

## Annex 1

<b>EU Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah) 1-2018 CRT Call for Contributions</b>				
<b>Organisation:</b>	<b>European Union Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah)</b>			
<b>Job Location:</b>	<b>Ramat Gan – Israel</b>			
<b>Employment Regime:</b>	<b>Seconded CRT</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded CRT (1)</u></b>			
	CRT03	Communication and Information Systems Officer	Ramat Gan	ASAP
<b>Deadline for Applications:</b>	<b>Friday 23 March 2018 at 17:00 hours (Brussels time)</b>			
<b>E-mail Address to send the Job Application Form to:</b>	<a href="mailto:cpcc.eubamrafah@eeas.europa.eu">cpcc.eubamrafah@eeas.europa.eu</a> or <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Mrs Simona SORA</b> <b>cpcc.eubamrafah@eeas.europa.eu</b> <b>+32 (0)2 584 3747</b>			

**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).

**Tour of Duty/Contract Period** – The duration of the deployment should be of 6 months with a possibility of Extension.

**Leave** – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the Mission during any leave period and all travel costs related to the leave must be borne by the sending EU Member State or by the expert.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international short term position for EUBAM RAFAH, according to the requirements and profiles described below:

### **A. Essential Requirements**

The following are essential requirements in respect of civilian international experts to the Missions.

**Citizenship** – Citizenship 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.

**Communication Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

**Language Skills**<sup>1</sup> – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

**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.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail are essential.

**Training** – HEAT or equivalent.

**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. (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable).

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

## **B. Desirable Requirements**

**Knowledge of the EU Institutions** – The candidates should have 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 the Middle East** – The candidates should have 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).

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

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

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

**Passport** – The support of the contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

**Visas** – The Mission shall facilitate the obtaining of visas for selected personnel with EU citizenship once the Mission Members have been deployed in the country. Therefore a visa prior to the deployment is not required.

**Required Personnel 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 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 contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

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

**Gender Balance** - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the 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, the 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** – Member State will be informed about the outcome of the selection process after its completion.

### **E. Data Protection**

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website>. Privacy Statement.

### **F. 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 Operation Plan (OPLAN).

## SECONDED POSITION

<b>Position Name:</b> Communication & Information Systems Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CRT03	<b>Location:</b> Ramat Gan	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/CIS	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to contributing third States:</b> No

### **1. Reporting Line:**

The CRT CIS Expert reports to the Head of Administration and Finance.

### **2. Main Tasks and Responsibilities:**

- 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 undertake any other related tasks as requested by the Line Manager(s).

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

- To cooperate closely with CIS teams in EUPOL COPPS and EUDEL Delegation Tel Aviv in order to identify and work on sustainable IT solutions for EUBAM Rafah.
- To provide service and technical reporting to the Head of Administration and Finance;
- To maintain the EUBAM-RAFAH Local area network and ensure the operation through an adequate preventive maintenance program while providing EUBAM-RAFAH users with network accessibility, email service, internet use, shared data, security and backup of data;
- To provide technical support for IT-network and information systems, including Wi-Fi links, Local Area Network, VPN, and Windows-based client applications and server systems;
- To analyse the systems and propose solutions to improve their performance;

- To monitor and maintain ACID encryption system, have its antivirus updated, and to encrypt/decrypt all documents to be confidentially sent outside the Mission;
- To keep updated the CIS inventory, maintain an adequate number of CIS equipment and spares available and maintain the appropriate budget control and accountability for CIS spending. Organise repair and replacement as necessary, and carry on the needed processes for new acquisitions;
- To support in the implementation of appropriate security mechanisms in order to protect EUBAM-RAFAH's CIS infrastructure from all kinds of electronic threats;
- To produce weekly reports regarding the CIS activity as well as the detected digital threats (detected intrusions, malware and viruses detected, etc.);
- To keep updated the technical documentation regarding networks, systems, contingency plans, etc.

#### **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. 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.

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

- Advanced knowledge in networking: TCP/IP, LAN, VPN (IPSEC), including installation, administration and management;
- Knowledge in communications systems, satellite communications and positioning/ navigation technologies (e.g. Thuraya, Iridium, GPS), and related antenna systems;
- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs).
- Advanced knowledge in installation, management and configuration of servers (Microsoft Windows 2012 R2 and Linux is compulsory), workstations (Windows 10 is desired), firewalls and Next Generation routers (FORTIGATE is an advantage), switches, mail gateways (FORTIMAIL and ScrollOut f1 is an advantage), web applications firewalls (FORTIWEB is an advantage), backup solutions (ACRONIS backup is an advantage), antivirus (KASPERSKY is an advantage); relevant certifications are an asset;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues.

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

- Possession of Microsoft Operating Systems Technologies Certifications related to Windows 2012;

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

- Knowledge of the functioning of the EU and in particular CSDP missions;
- Advanced knowledge of virtual environments, CITRIX;
- Knowledge of SIEM systems;
- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists.