

EU Border Assistance Mission to Moldova and Ukraine



INTERNATIONAL REQUIREMENTS for SECONDED PERSONNEL

(financed under the EC ENPI programme)

General points:

- All international seconded personnel of the EU Border Assistance Mission to Republic of Moldova and Ukraine ("the Mission") should be **EU citizens**.
- Posts should be filled by **active civil servants: border police/guard, customs, veterinary or phyto-sanitary officials** from relevant national or European-level public administrations.
- All international personnel of the Mission will receive a **Monthly Living Allowance (MLA)** from the Mission's budget, to cover the costs for accommodation, meals, etc. This allowance will be € 3,300 per month. In addition, the budget will also cover **medical insurance** for Mission personnel, as well as **travel expenditure** (economy class) including one return trip home every twelve months, unless home leave travel is provided by their national administration.
- Mission personnel may, depending on operational requirements and work schedules, be expected to also work in **night shifts and during weekends**. As a rule, they will be expected to work 40 hours per week, however with the equivalent of two days off per week, and 2.5 working days of leave for every month in the Mission. There may be cases when personnel is required to work extra hours or on official holidays, then personnel will be provided with compensatory time off (CTO).
- **"Field" personnel** of the Mission (tactical level) should be **seconded** by their national administration, which will continue paying their national salaries throughout this assignment.
- The normal tour of duty of seconded personal should be **no less than one year and no more than three years, should the Mission mandate be further extended**. In case of outstanding performances; specific knowledge and experience of a seconded expert, the Mission can approach the EU MS requesting for prolongation of secondment beyond the three years.
- Personnel should ensure the validity of their **national passports** and apply directly to the **Moldovan and Ukrainian consulates** for the necessary **working visas** prior to commencing duties for the Mission, if applicable. Such working visas are a requirement for obtaining the status according to Art. 37 of the 1961 Vienna Convention on Diplomatic Relations (for holders of ordinary or service passports) or according to Art. 31 of the 1961 Vienna Convention on Diplomatic Relations (for holders of diplomatic passports). Upon arrival, they will be temporarily included in the diplomatic lists of the Delegation of the European Union to Ukraine or in the diplomatic list of the Delegation of the European Union to the Republic of Moldova as personnel of the EU Border Assistance Mission, and receive a "service (accreditation) card" certifying this status for the duration of this

assignment. A list of the Mission personnel will be circulated to Moldovan and Ukrainian authorities.

- Personnel will be expected to make their **own accommodation arrangements** while in Moldova or Ukraine. The project support personnel will however, to the extent possible, provide initial support/advice to the Mission personnel.
- **Job descriptions provided hereunder are indicative** and may be further revised with regard to operational requirements.
- Applications for **seconded posts** should be sent, together with a detailed *Curriculum vitae* in English language (see Annex IV_Curriculum vitae template) and *Selection criteria form* in Word format (indicating no more than two preferred job profiles) **through the relevant national administrations of the EU Member States** to the EU Delegation in Chisinau, Republic of Moldova by e-mail to delegation-moldova@ec.europa.eu (and copies to: registry@eubam.org) with reference "Application for **a seconded post** in EUBAM".
- All seconded experts upon arriving to EUBAM HQ in Odessa, Ukraine will be offered an induction training programme on various issues related to their entitlements, EUBAM structure and its activities. Part of this programme will be English written test that all seconded experts will have to undertake. Fluency in English is the absolute requirement for all seconded experts, as English is the working language at EUBAM.

Applications for seconded posts should be received:

- not later than **20 September 2017**

All personnel will have to acknowledge EUBAM's **Standards of Conduct** and Standard Administrative Procedures for seconded experts, **which will apply for** the duration of the assignment.

Please, choose maximum two profiles by marking them with "X". For each profile you are asked to fill in a separate screening form and attach it in an electronic version in a Word format to your application.

Position	Border Guard/ Border Police	Customs	Phyto-Sanitary	Veterinary	Communications
Head of Field Office (in Moldova or Ukraine)			N/A	N/A	N/A
Communications Expert	N/A	N/A	N/A	N/A	
Border Control		N/A	N/A	N/A	N/A
Customs Control	N/A		N/A	N/A	N/A
Risk Analysis			N/A	N/A	N/A
Mobile Units			N/A	N/A	N/A
Sea Port / Airport Experience	N/A		N/A	N/A	N/A
Rules of Origin and / or Customs Valuation - Customs	N/A		N/A	N/A	N/A
Customs Procedures – Customs	N/A		N/A	N/A	N/A
Phyto-Sanitary	N/A	N/A		N/A	N/A
Veterinary	N/A	N/A	N/A		N/A

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Head of Field Office	yes	no
Master's degree in law, economics, social sciences or a related field or Diploma from Police/Customs/Border Police or Border Guard Academy of the same level complemented with minimum eight (8) years of relevant working experience and specialised training		
Experience as national or international customs or law enforcement official or civil servant of EU Member State or EU institution.		
At least eight (8) years of operational experience of border and/or customs controls, of which at least five (5) years at management level.		
Experience with customs/border police/ border guard reform projects/missions in transition or developing countries is an asset.		
Demonstrated ability to decisively build and manage teams in a multinational environment.		
Very good communication and drafting skills.		
Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Corresponding national security clearance.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Communications Expert (seconded)	yes	no
Master's degree preferably in social sciences, journalism or public relations.		
Minimum of eight (8) years of relevant working experience in field in public relations/communications of which minimum four (4) years spent at managerial level.		
Experience as national or international law enforcement official or civil servant of an EU Member State or EU institution.		
Demonstrated ability in elaborating and implementing communications and publications strategies as well as in developing and managing media and advocacy campaigns.		
Very good overall understanding of border security issues and ability to communicate issues to both generalist and specialist audiences.		
Outstanding drafting and communication skills.		
Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.		
Familiarity with relevant IT software tools (Windows, web page design tools).		
National certificate of no criminal record.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Border Control	yes	no
Active border police/border guard officials of EU Member States at the operational or tactical level.		
Professional experience (minimum six (6) years) in a Border Police/Border Guard Service (border checks).		
At least three (3) years recent experience in the areas of prevention, detection and investigation of cross border crime.		
Investigative experience, especially in cross-border crimes such as arms, ammunition, chemical, biological, radiological and nuclear (CBRNe) materials, drugs smuggling, tobacco products smuggling, document crime, motor vehicle crime, etc.		
Practical experience in management or design of jointly operated border crossing points including the application and implementation of the IBM concept, one-stop-shop controls and/or experience in the Schengen accession process.		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Fluency in written and spoken English.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Previous international experience and specifically, participation in border management reform projects in third countries.		
Being a certified Schengen evaluator.		
Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials.		
Previous involvement in capacity building projects.		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Customs Control	yes	no
Active customs officials of EU Member States at the operational or tactical level.		
Professional experience (minimum six (6) years) in a Customs Service (customs control).		
At least three (3) years recent experience in the areas of prevention, detection and investigation of cross border crime.		
Investigative experience, especially in cross-border violations such as CU and VAT fraud, CU undervaluation, IPR infringements or arms, ammunition, chemical, biological, radiological and nuclear (CBRNe) materials, drugs smuggling, tobacco products smuggling, motor vehicle crime etc.		
Operational experience at the road and rail Border Crossing Points or border operations.		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Practical experience with implementation of the IBM concept.		
Fluency in written and spoken English.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Previous involvement in capacity building projects.		
Previous international experience and specifically, participation in border management reform projects in third countries.		
Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials.		
Experience in using the non-intrusive inspection technologies (x-ray devices)		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Risk Analysis - Border Guard/Police	yes	no
Active border police/border guard or law enforcement official of an EU Member State or an EU institution.		
Professional experience (minimum 6 years) in a Border Guard/Police Service and a minimum of three (3) recent years in the areas of risk analysis and border police/border guard or police analysis, including analysis of cross-border trafficking and the development of risk and threat assessments related to cross border crime etc. possessing excellent knowledge of latest developments in the EU in this regard.		
Familiarity with the EU Acquis Communautaire on border management and the Common Integrated Risk Analysis Model (CIRAM).		
Experience in planning and delivery of training in risk analysis information management or data mining.		
Fluency in working with data analysis and research software used by border services.		
Respect of confidentiality clauses regarding any sensitive/confidential information, which could be received or handled in the exercise of the duties.		
Fluency in written and spoken English.		
Very good drafting skills.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment. Experience with data analysis and research software, preferably i2 Analyst's Notebook.		
Previous international experience and specifically, participation in border management reform projects in third countries.		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Risk Analysis - Customs	yes	no
Active customs official/customs specialist of an EU Member State, an EU institution.		
Professional experience (minimum six (6) years) in a Customs Service with a minimum of three (3) recent years in the areas of risk analysis and customs analysis, including analysis of cross-border crimes possessing excellent knowledge of latest developments in the EU in this regard.		
Fluency in working with data analysis and research software used by customs.		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Fluency in written and spoken English.		
Very good drafting skills.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment. Experience with data analysis and research software, preferably i2 Analyst's Notebook.		
Previous international experience and specifically, participation in border management reform projects in third countries.		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Mobile Units - Border Guard/Police	yes	no
Active border officials of EU Member States at the operational or tactical level.		
Professional experience (minimum six (6) years) in a Border Guard/Police Service with a minimum of three (3) recent year's recent experience in mobile units, joint patrolling and/or border surveillance.		
Experience in Schengen Acquis, national border guard/police law and regulations and development of standard operating procedures (SOPs).		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Fluency in written and spoken English.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Middle management experience in mobile units.		
Knowledge and practical experience in vehicle searching techniques, different ways of combating illegal immigration and other cross border crimes, experience as a trainer.		
Previous involvement in management capacity building projects.		
Previous international experience and specifically, participation in border management reform projects in third countries.		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Mobile Units - Customs	yes	no
Active customs officials of EU Member States at the operational or tactical level.		
Professional experience (minimum six (6) years) in a Customs Service and a minimum of three (3) recent years' experience in mobile units, joint patrolling and /or border surveillance operations.		
Experience in customs code, national customs law and regulations and development of standard operating procedures (SOPs).		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Fluency in written and spoken English.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Middle management experience in mobile units.		
Knowledge and practical experience in vehicle searching techniques, different ways of combating smuggling of goods, experience as a trainer.		
Previous involvement in management capacity building projects.		
Previous international experience and specifically, participation in border management reform projects in third countries.		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Sea Port/ Airport Experience - Customs	yes	no
Active customs official of EU Member States at an operational level.		
Professional experience (minimum six (6) years) in a Customs Service (customs control) and a minimum of three (3) recent years' experience spent at a sea port / airport.		
Fluency in written and spoken English.		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Previous involvement in capacity building projects.		
Previous international experience and specifically, participation in customs/border management reform projects in third countries.		
Experience in operating non-intrusive inspection equipment (scanners, X-ray).		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Rules of Origin and / or Customs Valuation - Customs	yes	no
Active customs official of EU Member States.		
Professional experience (minimum six (6) years) in a Customs Service and a minimum of three (3) recent years of relevant experience in origin of goods and/or valuation.		
Fluency in written and spoken English.		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Previous involvement in capacity building projects.		
Previous international experience and specifically, participation in border management reform projects in third countries.		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking “yes” or “no” with “X” next to each of the criteria:

Customs Procedures - Customs	yes	no
Active customs official or civil servant of EU Member State or EU Institution.		
Progressively responsible work experience (minimum eight (8) years) in a EU Member State Customs Service.		
In-depth knowledge and understanding of the EU customs legislation Customs Blueprints and ability to apply this knowledge within organizational context.		
Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.		
Advisory experiences with EU/EC border management missions/external assistance programmes in transition/developing countries.		
Fluency in written and spoken English.		
Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.		
Corresponding national security clearance.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Knowledge of Russian, Romanian or Ukrainian.		
Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Phyto-Sanitary	yes	no
Active civil servant of EU Member State or EU Institution.		
Progressively responsible work experience (minimum eight (8) years) in EU Member State phyto-sanitary agency.		
Proven in-depth knowledge and understanding of the phyto-sanitary management and integrated border management concept on the EU level and ability to effectively apply this knowledge within organizational context.		
Excellent drafting, communication, interpersonal and organizational skills.		
Advisory experiences with EU/EC border management missions/external assistance programmes in transition/developing countries.		
Good knowledge of EU legislation in the area of phyto-sanitary management.		
National certificate of no criminal record		
Fluency in written and spoken English.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Knowledge of Russian, Romanian or Ukrainian.		

SCREENING FORM (to be filled in by the candidate)

Please, give us brief information on your experience by marking "yes" or "no" with "X" next to each of the criteria:

Veterinary	yes	no
Active civil servant of EU Member State or EU Institution.		
Progressively responsible work experience (minimum eight (8) years) in EU Member State Veterinary agency.		
Proven in-depth knowledge and understanding of the veterinary management and integrated border management concept on the EU level and ability to effectively apply this knowledge within organizational context.		
Excellent drafting, communication, interpersonal and organizational skills.		
Advisory experiences with EU/EC border management missions/external assistance programmes in transition/developing countries.		
Good knowledge of EU legislation in the area of veterinary management.		
National certificate of no criminal record		
Fluency in written and spoken English.		
Computer literacy (Windows applications) and experience in the usage of office equipment.		
Knowledge of Russian, Romanian or Ukrainian.		