

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

1st Call for Contributions 2014 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	LIBAD04	Chief of Human Resources**	1	asap
Tripoli / Countrywide	LIBAD08	Chief of Finance**	1	asap
Tripoli / Countrywide	LIBAD12	Chief of General Service**	1	asap
Tripoli / Countrywide	LIBAD16	Chief of CIS**	1	asap
Tripoli / Countrywide	LIBAD22	Chief of Procurement**	1	asap
Tripoli / Countrywide	LIBSE03	Mission Security Officer	1	asap
Tripoli / Countrywide	LIBSE05	Mission Security Analysis Officer*	1	asap
Tripoli / Countrywide	LIBSE07	Information Mission Security Officer	1	asap
	Seconded			
Tripoli / Countrywide	LIBHQ02	Deputy Head of Mission (DHoM)*	1	22/05/2014
Tripoli / Countrywide	LIBHQ09	Planning and Evaluation Officer	1	asap
Tripoli / Countrywide	LIBHQ16	Political Advisor	1	asap
Tripoli / Countrywide	LIBHQ18	Press and Public information officer	1	03/07/2014
Tripoli / Countrywide	LIBOP02	Head of Integrated Border Management Unit	1	10/07/2014
Tripoli / Countrywide	LIBOP07	Public Budget / Public Procurement Advisor	1	asap

Tripoli / Countrywide	LIBOP18	Border Guard Administration Advisor	1	asap
Tripoli / Countrywide	LIBOP19	Border Guard Training Advisor	1	asap
Tripoli / Countrywide	LIBOP39	Naval Coast Guard Administration Advisor	1	asap
Tripoli / Countrywide	LIBOP40	Naval Coast Guard Training Advisor	1	asap
Tripoli / Countrywide	LIBOP44	Border Policing and Immigration Operations Advisor*	1	asap
Tripoli / Countrywide	LIBOP51	Border Policing Training Advisor	1	asap
Tripoli / Countrywide	LIBOP55	Customs Administration Advisor	1	asap
Tripoli / Countrywide	LIBOP59	Customs Trainer for Checks and Controls ¹	1	asap
Tripoli / Countrywide	LIBAD14	CIS Officer	1	08/07/2014
Brussels / Tripoli	LIBBSE02	Brussels Support Element MSD	1	13/07/2014
Deadline for applications:	Monday 7 April 2014 at 1700 Brussels time			
E-mail address to send the Job Application Form/CV:	eeas-cpcc-libya@eeas.europa.eu			
Information:	<p>For more information related to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p style="text-align: center;">Ms Anna Matikka, e-mail: cpcc.cfc@eeas.europa.eu anna.matikka@ext.eeas.europa.eu</p>			

Posts marked with an asterisk:

(*) The availability of this position is subject to the non-confirmation of a request of extension or the non-acceptance of the job offer.

(**) The availability of this position is subject to the Council approval of the next Mission's Budgetary Impact Statement.

¹ Previously advertised as Customs Trainer for Procedures, Checks and Controls

Seconded Personnel –For seconded positions, only personnel nominations received through official channels from Member/Contributing Third States will be considered. Member/Contributing Third 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). Personnel seconded from Invited Third States are not entitled to receive allowances paid according to 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 seconded candidates.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision approving the appropriate Financial Statement, the duration of the deployment should be of 12 months. 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/Invited Third 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/Invited Third 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 an Invited Third 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/Contributing States.

Ability to communicate effectively in English – Excellent level of 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- Be in 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 if 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/Contributing Third 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 Third Contributing Country 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/Contributing Third 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/Invited Third State will bear any related costs.

Information on the outcome – Member/Third Invited 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
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD04	Chief of Human Resources**	Expert Level

Security clearance level: EU Secret

Reporting line: Head of Mission Support

Main tasks:

- To report to the Head of Mission Support regarding all personnel related issues;
- To manage and co-ordinate all Human Resources issues;
- To develop and update a Human Resource Policy for International and National staff in accordance with the CONOPS+, OPLAN and the Standard Operating Procedures;
- To develop the deployment plan for the deployment of the Mission members with constant updates and follow up;
- To provide advice and support to the HoM and DHoM, line managers as well as all staff members on Human Resources related matters;
- To develop, manage and follow up the Human Resources database, lists and files for the Mission members as well as to provide statistics and figures about Mission members;
- To ensure that all staff members are covered by an appropriate health and accident insurance on the expense of the Mission;
- To coordinate the Mission recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission members in accordance with the CPCC Staff Selection Procedures;
- To organise the planning and to advise in the development of the training for personnel;
- To lead/coordinate and follow up the deployment of personnel, the contracts, the selection letters, the contract extensions, the termination/ends of Mission, the leave and sick leave files;
- To collaborate with the finance unit for all relevant finance personnel related issues, including payroll, insurances, etc;
- To develop the guidelines for transparent and objective performance assessment and evaluation system for the Mission;
- To set-up and follow up an appropriate system for local staff representation;
- Responsible for the monthly and six monthly reports concerning all Human Resources and personnel issues;
- To liaise with the CPCC and the European Commission on Human Resources related issues;
- To handle all special projects relating to personnel issues;
- To manage and supervise the Human Resources staff;
- To undertake any other task assigned by Head of Mission Support;

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree Human Resources, Business Administration, Social Sciences or related studies, where the normal duration of university education in the country awarded is four (4) years or more.

OR

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

- To have a minimum of six (6) years of relevant professional experience including a minimum of two (2) years in a managerial position;
- Experience in planning and implementing projects in the area of human resources is essential;
- 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.
- 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.
- International experience, particularly from the CSDP and other international Missions in crisis areas as well as from multi-national and international organizations is highly desirable;

Advantageous

- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD08	Chief of Finance**	Expert Level

Security clearance level: EU Confidential

Reporting line: Head of Mission Support

Main tasks:

- To ensure the sound and effective financial management of the Mission;
- To establish and implement financial procedures and accounting systems for EUBAM Libya according to the sound financial management principle and in line with the European Union Financial Regulation and its rules of applications and Mission contractual obligations;
- To develop policies (prepare SOPs) for the control of the EU finances, in close cooperation with the Finance Officer;
- To develop policies (prepare SOPs) for accounting;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- To verify the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- To monitor expenditures on budget execution, to eventually make recommendations for corrective actions to the budget;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the Mission;
- To evaluate and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperates on financial issues with the EU institutions, with National Governments involved and with other relevant organization;
- To support the Head of Mission Support in the setting up and running of a management information system;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To manage the team of the finance section;
- To maintain any financial control as appropriate and tasked by the Head of Mission Support;
- To undertake any other related tasks as required by the Head of Mission Support.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Economics, Finance, Accounting, Administrative or related studies, where the normal duration of university education in the country awarded is four (4) years or more.
- To have a minimum of six (6) years of relevant professional experience including a minimum of two (2) years in a managerial position;
- Proved knowledge of accounting software;
- Proved excellent analytical, research and problem-solving skills;
- Ability to operate usual computer tools, intranet, internet, and computerized financial systems.
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Very good level of written and spoken English.
- 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

- Proven knowledge of EU budget procedures and financial management rules;
- International experience in crisis areas with multinational and international organizations;
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD12	Chief of General Services**	Expert Level

Security clearance level: EU Confidential

Reporting line: Head of Mission Support

Main tasks:

- Supervise the Office of General Services. The office consists of two sub offices: the Logistics and Transport Offices;
- Plan, analyse, design, program and implement all aspects of logistical needs of the CSDP Mission in cooperation with relevant members of the Team;
- Take on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipment);
- Ensure that comprehensive and accurate policies and guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- Be responsible/coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, etc;
- On a yearly basis, prepare a Capital Expenditure Plan (CAPEX) for replacement of assets and arrange for the disposal of written-off assets in accordance with Mission policy/EU regulations;
- Manage the acquisition, distribution and re-allocation of all logistical resources, including ensuring systems for replacement and repair. This includes the coordination of aspects related to custom's clearance procedures;
- Supervision of the establishment, review and follow up a transport management system which controls all necessary data such as mileage, fuel consumption, and damages to the vehicles, road accidents and insurance cover;
- Supervision of the technical and administrative management of vehicle maintenance and repairs;
- Ensure the necessary storage, distribution and allocation of Mission vehicles and associated equipment to Mission members;
- Produce reports/supervise the production of reports regarding logistical issues, propose changes and improvements;
- Supervise the logistics team in the advice, support and train managers and staff on transport related matters;
- Undertake any other duties assigned by the Head of Mission Support.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Logistics, Engineering, Administration or related studies, where the normal duration of university education in the country awarded is four (4) years or more.

OR

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

- To have a minimum of six (6) years of relevant professional experience including a minimum of two (2) years in a managerial position;
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks is essential;
- Good technical understanding of transport related issues;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook);
- Very good level of written and spoken English.
- 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.
- Civilian driving license class B (mandatory) and C (desirable);

Advantageous:

- Experience in EU procurement processes and regulations (distinct advantage);
- International experience, particularly from international Missions or organisations in crisis areas (distinct advantage);
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD16	Chief of CIS**	Expert Level

Security clearance level: EU Secret

Reporting line: Head of Mission Support

Main tasks:

- Assists and advises the chain of command on all CIS issues;
- Produces precise reports concerning IT and COMMS issues recommending improvements;
- Coordinates-supervises CIS related personnel;
- Establishes the necessary technical liaison and coordination with other international organizations in the Mission area and with CPCC / EEAS / EC;
- Establishes Standard Operating Procedures, Internal Guidelines and security procedures containing policies and directives relating to all IT and COMMS issues;
- Ensures the security of information in theatre according to Council Security regulations. Carries on periodical tests and controls to assess the security of the systems;
- Defines and forward as appropriate the technical requirements for goods and/or services for its area of responsibility and to supervise their satisfaction;
- Draft the budget for its area, prepare the technical specifications and justifications for all needed equipment and or services and maintain liaison and coordination with local providers;
- Propose improvements to the current communications and network systems in the Mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission;
Maintains and extends the secure radio, data networks, satellite and telephone communications system in support of the Mission in the Head Quarter and in the current and future remote locations;
- Installs and setup specific available IT and COMMS systems or equipment required;
- Prepares in co-ordination with the Administration the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement to the Master Plans. Drafts the contingency plans;
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Administration;
- Undertakes any other related tasks as required by the Head of Mission Support.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Computer Science or Communications, Engineering, Communications or related studies, where the normal duration of university education in the country awarded is four (4) years or more;

- To have a minimum of six (6) years of relevant professional experience including a minimum of two (2) years in a managerial position;
- Strong theoretical background and experience in information/communication technology and management;
- Knowledge in acquisition management;
- Experience on drafting procedures for the use and management of computer systems and networks, including security;
- Knowledge of hardware specifications and performances;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Very good level of written and spoken English;
- 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.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);

Advantageous:

- International experience in crisis areas with multinational and international organizations
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBAD22	Chief of Procurement**	Expert Level

Security clearance level: EU Confidential

Reporting line: Head of Mission Support

Main tasks:

- Manages the procurement activities of the Mission;
- Assists and advises the chain of command on all contracting and procurement issues;
- Leads, develops, manages and co-ordinates the CFSP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- Uses legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations;
- Liaises with other relevant institutions and organizations acting in the field and associated procurement legislation;
- Develops professional relationships and work partnership with EC Commission in the field of contracting and procurement for the Mission;
- Provides assistance to the Mission members related with all contracting and procurement matters;
- Undertakes any other related tasks as required by the Head of Mission Support.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Law, Public Administration, Business Administration or related studies, where the normal duration of university education in the country awarded is four (4) years or more;
- To have a minimum of six (6) years of relevant professional experience including a minimum of two (2) years in a managerial position;
- Good working knowledge of MS Word, Power Point and Excel software;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment;
- Very good level of written and spoken English;
- 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:

- Proven knowledge of EU budget procedures and financial management rules (advantage);
- International experience in crisis areas with multinational and international organizations (advantage);
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Mission Security Department	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBSE03	Mission 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:

- Implement security requirements for EU-led civilian crisis management operations.
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and 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.
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- 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 comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities.
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission.
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- 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.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.

Education and experience

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is three (3) years or more
- OR

Equivalent Police and/or Military education.

OR

A graduate diploma from a civilian security organisation with specialised training on field operations, force protection.

and

- After having fulfilled the above requirement, minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector and/or in the military/police, in particular with regard to the security/protection of personnel, facilities and assets
- Civilian driving license class B and C mandatory

In addition to the above

- 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 security policies and procedures.
- 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).
- Civilian driving license class B and C mandatory.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course.
- Past work experience in Maghreb and knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region.
- Experience in an international field assignment including civilian CSDP Missions.
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Mission Security Department	Tripoli / Countrywide	Seconded/Contracted
Position Code	Position Name	Post Category
LIBSE05	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

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is three (3) years or more
OR
Equivalent Police and/or Military education
OR
A graduate diploma from a civilian security organisation with specialised training on field operations, force protection.
and
- After having fulfilled the above requirement, minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector and/or in the military/police, 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.
- Civilian driving license class B and C mandatory

In addition to the above

- 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 security policies and procedures.
- 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).
- Civilian driving license class B and C mandatory.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course.
- Past work experience in Maghreb and knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region.
- Experience in an international field assignment including civilian CSDP Missions.
- Knowledge of Arabic.

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 – Assistant 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

- Secondary education attested by a certificate and relevant specialised training
- At least 5 years of experience in a civilian security sector or in the military/police.
- Professional experience must demonstrate increasing responsibility in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.

In addition to the above

- 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 security policies and procedures.
- 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).
- Civilian driving license class B and C mandatory.

Advantageous

- Successful completion of the EU Mission Security Officer Certification Course.
- Past work experience in Maghreb and knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region.
- Experience in an international field assignment including civilian CSDP Missions.
- Knowledge of Arabic.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Head of Mission Office	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ02	Deputy Head of Mission (DHoM)*	N/A

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission (HoM);
- He/she deputizes the Head of Mission during his/her absence or in case of impediment. In case of absence or impediment, all or parts of his his/her responsibilities are deputized by the Chief of Staff (CoS) or temporarily assigned to other elements of the Mission management or assumed by the Head of Mission in person, as deemed appropriate by the latter.

Tasks and responsibilities:

- To contribute to the drafting of operational planning documents as well as of the overall planning of the Mission activities to support the development and implementation of an integrated approach to Border Management in Libya, including the development of related capacities;
- To contribute to the development of the Mission's overarching policy;
- To support to the proper implementation of the Mission mandate by supervising the day-to-day operational activities and the development of Mission periodic reports, including lesson observations;
- To ensure close co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements, including through liaison at central and local levels as appropriate and conditions allow;
- To support the Head of Mission in the duty of care of Mission personnel;
- To exercise disciplinary control and direct internal investigations over Mission personnel in accordance with the applicable code of conduct and disciplinary regulations. He/she takes disciplinary decisions in the first instance;
- To provide instructions and receive reports on specific subjects delegated to him/her by the Head of Mission;
- To fulfil any other job-related tasks delegated to him/her by the Head of Mission.

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 Police Management, Political Sciences, International Relations, Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years;
- At least 15 years of relevant and proven professional experience, including in the field of border management and Security Sector Reform (SSR), after having completed his/her studies, including at least 5 years at senior management level progressively;
- 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. Familiarity with diplomatic protocol.
- Previous experience in a managerial position of a crisis management Mission;
- 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;
- Excellent interpersonal and communication skills;
- Excellent managerial skills;
- Excellent negotiating skills;
- Excellent level of written and spoken English.

Advantageous

- Knowledge of the region's history, culture and politics;
- Having successfully attended crisis management related courses for senior staff would be desirable;
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Chief of Staff	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ09	Planning and Evaluation Officer	N/A

Security clearance level: EU Secret

Reporting line and substitutions:

Reporting to the Head of Planning and Evaluation, the Planning and Evaluation Officer will:

Tasks and responsibilities:

- Ensure that Mission operational activities are consistently planned according to Head of Mission's directions. To this effect, he/she contributes to develop and periodically review the Mission Implementation Plan (MIP) in coordination with other relevant organizational units;
- Help ensuring that Mission operational activities are executed according to the MIP. To this effect, he/she monitors and reports on the state of play of mandate implementation, including through benchmarking, analysis and evaluation;
- Contribute to report on the outputs and outcomes of PED activities as required;
- Contribute to ensure that Mission personnel is 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 practices within her/his field of responsibility;
- Undertake any other tasks assigned by the Head of Planning and Evaluation.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma in Political Sciences, International Relations, Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least four (4) years;
OR
Successful completion of equivalent studies in a national policing, law enforcement, security or military organisation;
- At least 5 years of relevant and proven professional experience in the field of planning and evaluation after successful completion of studies;
- Familiarity with the Logical Framework and other planning techniques/tools;
- 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;
- International experience, particularly in crisis or post-conflict areas;
- Knowledge of the European Institutions and of the EU Crisis Management mechanisms;
- Excellent interpersonal, communication and negotiation skills.

Advantageous

- Past work experience in Maghreb and knowledge of the cultural and security situation of the Mission area or other areas within the same geopolitical region.
- Successful completion of crisis management related courses for senior staff.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Chief of Staff	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ16	Political Advisor (POLAD)	N/A

Security clearance level: EU Secret

Reporting line and substitutions:

Reporting to the Head of Mission (HoM) and under the coordination of the Chief of Staff, the Political Advisor will:

Tasks and responsibilities:

- He/she is the primary Advisor to the Head of Mission within the remit of his/her functional competences and responsibilities ensuring that Mission related activities are consistently planned and executed according to Head of Mission's directions;
- To advise the Head of Mission on the political aspects related to the Mission's mandate implementation;
- To monitor political developments in Libya and the region, and provide analysis and advice in view of their possible impact on mandate implementation, keeping the Head of Mission and the Mission management constantly updated;
- To ensure that liaison and co-ordination on political matters are maintained with the EU Delegation in Tripoli and the representatives of EU Member States in Libya;
- To ensure that liaison and co-operation on political matters are maintained with the Libyan authorities as well as with his/her political counterparts at UNSMIL, and other relevant international stakeholders present in the country;
- To support the planning and organization of official visits to the Mission according to the established protocol rules;
- To 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 fields of responsibility;
- Undertake any other job-related tasks assigned to him/her by the Chief of Staff and / or Head of Mission.

Qualifications and Experience:

- University degree in Politics, Social Sciences or other academic training relevant to the post;
- At least 10 years of experience in a related context;
- Excellent organizational and coordinating skills. Able to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Excellent interpersonal and communications skills;
- Good understanding of the European Institutions and the EU Crisis Management;
- Knowledge of Security Sector Reform (SSR) related process;
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organizations, ideally in a political advisory capacity;
- Excellent level of written and spoken English.

Advantageous

- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
Chief of Staff	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBHQ18	Press and Public Information Officer (PPIO)	N/A

Duty Station: Tripoli

Security clearance level: EU Secret

Reporting line and substitutions:

Reporting to the Head of Mission under the coordination of the Chief of Staff, the PPIO will:

Tasks and responsibilities:

- Assist the Head of Mission, Deputy Head of Mission and other key staff on communications and information issues, including organizing interviews and other media events;
- Create and promote positive communication and public information campaigns to explain the work and role of the Mission;
- Handle press calls;
- Organize briefings on the Mission for visiting journalists;
- Assist in co-coordinating the media for high level official visits, including obtaining photos and writing stories for the website and internal newsletter, editing the internal newsletter and the website;
- Organize all the contract/tender/designs for PPIO visibility items and oversee the PPIO budget and procurement processes;
- Draft press releases, statements, articles and features;
- Write articles and features for the website and internal newsletter;
- Liaise closely with HR/VP Spokesperson Office;
- Write and 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 conducting and co-coordinating press conferences;
- Assist in analysing the public impact of the effectiveness of the Mission's activities;
- To be responsible that daily media monitoring is effectively and timely distributed throughout the Mission;
- Ensure that Mission staff are effectively briefed on media handling issues, the media guidelines and the wider public image of the Mission;
- Undertake any other job-related tasks as required by the Chief of Staff and / or Head of Mission.

Qualifications and experience:

- University degree in Communications, Media Studies, Journalism or related fields;
- Minimum of 10 years of professional experience in Communications, Press and Media handling and event management and organization;
- Excellent analytical abilities and drafting skills in English;
- Excellent interpersonal and communication skills;
- Previous experience in international relations or international organizations;
- Knowledge of EU Civilian Crisis Management and previous CFSP experience;
- Knowledge of procurement and budgetary process;
- Excellent level of written and spoken English.

Advantageous

- A good understanding and proven experience of using social media, especially Facebook and Twitter;
- Knowledge of the region's history, culture and politics;
- Past work experience in Maghreb;
- Television experience.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP02	Head of Integrated Border Management (IBM) Unit	N/A

Security clearance level: EU Secret

Reporting line and substitutions:

Reporting to the Head of Operations, the Head of IBM Unit will:

Tasks and responsibilities:

- Support Libyan authorities at ministerial and top institutional level in developing and implementing a national IBM strategy through monitoring, mentoring and advising;
- Continually collect information, analyse and assess local legislative, institutional and operational IBM aspects, including structures and processes;
- Assess the operational capacity of border management and advise the Libyan authorities accordingly;
- Assess the inter-Ministerial and interagency coordination requirements in the field of border management and advise the Libyan authorities accordingly;
- Assess the requirements for equipment and infrastructure related to border management and advise the Libyan authorities accordingly;
- Ensure close co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities (including those related to the broader Criminal Justice System) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements, including through liaison at central and local levels as appropriate and conditions allow;
- Support the design and periodic review of the Mission’s main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential Mission activities;
- Identify and tailor to Libyan requirements possible FRONTEX expertise and training to be delivered under the CSDP Mission as well as to provide support and assistance to FRONTEX staff engaged in possible activities to be carried out in Libya under the Mission;
- Contribute to the development of operational planning documents as well as supervising the development and periodical review of the Mission Implementation Plan (MIP) while keeping track of Mission benchmarking;
- Inform the development of the Mission’s overarching policy;
- 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 good practices within his/her field of responsibility;
- Deputise for the Head of Operations as and when the Head of Operations seems appropriate;
- Fulfil any other tasks delegated to him/her by the Head of Operations of the Head of Mission 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 Police Management, Political Science, International Relation,

Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years;

- At least 10 years of relevant and proven professional experience in the field of IBM after having completed his/her studies, including at least 5 years at senior management level progressively;
- Knowledge of the European Institutions, the EU crisis management mechanisms, as well as the FRONTEX and INTERPOL mandates and activities;
- Knowledge of border management and the related broader Rule of Law issues; including an understanding of Human Rights, refugees' and internally displaced persons' rights, migration and the criminal justice chain (from police to prison);
- Experience in strategic analyses, planning and reporting as well as a sound understanding of operational implications;
- Experience in dealing with the coordination of public institutions at ministerial and top institutional level;
- Experience in identifying training needs and designing training strategies related to IBM;
- 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;
- Excellent level of written and spoken English.

Advantageous

- Experience gained from international field assignment including civilian CSDP as well as work experience with FRONTEX;
- 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.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP07	Public Budget/Public Procurement Advisor	N/A

Security clearance level: EU Confidential

Reporting line and substitutions:

Reporting to the Head of IBM Unit, the Public Budget / Public Procurement Advisor will:

Tasks and responsibilities:

- Within his/her competencies, contribute to helping the Libyan authorities at ministerial and top institutional level to develop and implement a national IBM strategy through monitoring, mentoring and advising;
- Collect information, and analyse and assess local legislative, institutional and operational aspects, related to planning, budgeting and procuring border management-related equipment and infrastructure;
- Assess the requirements for planning, budgeting and procuring border management-related equipment and infrastructure and advise the Libyan authorities accordingly;
- Support the Libyan authorities in identifying, developing and starting to implement training activities related to planning, budgeting and procuring border management equipment and infrastructure;
- Within his/her competencies, contribute to ensuring close co-ordination and co-operation with the relevant Libyan Governmental and top institutional authorities (including those related to the broader criminal justice system) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNSMIL, other international stakeholders and possibly NGOs according to operational requirements);
- Within his/her field of expertise, contribute to the design and periodic review of the Mission's main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential Mission activities;
- Within his/her competences, contribute to the drafting of operational planning documents as well as to the development and periodic review of the Mission Implementation Plan (MIP) while keeping track of Mission benchmarking;
- Contribute to informing the development of the Mission's overarching policy;
- Ensure that operational activities related to planning, budgeting and procuring border management-related equipment and infrastructure are executed in line with Head of Mission's directions and outputs and outcomes are regularly reported along the internal Mission chain of command;
- Contribute to identifying and reporting lessons and best practices within his/her field of responsibility;
- Contribute to the Mission's external reporting as required;
- Keep him/herself updated on overall Mission implementation progress as well as on the political and security situation in the Mission area;
- 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 practices within his/her respective fields of responsibility;
- Fulfil any other tasks delegated to him/her by the Head of IBM Unit and/or Head of Operations.

Qualifications and experience:

- Advanced University degree and training relevant to the post;
- At least 10 years of relevant professional experience in the field of planning, budgeting and procuring, ideally in border management;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of operational considerations;
- Experience in dealing with the coordination of public institutions at ministerial and local level;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals;
- Excellent level of written and spoken English;
- High resilience under mental pressure and willingness to work extra hours when required.

Advantageous:

- Experience gained from international field assignment including civilian CSDP;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region.

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 line and substitutions:

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);

Advantageous

- Experience in administration development at central level preferably in a border management agency.
- 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;

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 line and substitutions:

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

- At least 5 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.

Advantageous

- 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 desert terrain);
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- 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;

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 line and substitutions:

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 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 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.

[†] '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);

Advantageous

- Experience in administration development at central level preferably in a border management agency.
- 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.

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 line and substitutions:

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 appropriate studies delivered by a national policing, law enforcement, security or military organisation;
- At least 5 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 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

- Experience at the National Training Centre/College/Academy;
- 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.

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
OPS	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBOP44	Border Policing and Immigration Operations Advisor*	N/A

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

Reporting line and substitutions:

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

Tasks and responsibilities:

- Support the Libyan authorities in identifying, developing and starting to implement border policing-related training activities for land borders, sea ports and airports, at central and local levels, as appropriate and conditions allow;
- Within his/her competencies, contribute to supporting the Libyan authorities at ministerial and top institutional level to develop and implement a national IBM strategy through monitoring, mentoring and advising;
- Advise the Libyan authorities on travel documents and migration related issues;
- Continually collect information, and analyse and assess local legislative, institutional and operational border policing aspects, including structures and processes;
- Assess the operational capacity of border policing, with particular emphasis on serious criminal investigations and immigration policy management, and advise the Libyan authorities accordingly, more specifically regarding surveillance tactics and techniques of the land border;
- Assess the inter-Ministerial and interagency coordination requirements in the field of policing crossing points at the land borders, in sea ports and at airports, and advise the Libyan authorities accordingly;
- Assess the requirements for equipment and infrastructure related to border policing and advise the Libyan authorities accordingly;
- Within his/her competencies, contribute to ensuring close co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities (including those related to the broader Criminal Justice System) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements, including through liaison at central and local levels as appropriate and conditions allow;
- Within his/her field of expertise, contribute to the design and periodic review of the Mission's main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential Mission activities;
- Within his/her competences, contribute to the drafting of operational planning documents as well as to the development and periodic review of the Mission Implementation Plan (MIP) while keeping track of Mission benchmarking;
- Contribute to informing the development of the Mission's overarching policy;
- Ensure that operational activities related to border policing are executed in line with Head of Mission's directions, and outputs and outcomes are regularly reported along the internal Mission chain of command;
- Contribute to identifying and reporting lessons and best practices within his/her field of responsibility;
- Contribute to Mission external reporting as required;
- Keep him/herself updated on overall Mission implementation progress as well as on the political and security situation in the Mission area;

- 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;
- To fulfil any other tasks delegated to him/her by the Head of the 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 academic studies in Police Management, Political Science, International Relation, Diplomacy, Social Sciences or Civilian Administration, when the normal duration of university education is at least 4 years;

OR

equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international context involved in crisis management

- At least 10 years of relevant professional experience in the field of border policing.
- At least 5 years of specific experience in border policing at progressively middle and senior management level.
- Sound knowledge of border management and the related broader Rule of Law issues; including an understanding of Human Rights, refugees' and internally displaced persons' rights, migration and the criminal justice chain (from police to prison).
- Experience with or understanding of institution building and interagency coordination in a post-crisis context.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of operational implications.
- Experience in dealing with the coordination of public institutions at top institutional and local level.
- Experience in identifying training needs and designing training strategies related to IBM.
- Demonstrated 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.
- Excellent level of written and spoken English.

Advantageous

- Experience gained from international field assignment including civilian CSDP.
- 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.

EUBAM LIBYA

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

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

Reporting line and substitutions

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 Ministry of Interior Training Centre, the Border Policing and Immigration 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 Ministry of Interior 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 Ministry of Interior 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 Ministry of Interior in the development of basic, specialist and career development training curricula;
- Work in partnership with the Libya Ministry of Interior to identify training priorities;
- Coordinate and oversee all training assistance provided by the Mission to the Libya Ministry of Interior;
- Through the HBPIU and the appropriate Mission working groups, support the coordination of Libya Ministry of Interior-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 Ministry of Interior-related training that the Libya Ministry of Interior 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 Ministry of Interior 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 appropriate studies delivered by a national policing, law enforcement, security or military organisation;
- At least 5 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 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

- Experience at the National Training Centre/College/Academy;
- 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;

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 line and substitutions

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);

Advantageous

- Experience in administration development at central level preferably in a border management agency;
- 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;

EUBAM LIBYA

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

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

Reporting line and substitutions

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

Tasks and responsibilities

- Deliver a programme of training courses, in consultation with the Customs Training Advisor, on customs checks and controls applied at border / inland, air and maritime BCPs in accordance with international best practices to ensure application of the customs regulations, protection of citizens, trade facilitation and revenue collection;
- Deliver, *inter alia*, training on customs checks and control methodologies related to classification of goods, origin, valuation, post clearance, auditing, intellectual property rights, dangerous goods, supply chain security and simplified procedures;
- Deliver, under the guidance of the Customs Training Advisor, joint IBM training on customs 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 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 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

- Successful completion of National attested studies relevant to the job description and delivered by a national policing, law enforcement, security or military organisation;
- At least 5 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;

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Tripoli / Countrywide	Seconded
Position Code	Position Name	Post Category
LIBAD14	CIS Officer	N/A

Security Clearance Level: EU Secret

Reporting line and substitutions

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

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 4 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;

EUBAM LIBYA

Component/Department/Unit	Location	Employment Regime
MSD	Brussels	Seconded
Position Code	Position Name	Post Category
LIBBSE02	Brussels Support Element: Human Resources & Administrative Officer	N/A

Security clearance level: EU Secret

Reporting line and substitutions:

The Brussels Support Element: Human Resources & Administrative Officer reports to the Head of Mission Support Department, but is embedded in the CPCC in Brussels. He/she will:

Tasks and responsibilities

- Support global administrative requirements of the Mission, including finance and budgetary requirements, human resources, procurement and logistics;
- In coordination with the EEAS/CPCC, participate in the recruitment, selection, deployment and rotation of international seconded staff; process applications and maintain rosters and databases as appropriate;
- Participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate;
- Establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- Provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- Participate in the preparation of administration related plans and reports;
- Support to financial and administrative operations of the Mission, as well as the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- Assist and advise on all administrative, personnel, financial and logistical issues;
- Study and propose operational and management decisions that should increase the efficiency of the Mission's support services;
- Keep in regular contact with the Mission, keeping the Mission updated on developments in Brussels and on reporting requirements for the Mission;
- Provide continuous analysis of the Mission's approach to implementing its mandate;
- Perform such other job-related tasks as may reasonably be required by HMSD or HoM.

Qualifications and experience

- University degree in Social Sciences, Human Resources, Business or Public Administration or related studies, and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience.
- Excellent administrative skills and attention to details.
- Experience in planning and implementing projects.
- Experience in planning and supervising personnel logistics.
- Excellent level of written and spoken English.

Advantageous

- International experience, particularly from the CSDP and other international Missions in the crisis areas as well as from multi-national and international organizations
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb.