

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<b>European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 1-2017 Extraordinary Call for Contributions</b>			
<b>Organisation:</b>	EUBAM Libya		
<b>Job Location:</b>	Libya/ Tunisia		
<b>Employment Regime:</b>	As indicated below:		
<b>Job Titles/ Vacancy Notices:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	
	<b>Seconded (6)</b>		
	LIBOP01	Head of Operations	ASAP
	LIBOP05	Senior Border Management Adviser/ Head of Unit *	01-05-2018*
	LIBOP06	Migration Adviser	01-04-2018
	LIBOP11	Senior Police Adviser/Head of Unit	ASAP
	LIBOP12	Police Adviser (Tripoli + greater Tripoli)	ASAP
	LIBOP14	Criminal Investigation Adviser	ASAP
	<b>Seconded/Contracted (4)</b>		
	LIBAD04	Finance Officer**	ASAP
	LIBAD07	Procurement Officer	ASAP
	LIBAD09	Logistics Officer	ASAP
	LIBAD12	CIS Officer	ASAP
	LIBSE03	Mission Security Officer	ASAP
	<b>Deadline for Applications:</b>	<b>Friday 1 December 2017, 17:00 hours (CEST)</b>	
<b>E-mail Address to send the Job Application Form to:</b>	<a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a> or <a href="mailto:eeas-cpcc-libya@eeas.europa.eu">eeas-cpcc-libya@eeas.europa.eu</a>		
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Ms Beatrice Neven</b> <a href="mailto:eeas-cpcc-libya@eeas.europa.eu">eeas-cpcc-libya@eeas.europa.eu</a> +32 (0)2 584 3574		

\* Subject to extension of seconding authorities. \*\* Subject to availability of the position.

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

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

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

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be until 31 December 2018.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUBAM Libya, according to the requirements and profiles described below.

#### **A. Essential Requirements**

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

**Citizenship** – The candidates must be citizens of an EU Member State.

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

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

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

**Availability** – The candidates must be able 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 Mission.

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the

Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing States.

**Language Skills<sup>1</sup>** – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic and French will be an asset.

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

**Training** – eHest or equivalent. HEAT training is a requirement before visiting Libya.

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>2</sup>, or equivalent, at a level specified in the individual job descriptions.

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

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

## **B. Recommendable Requirements**

**Knowledge of the EU Institutions** – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**Knowledge of Maghreb** – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

## **C. Essential Documents for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport should be issued.

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

**Required Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the

<sup>1</sup> [Common European Framework of References for Languages](#)

<sup>2</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

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

#### **D. Additional Information on the Selection Process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages 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 shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, contributing States will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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

#### **E. Job Descriptions**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the relevant planning documents.

<b>Position:</b> Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP01	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Operations reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To implement the Mission's operational activities including in Field Office(s) (if applicable) in accordance with the Mission's planning documents and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's mandate;
- To lead, direct and manage the work and staff of the Operations Department;
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To ensure timely internal reporting from the operational perspective against benchmarking;
- To contribute to the Mission's external reporting against benchmarking;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- In coordination with the Mission's Coordination and Cooperation Component (*if applicable*), to coordinate/cooperate and/or oversee the coordination/cooperation of the Components/Unit's members as appropriate with local authorities at the relevant level as well as with local EU and international actors within the scope of the Mission's mandate;
- To work in close cooperation with the other Mission's components;
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the HoM.

### 3. Mission Specific Tasks and Responsibilities:

- To ensure that the performance of the Operational Department is efficient, effective and deliver within the budget;
- To raise the profile and reputation of the Mission by working closely with relevant national, regional and local partners;
- To contribute to the development of a Mission strategy;
- To establish, in conjunction with other managers, clear performance targets, both quantitative and significantly improve operational performances. Monitor delivery of these targets and to take steps to address any inadequacy. Planning and controlling changes;
- To provide professional leadership to all operational staff at all levels throughout the mission by ensuring an effective distribution of duties and responsibilities. Support the development of the staff's potential to

contribute to the Mission and objectives. Promote a multi-disciplinary and cross organisational working environment;

- To ensure in conjunction with the HR, that all members of the Operations Department have credible and challenging Personal Development Plans and to oversee their delivery;
- Training and supervising new employees and tracking and measuring staff performance. Plan and organise activities promoting gender equality;

#### **4. Essential Qualifications and Experience:**

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

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills;
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications and Experience:**

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

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

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic and/or French is an advantage;

<b>Position:</b> Senior Border Management Adviser/Head of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP05	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> 01-05-2018
<b>Component/Department/Unit:</b> Border Management Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Unit/ Senior Border Management Adviser reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify good practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To coordinate the work of the Border Security Management and Migration Planning and Advisory Unit;
- To support planning efforts addressing immediate border management requirements in Libya;
- To contribute to inform and develop EU civilian planning options as part of the overall Security Sector Reform (SSR) effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support: Democratic governance, including the enabling conditions for the exercise of legitimate governance over all institutions involved in border security management;
- Assessing the overall status of border security management-related institutions and relevant governing authorities, including through the analysis of the relevant legislation;
- Support to the development of an overall border security management concept;
- Establishing professional relationships with law enforcement agencies, prosecution and judges related to border security management issues;
- Establishing the necessary internal coordination among border security management-related institution;
- Mapping the role of civil society in the oversight of border security management-related institutions and relevant governing authorities, and promoting their involvement if appropriate;
- To contribute to the mapping of the relevant Libyan and International Community actors who are relevant to the Libyan stabilization process;

- Closely liaise with Mission Advisers on law enforcement, criminal justice, counter-terrorism, and organised crime.
- To liaise and cooperate closely with other EU, Libyan, UNSMIL, ICRC/Red Crescent, ICMPD, IOM and International Community actors (in particular FRONTEX, EUROPOL, EASO and INTERPOL), as appropriate and directed by the Head of Mission (HoM);
- To undertake any tasks related to CPCC operational planning;
- Progressively as they establish, to engage in consultations with and assistance to Libyan border security management and management institutions and relevant governing authorities (MoI, MoD, MoF, MoT and MoJ), both at central and decentralised levels;
- To contribute to Mission external reporting and to lessons identification;

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

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

- Strong knowledge and experience of the integrated border management concept, nationally and internationally;
- Strong experience of international border management cooperation and protocols;
- Experience of institutional reforms;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to lead and oversee a Mission with staff members of different professional backgrounds;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent interpersonal and managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff, to review and edit the work of others.
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications and Experience:**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

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

- Knowledge of Arabic and/or French is an advantage;
- Knowledge of and/or experience in Libya is an advantage;



<b>Position:</b> Migration Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP06	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> 01-04-2018
<b>Component/Department/Unit:</b> Border Management Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support planning efforts addressing immediate requirements to counter Smuggling of Migrants (SoM) and Trafficking in Persons (TiP):
- To contribute with mapping of the relevant national and international actors in regard to trafficking of human beings;
- To liaise with international efforts to fight SoM and TiP, including money-laundering and corruption, as well as with EU Member States and other bilateral efforts;
- To liaise and cooperate closely with other EU missions and International Community actors, as appropriate and directed by the Head of Mission (HoM);
- To undertake any tasks related to CPCC operational planning;
- Progressively as they establish, to engage in consultations with and assistance to relevant institutions and governing authorities, both at central and decentralized levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To contribute to inform and develop EU civilian planning options as part of the overall Security Sector Reform (SSR) effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
- Assessing the overall status of the Libyan capacity to fight SoM and TiP and that of the relevant governing authorities, including through the analysis of the relevant legislation;
- Establishing professional relationships along the criminal justice chain;

#### **4. Essential Qualifications and Experience:**

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

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

- International migration policies;
- Integrated border management concept, nationally and internationally;
- International border management cooperation and protocols;
- Conventions and protocols against transnational organised crime;
- Strong organisational skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Experience in leading and coordinating multi-thematic and multi-layered efforts;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to mentor and motivate local counterparts.
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications and Experience:**

- At least 3 years of experience of combating SoM and TiP out of 5 years mentioned above;
- Knowledge about EU JHA and international organised crime policies (in particular on SoM and TiP and their implementation (FRONTEX, EUROPOL, EASO, UNODC, INTERPOL));
- Ability to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;

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

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic and/or French is an advantage;
- knowledge and experience from institutional reforms is an advantage.

<b>Position:</b> Senior Police Adviser/ Head of Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP11	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Law Enforcement Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Unit/ Senior Police Adviser reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To coordinate the work of the Law Enforcement Unit;
- To support planning efforts addressing immediate internal security requirements in Tripoli;
- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya especially on law enforcement relates issues by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support: democratic governance, including the enabling conditions for the exercise of legitimate governance over Libyan LEAs;
- Assessing the overall status of Libyan Law Enforcement Agencies (LEAs) and that of the relevant governing authorities, including through the analysis of the relevant legislation;
- Establishing professional relationships along the criminal justice chain;
- Establishing the necessary internal coordination among law enforcement related institutions and bodies;
- Mapping the role of civil society in the oversight of LEAs and relevant governing authorities, and promoting their involvement if appropriate;
- To contribute to the mapping of the relevant Libyan and International Community actors who are relevant to the Libyan stabilization process;

- To liaise and cooperate closely with other EU, Libyan, UNSMIL, UNDP and International Community actors (in particular INTERPOL, EUROPOL and FRONTEX), as appropriate and directed by the Line Manager;
- To undertake any tasks related to CPCC operational planning;
- To engage in consultations with and assistance to Libyan LEAs and relevant governing authorities (MoI in particular, but also MOD, MoJ and MoF as well as other Law Enforcement related bodies under direct supervision by the Prime Minister/Presidency Council), at central and decentralised levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as requested by the Line Manager.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

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

- Knowledge about EU Justice and Home Affairs (JHA) and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL)
- High Police education or equivalent University Degree;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent interpersonal and managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff and to review and edit the work of others.
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications and Experience:**

- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;
- Substantive practical field experience from international policing (e.g. EU, UN, OSCE) and crisis management/peacekeeping operations; previous participation in a CSDP mission would be desirable;
- Experience in International Crime Combat, including Organised Crime, and Terrorism;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

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

- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national SSR.
- Knowledge of Arabic and/or French is an advantage;
- Knowledge of and/or experience in Libya;
- SSR reform.

<b>Position:</b> Police Adviser (Tripoli + Greater Tripoli)	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP12	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Law Enforcement Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support planning efforts addressing immediate Policing requirements in Tripoli;
- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya especially on policing issues by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
  - Assessing the overall status of the Libyan National Police and that of the relevant governing authorities, including through the analysis of the relevant legislation;
  - Establishing professional relationships along the criminal justice chain;
  - Establishing the necessary internal coordination among law enforcement related institutions and bodies;
- To contribute to the mapping of the relevant Libyan and International Community actors who are relevant to the Libyan stabilization process;
- To liaise and cooperate closely with other EU, Libyan, UN and International Community actors, as appropriate and directed by the Line Manager;
- To undertake any tasks related to CPCC operational planning;
- To engage in consultations with and assistance to Libyan Security Directorates and Central Police Forces at central and decentralised levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as requested by the Line Manager.

#### **4. Essential Qualifications and Experience:**

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

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

- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge about EU Justice and Home Affairs (JHA) and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL)
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

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

- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.
- Knowledge of Arabic and/or French is an advantage;

<b>Position:</b> Criminal Investigations Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP13	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Law Enforcement Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Criminal Investigations Adviser reports to the Head of Unit/Senior Adviser.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support planning efforts addressing immediate requirements to enhance and coordinate overall criminal investigation capacities in Tripoli;
- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
  - Assessing the overall status of the Libyan criminal investigation capacities and the relevant governing authorities, including through the analysis of the relevant legislation;
  - Libyan authorities concerning revision of existing procedures and legislation
  - Establishing professional relationships along the criminal justice chain;
- To contribute mapping the relevant Libyan and International Community actors in regard to criminal investigations;
- To liaise with international efforts enhance Libyan criminal investigation capacities, including for money-laundering and to fight corruption, also cooperating with EU Member States and other bilateral efforts;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL and International Community actors, as appropriate and directed by the Line Manager;
- To support the other Mission Experts especially on law enforcement, criminal justice, counter-terrorism, migration concerning criminal investigation related aspects of serious crimes;
- To undertake any tasks related to CPCC operational planning;
- Progressively as they establish, to engage in consultations with and assistance to relevant Libyan institutions and governing authorities, both at central and decentralised levels;
- To contribute to Mission external reporting;



- To contribute to lessons identification;
- To undertake any other related tasks as requested by the Line Managers.

#### **4. Essential Qualifications and Experience:**

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

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

- Solid experience of serious crime investigations;
- Strong organisational skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge about EU JHA and international police and criminal justice cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL) as well as FIUs;
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications Experience**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Substantive practical field experience from international policing (e.g. EU, UN, OSCE) and crisis management/peacekeeping operations; previous participation in a CSDP mission;
- Experience in International Crime Combat, including Organised Crime, and Terrorism;

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

- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.
- Knowledge of Arabic and/or French is an advantage.

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. number:</b> LIBAD04	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Finance Officer reports to the Head of Mission Support Department (HMSD)

### 2. Main Tasks and Responsibilities:

- To assist the HMSD in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the HMSD;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the HMSD in drafting the Mission budget;
- To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the HMSD;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

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

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

- Knowledge of accounting software.
- Language skills: excellent knowledge of English language.

**6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in Economics or Finance or specialised training/course in finance or other related fields.

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

- Knowledge of Arabic and/or French is an advantage.

<b>Position:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. number:</b> LIBAD07	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Procurement Officer reports to the Head of Mission Support Department (HMSD)

### 2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations.
- To assist and advise the Head of Mission Support on all legal issues related to the procurement cycle (from the strategic planning to contract).
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures.
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission.
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 4. Essential Qualifications and Experience:

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

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

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills.
- Language skills: excellent knowledge of English language.

### 6. Desirable Qualifications and Experience:

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in financial management of tendering processes and audits.

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

- Knowledge of Arabic and/or French is an advantage.

<b>Position:</b> Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. number:</b> LIBAD09	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Logistics Officer reports to the Head of Mission Support Department (HMSD)

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the (HMSD).
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all personnel in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Region, ensuring systems in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To build and keep updated the inventory of assets;
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To assist in managing and maintaining a comprehensive database of expendable and non-expandable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to his/her area of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission;
- To liaise with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To ensure an effective operation in relation to the Mission's property and buildings in Tunisia and in Libya.

### 4. Essential Qualifications and Experience:

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

- A minimum of 4 years relevant professional experience, in the field of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related fields, after having fulfilled the education requirements.

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

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Awareness of different product and services markets and industrial business networks;
- Ability to perform under stress and in difficult circumstances;
- Language skills: excellent knowledge of English language.

**6. Desirable Qualifications and Experience:**

N/A

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

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).
- Knowledge of Arabic and/or French is an advantage.

<b>Position:</b> Communication & Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. number:</b> LIBAD12	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The CIS Officer reports to the Head of Mission Support Department (HMSD).

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the HMSD;
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardized release management procedures;
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations;
- To install and commission all standard communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission;
- To perform any other duties as required by the line manager.

### 3. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related fields; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.
- Practical experience of communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;

- Practical experience and knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs).

#### **4. Desirable Qualifications and Experience:**

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists.

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

- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs);
- Problem solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues;
- Language skills: excellent knowledge of English language.

#### **6. Desirable Qualifications and Experience:**

- N/A

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge of Arabic and/or French is an advantage.



<b>Position:</b> Mission Security Officer (MSO)	<b>Employment Regime:</b> Seconded/Contracted	
<b>Ref. number:</b> LIBSE03	<b>Location:</b> Libya/Tunisia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security Team	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

**2. Main Tasks and Responsibilities:**

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to maintain updated all security related documents;
- To provide comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the mission;
- To assist the SMSO in reviewing the security level and state of alert;
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- To act as a representative for the SMSO if assigned to a separate duty station from the SMSO.

**4. Essential Qualifications and Experience:**

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

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

- The above mentioned university degree must be in at least one of the following fields of expertise: Security management or business administration, political/social or science or international relations with focus on security management or other relevant field;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class C mandatory.
- Language skills: excellent knowledge of English language.

## **6. Desirable Qualifications and Experience:**

- 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;
- Firearms trained;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent 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);
- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course;
- Previous international experience in CSDP Missions or multi-national/international organisations.

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

- Knowledge of Arabic and/or French is an advantage.