied throughout the organisation;
- Assist in the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, ERP software) to enhance the operational effective of the Naval Coast Guard administration(s);
- Design and deliver tailored training courses on administration-related subjects for all levels of the Naval Coast Guard administration;
- Undertake any other related tasks as required by the Head of Naval Coast Guard Unit.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Public Administration, Business Administration, Management or other relevant subject

OR

- Successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation.

¹ ‘Naval Coast Guard’ to be taken to include all Libyan marine entities involved in Integrated Border Management.

In addition to the above

- At least 7 years of relevant and proven professional experience in administration, finance, human resources, organisational development and/or change management following the completion of studies, including at least 3 years at cross-disciplinary management level;
- Demonstrated ability developing administrative systems, policies and procedures;
- Excellent organisational, planning and time-management skills;
- Computer literate, with knowledge of word-processing, spread sheet, financial management and ERP software applications;
- Good interpersonal skills with the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding);
- Knowledge of the political, cultural and security situation of the Mission area;
- Experience working on international assignment, including civilian CSDP missions, desirable;
- Knowledge of Arabic an asset.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/HoCU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP53	Customs Operations Advisor	N/A

Security clearance level: EU Secret, or Third Contributing State equivalent.

Reporting to the Head of Customs Unit, the Customs Operations Advisor will:

Tasks and responsibilities

- Assess, under the guidance of the Head of Customs Unit, the baseline Libyan Customs surveillance, checks and control resources and capability applied at border/inland, air and maritime BCPs in accordance with Integrated Border Management (IBM) international best practice, and provide recommendations;
- Support the Libyan Customs to strengthen its operational capacity to establish an effective and efficient customs service capable, *inter alia*, of detecting, preventing and investigating cases of fraud;
- Support the Libyan Customs to build up an intelligence-led strategy based on the latest methods of targeted risk assessment and modern technology to safeguard revenue and protect society, in full application of IBM principles;
- Ensure, in coordination with the Operations Advisors of the Mission's other Operations Units, coherence and harmonisation in the Mission's delivery of advice and assistance to all Libyan border agencies and units, in support of Libyan integrated border management;
- Assist the Libyan Customs to comply with national legislation, international legislation and international institutions (*e.g.* World Customs Organisation, World Trade Organisation, UN) through consistent application of the legal basis establishing the requisite customs powers and sanctions to enforce the customs regulations;
- Support the Customs Unit in arranging, as circumstances allow, study visits and training for Libyan Customs personnel in EU, regional and other countries in order to strengthen skills and international cooperation on Customs operation and enforcement matters;
- Contribute to Mission reporting as required;
- Deliver training courses on customs operations and enforcement-related subjects, where needed;
- Fulfil any other tasks delegated to him/her by the Head of Customs Unit or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national law enforcement, security or military organisation;
- At least 7 years of relevant and proven professional experience in the field of customs operations and enforcement after having completed his/her studies, including at least 3 years at regional or central management level;
- Thorough working knowledge of the World Customs Organisation's SAFE Framework of Standards and of international best practice regarding Bills of Lading and other Customs-related documentation, records and related processes;
- Understanding of the 'Single Window' concept and experience in the implementation of simplified procedures;
- Thorough understanding of the role of Risk Analysis and intelligence in the work of Customs and practical experience of its application;
- Experience in Integrated Border Management at operational level, in particular use of investigation techniques;

- Ability to work in international teams and complex environments, to establish a common team vision, goals and workplans;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous:

- International experience on customs operations and enforcement matters;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/Customs Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP55	Customs Administration Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Customs Unit, the Customs Administration Advisor will:

Tasks and responsibilities:

- Support the development of administrative functions within the Libyan Ministry of Finance (MoF) Customs organisation, based on international best practices and standards and coherent with the Mission's overall approach to the development of administrative capacity in Libyan IBM structures;
- Provide advice on the design and implementation of a long-term organisational development strategy for Customs to support the organisation's operational tasks and responsibilities and, if relevant, to aid national budget and economic policy;
- Support the design, implementation and/or development of performance management systems to meet the short, medium and long-term operational and financial planning and monitoring requirements of the Customs organisation;
- Assist in the development of a Regulatory Framework, comprising internal administrative policies, procedures, regulations and internal controls, aimed at ensuring the effective, efficient and transparent use of resources within the Customs organisation;
- Assist in the design and implementation of an optimal organisational structure for Customs and provide support in the drafting of job descriptions for all managerial positions, or job classes, within each Customs Department;
- Support the development of an internal communication system that ensures the Customs organisation's internal policies, procedures and regulations – and any amendments to them - are correctly and uniformly applied throughout the organisation;
- Assist in the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, ERP software) to enhance the operational effective of the Customs administration;
- Design and deliver tailored training courses on administration-related subjects for all levels of the Customs administration;
- Undertake any other related tasks as required by the Head of Customs Unit.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Public Administration, Business Administration, Management or other relevant subject

OR

- Successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation.

In addition to the above

- At least 7 years of relevant and proven professional experience in administration, finance, human resources, organisational development and/or change management following the completion of studies, including at least 3 years at cross-disciplinary management level;

- Demonstrated ability developing administrative systems, policies and procedures;
- Excellent organisational, planning and time-management skills;
- Computer literate, with knowledge of word-processing, spreadsheet, financial management and ERP software applications;
- Good interpersonal skills with the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Fluency in English (speaking, reading, writing, understanding);
- Knowledge of the political, cultural and security situation of the Mission area;
- Experience working on international assignment, including civilian CSDP missions, desirable;
- Knowledge of Arabic an asset.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/HoCU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP57	Customs Training Centre Advisor	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Customs Unit, the Customs Training Centre Advisor will:

Tasks and responsibilities

- Assist the Libyan Customs Planning and Training Department in further developing the management of the Libyan Customs Training Centre;
- Conduct a detailed training needs analysis of Libyan Customs through job analysis, appraisal schemes and regular consultation with the Customs Training Advisor in support of Libyan IBM;
- Design, develop and expand, in close cooperation with the Customs Training Advisor, training programmes based on the results of the training needs analysis;
- Evaluate, amend and revise training programmes, as necessary, in order to adapt to changes occurring in the Libyan Customs environment;
- Design and coordinate, in consultation with the Customs Training Advisor, the programme of training courses which will be delivered by the Customs Counter Narcotics Trainer, Customs Trainer for Procedures, Checks and Controls and Customs Investigation Trainer;
- Work with the Customs Training Advisor to develop an approach to Customs-related training that the Libyan Customs can sustain after the life of the Mission, including the identification, training, mentoring, professional development and retention of trainers, a mechanism for relevant posting and follow-up of trainees, and advice on the institutional sustainability of the Customs Training Centre;
- Supervise the training materials for 'in-house' courses prepared by the trainers;
- Monitor and review the progress of trainees by means of questionnaires and consultation with the Customs Training Advisor;
- Assist, in consultation with the Customs Training Advisor, the Libyan Customs authority in identifying and exploiting opportunities in the field of Customs-related training;
- Support the Head of Customs Unit in arranging, as circumstances allow, study visits and training for Libyan Customs personnel in EU, regional and other countries in order to strengthen skills and international cooperation on Customs matters;
- Report to the Head of Customs Unit on the implementation of training activities related to Customs in the Customs Training Centre;
- Contribute to wider Mission reporting as required;
- Contribute, in coordination with the Customs Training Advisor, to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Head of Customs Unit or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of relevant and proven professional experience including experience in an operational Customs service as a training development officer;
- Competent at a managerial level in the delivery of training resources;

- Supervisory experience in leading training teams;
- Experience in identifying training needs;
- Experience in conducting training reviews;
- Ability to work in a team, to work under guidance and fully share team goals;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- International experience on customs operations and enforcement matters ;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/Customs Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP59	Customs Trainer for Procedures, Checks and Controls	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Customs Training Advisor, the Customs Trainer for Procedures, Checks and Controls will:

Tasks and responsibilities:

- Deliver a programme of training courses, in consultation with the Customs Training Centre Advisor and Customs Training Advisor, on customs procedures, checks and controls applied at border / inland, air and maritime BCPs in accordance with international best integrated border management (IBM) practices to ensure protection of citizens, trade facilitation, and where appropriate revenue collection;
- Deliver, *inter alia*, training on classification of goods, origin, transit system and other customs regimes, post clearance, auditing, intellectual property rights, dangerous goods, supply chain security and simplified procedures, and where appropriate customs valuation;
- Deliver, under the guidance of the Customs Training Centre Advisor and Customs Training Advisor, joint IBM training on customs procedures, checks and controls applied at border/inland, air and maritime BCPs to ensure coherence and harmonisation in the Mission's delivery of advice and assistance to all Libyan Customs agencies and units;
- Assist the Customs Training Centre Advisor in assessing the requirements for equipment and infrastructure related to the Customs Training Department;
- Assist the Customs Unit in arranging, as circumstances allow, study visits and training for Libyan Customs border management personnel in EU Member States and regional and participating third countries in order to strengthen skills and international cooperation on border security and management;
- Ensure proper follow-up of the training courses delivered, under the guidance of the Customs Training Centre Advisor and Customs Training Advisor;
- Contribute to Mission reporting as required;
- Fulfil any other tasks delegated to him/her by the Customs Training Advisor or his/her delegate.

Qualifications and experience:

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of relevant and proven professional experience in the field of Customs procedures, checks and controls after having completed his/her studies;
- Qualified instructor in Customs-related subjects;
- Experience in designing training course and training modules;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous:

- International experience on customs operations and enforcement matters;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP61	Anti-corruption Advisor	N/A

Security Clearance Required: EU Confidential, or Third Contributing State equivalent.

Reporting to the Strategic IBM Advisor, the Anti-corruption Advisor will:

Tasks and Responsibilities

- Develop a cross-EUBAM understanding of anti-corruption approaches, defining key corruption risks and developing an appropriate comprehensive anti-corruption strategy for EUBAM to help Libyan IBM agencies to tackle corruption;
- In close liaison with the political, MAC and PPIO teams and Operations Units, develop an EUBAM communications strategy for internal and external dissemination of the anti-corruption approach;
- Support the Libyan authorities (initially through the Border Management Working Group) to develop an agreed Libyan strategy for tackling corruption across border management agencies;
- Work with PPIO, Politics and Ops teams to help the Libyan authorities to manage consultations on their anti-corruption strategy as the authorities finalise it;
- Help the Libyan authorities to develop an Action Plan to deliver their agreed anti-corruption strategy, and to construct transparent and credible monitoring and evaluation (M&E) mechanisms to assess progress;
- Help the MAC, Planning & Evaluation Department and Ops teams to develop high-quality M&E mechanisms to monitor the impact of EUBAM's anti-corruption work.

Qualifications and Experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of relevant professional experience in the field of anti-corruption work, at least some of which related to border management;
- Demonstrated ability to pass on anti-corruption skills and to facilitate agencies in low-capacity environments to develop anti-corruption systems;
- Demonstrated ability to develop M&E systems for anti-corruption strategies, and secure their implementation
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Experience gained from international field assignments, including civilian CSDP, ;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS / Border Guard Unit	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP62	Coordinator- Land Border Crossing Points IBM Pilot Project	N/A

Security clearance level: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Border Guard Unit, the Coordinator will:

Tasks and responsibilities:

- Coordinate those Customs, Border Police & Immigration and other staff of the Mission allocated by the Head of Operations to support land BCP IBM pilot projects, probably initially in Ghadames and Ra's Ajdir;
- Develop the detailed pilot project plans inclusive of objectives, tasks, activities and outputs, timelines and the use of existing Mission resource for support, for submission by the Head of Border Guard Unit through Head of Operations for approval by Head of Mission;
- Coordinate all Mission efforts to deliver a best practice IBM operating model for land BCPs (initially likely to be based in Ghadames and Ra's Ajdir), incorporating all necessary procedures and processes, that comply with all relevant international standards and best practice and that may later be cascaded to other land BCPs in Libya by the Libyan authorities;
- Liaise with the various Libyan authorities responsible for the management of pilot BCPs and their various border, security and law enforcement controls and, in collaboration with them, plan and coordinate the advice, training and other support required to ensure that they and their staff have full buy-in and ownership of the BCP IBM pilot projects;
- Mentor and advise on the skills required to operate the pilot models, sustain them and replicate them and their methodology, taking account of lessons learned, at other BCPs;
- Advise and assist the heads of the various Libyan border management and security agencies as well as agencies, carriers and other service providers present at the pilot BCPs in strengthening the efficiency of processes, checks and controls, and in enhancing the security of staff and of all passengers and goods passing through the BCPs;
- Assess the various Libyan agency roles and responsibilities and inter-agency coordination requirements at the BCPs and work with the relevant Libyan authorities and entities to address any issues;
- Liaise with international actors and third countries involved at the BCPs;
- Assess the requirements for equipment and infrastructure related to the management of all aspects of border management at the BCPs and, under the guidance of the HBGU, advise the Libyan authorities accordingly;
- Arrange, as circumstances allow, study visits and training for BCP managers in EU, regional and other countries in order to strengthen skills, international cooperation and understanding of international best practice relating to the management and arrangement of facilities and border checks and controls at land BCPs;
- Inform the development of Mission policy related to pilot projects;
- Ensure that Mission personnel working in support of these IBM Pilot Projects contribute to identifying and reporting lessons learned and best practice within their respective fields of responsibility;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the Head of Border Guard Unit or his/her delegate.

Qualifications and experience

- A level of education that corresponds to completed university studies, attested by a diploma or successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 7 years of professional law enforcement, border control or BCP management experience including not less than 5 years of in an operational management role relating to border controls at a land BCP;
- Demonstrated knowledge and understanding of all areas of BCP management and best practice concerning IBM;
- Thorough and demonstrable understanding of the various international standards and regulation governing BCPs, their security, management and related controls as applied to related policing tasks and multi-agency work;
- Thorough understanding of relevant CIS technology and its efficient implementation at BCPs;
- At least 3 years of professional participation in regional or central inter-agency cooperation, ideally as chair or member of a BCP security management group or similar structure which examines multi-agency threat and risk planning and formulates operational plans;
- Thorough understanding of the role of risk analysis as applied in BCPs, and experience of its application;
- Ability to lead international teams in complex environments, to establish a common team vision, goals and workplans;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- High resilience under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English.

Advantageous

- Experience gained from international field assignments, including civilian CSDP, ;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BPIU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP65	Network Technical Advisor	N/A

Security Clearance Required: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of the Border Policing and Immigration Unit and serving the Border Management Working Group (BMWG) sub-group #2, the Network Technical Advisor will:

Tasks and Responsibilities:

- Assess current Libyan national communications infrastructure and information management capabilities and provide advice to BMWG sub-group #2 on the technical requirements necessary to provide a communications and information management systems architecture that enables effective integrated border management and supports a Libyan network of border management operations centres;
- Support the BMWG sub-group in the conceptual and detailed design of a communications infrastructure and information management systems solution for Libya's IBM requirements by conducting gap analysis, assessing multi-agency user requirements and providing technical guidance and direction in the drafting of a multi-year strategy for the sourcing, delivery and implementation of the equipment and information systems necessary to meet the needs of border management;
- Provide technical advice and guidance to BMWG sub-group #2 and the Programme Design and Delivery Advisor in the formulation of detailed project plans for Integrated Border Management operations centres by, *inter alia*, advising on technical risks and vulnerabilities, quality criteria and budget, performance, security and data protection issues;
- Support the BMWG sub-group by drafting detailed equipment technical specifications for a communications infrastructure and information management systems solution which incorporates latest technology, meets user needs, fits the demands of the Libyan physical environment and meets through-life support requirements;
- Support the relevant Libyan government procurement bodies in the formulation of a phased, priority- and needs-driven equipment and information management systems acquisition plan for operations centres and in the identification of possible suppliers;
- Assist the relevant Libyan government contracting agencies in the drafting of contracts, service-level and relevant technical support agreements, to ensure through-life support and maintenance needs for an IBM communications and information management systems solution are fulfilled;
- Support BMWG sub-group #2 on all technical aspects of the project implementation for IBM communications and operations centre networks;
- Support the Mission's identification of lessons and best practice within the fields of information and communications technology, and public procurement;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the HBPIU or his/her delegate.

Qualifications and Experience

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Information Technology, Computer Science, Telecommunications Technology or other relevant subject **or** successful completion of equivalent studies

delivered by a national policing, law enforcement, security or military organisation;

- At least 10 years of relevant and proven professional experience in communications and information technology and project management, supported by a relevant professional qualifications (e.g. ITIL, PRINCE 2, MSP), with proven experience implementing complex CIS projects within large organisations;
- Thorough knowledge and understanding of latest communication and information technologies and information management systems;
- Experience conducting CIS user needs assessments and drafting detailed technical specifications for large organisations, including through-life support and maintenance requirements;
- Excellent organisational, planning and time-management skills;
- Good interpersonal skills with the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;
- Knowledge of the political, cultural and security situation of the Mission area;
- Experience working on international assignment, including civilian CSDP missions, is desirable;
- Knowledge of Arabic is an asset.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS/BPIU	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP66	Programme Design and Delivery Advisor	N/A

Security Clearance Required: EU Confidential, or Third Contributing State equivalent.

Reporting to the Head of Border Police and Immigration Unit and serving the Border Management Working Group (BMWG), the Programme Design and Delivery Advisor will:

Tasks and Responsibilities:

- Support the BMWG in leading the conceptual and detailed design of major programmes, starting with the operations network for which BMWG sub-group #2 is responsible, by, *inter alia*, helping the BMWG and its sub-group to set objectives, determine milestones / timelines and plan human and financial resource requirements;
- Work with the BMWG in drafting programme proposals, starting with the network for which BMWG sub-group #2 is responsible, and presenting to Libyan and international stakeholders, as well as to potential donors;
- Lead support for programme planning during the implementation phase to ensure objectives remained aligned with the Libyan Integrated Border Management (IBM) strategy;
- Support the BMWG in identifying and managing risks associated with their programmes, starting with the operations network for which BMWG sub-group #2 is responsible, and ensuring that Critical Success Factors are built into the design architecture;
- Help the BMWG and its sub-groups to manage the operational aspects of programmes, in conjunction with the Libyan team leaders;
- Mentor and advise Libyan counterparts assigned to programme teams and ensure sufficient training is provided to staff on project management and administration skills to deliver their tasks and responsibilities;
- Lead the EUBAM team assigned to the programmes;
- Advise the BMWG on the technical requirements for the infrastructure and information management systems necessary to deliver their programmes and, with the guidance of the EUBAM Public Finance and Procurement Advisor, support the relevant Libyan government procurement bodies draft and action a phased, priority and needs driven equipment acquisition plan;
- Coordinate, with the support of EUBAM Operations Heads of Unit, any cross-cutting activities and/or tasks necessary to support the roll-out of BMWG programmes;
- Liaise with partners within the Libyan Ministries and with international partners involved in the development of a national IBM strategy to ensure support and resources are provided to meet the long-term sustainability needs of programmes;
- Report to the BMWG, throughout the project cycle, on progress made during the design and implementation phases of programmes (starting with the operations network for which BMWG sub-group #2 is responsible) to ensure short, medium and long term objectives are achieved and that time, quality and budget targets are met;
- Support the Mission's identification of lessons and best practice within the field of strategic and project planning and delivery;
- Contribute to Mission reporting as required;
- Contribute to the induction training of new Mission personnel as required;
- Fulfil any other tasks delegated to him/her by the HBPIU or his/her delegate.

Qualifications and Experience

- Advanced university degree in Public Administration, Business Administration, Project Management, Management or other relevant subject **or** successful completion of equivalent studies delivered by a national policing, law enforcement, security or military organisation;
- At least 10 years of relevant and proven professional experience in managing programmes and projects, supported by a relevant professional qualifications (e.g. PRINCE 2, MSP), with proven experience implementing large, complex and multi-agency projects;
- Thorough knowledge of military and/or civilian crisis management joint operations doctrine, including the design of joint operations centres and associated information management systems;
- Knowledge of European Union IBM concepts;
- Experience conducting user needs assessments and drafting detailed technical specifications for large organisations, including through-life support and maintenance requirements;
- Excellent organisational, planning and time-management skills;
- Good interpersonal skills with the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Very good level of written and spoken English;
- Knowledge of the political, cultural and security situation of the Mission area;
- Experience working on international assignment, including civilian CSDP missions, is desirable;
- Knowledge of Arabic an asset.