

**JOB DESCRIPTIONS OF EUBAM CORE AND FIELD SECONDED EXPERTS**  
**May 15, 2022**

- 1 Head of Field Office (in Republic of Moldova)
- 2 Media and Communication Officer in Republic of Moldova)
- 3 Planning, Analysis & Coordination Expert, Customs or Border Guard/Police, Planning, Analysis and Co-ordination Office (in Republic of Moldova)
- 4 Crime Investigation Analyst, Customs or Border Guard/Police (in Republic of Moldova)
- 5 Customs Crime Expert, Customs (in Republic of Moldova)
- 6 Cross-border Crime Expert, Border Guard/Police (in Republic of Moldova)
- 7 Border Control & Border Management Expert, Border Guard/Police (in Republic of Moldova)
- 8 Customs Advisor/Officer-in-Charge of Transnistrian Settlement Team, Customs (in Republic of Moldova)
- 9 Customs Expert, Transnistrian Settlement Team, Customs (in Republic of Moldova)
- 10 Border Control Expert, Border Guard/Police (in Republic of Moldova)
- 11 Customs Control Expert, Customs (in Republic of Moldova)
- 12 Risk Analysis Expert, Border Guard/Police (in Republic of Moldova)
- 13 Risk Analysis Expert, Customs (in Republic of Moldova)
- 14 Mobile Units Expert, Border Guard/Police (in Republic of Moldova)
- 15 Mobile Units Expert, Customs (in Republic of Moldova)
- 16 Seaport / Airport Expert, Customs (in Republic of Moldova)

## 1. Head of Field Office (in Republic of Moldova)

### Main objectives of the assignment/scope of work:

The Head of Field Office is responsible for planning and overseeing all activities and the day-to-day management of the Field Office under the supervision respectively of the Head of EUBAM Office in Moldova S/he is responsible for the conduct of the staff and the quality of assistance provided by the Field Office to the partner services at relevant locations as well as regular reporting on activities, findings, and observations through the EUBAM reporting mechanisms.

S/he coordinates and guides the work of a team of seconded international experts and national personnel.

### Detailed description of activities:

- Manage and oversee all operational activities and staff of the Field Office and ensure that EUBAM provides monitoring support, advice, and on-the-job training - as applicable to the mandate of the Field Office - at the Moldovan and Ukrainian border crossing points, inland customs houses, relevant law enforcement posts, internal Transnistrian boundary line, at seaports, and along the green and blue border areas as per the Mission mandate and the Description of the Action.
- Plan and organise the work of the Field Office personnel, determine tasks and work plans and monitor results, decide on work schedule and shifts.
- Ensure compliance with the Code of Conduct/Standard Operating Procedures/Standard Administrative Procedures and instructions issued by EUBAM Headquarters.
- Oversee planning and implementation of transfer of skills through on-the-job training and support given by the EUBAM field personnel to the operational customs or border guards partner services in a live working environment.
- Ensure pro-active advice and support by the EUBAM field personnel to the partner services, pursuant to the provisions of the Moldovan and Ukrainian legislation, in line with rules/regulations of the EU, the best practices of EU member states and EUBAM instructions.
- Prepare weekly and ad hoc reports (situation reports, incident reports).
- Provide support to Mission's specific operational activities (such as investigations or analysis).
- Facilitate exchange of information between partner services by organising meetings and coordination of joint activities at the local level.
- Perform any other tasks as assigned.

### Main outputs/deliverables:

1. Management of the Field Office through supervision of seconded experts and national personnel.
2. Overall responsibility for planning and implementation of monitoring and support activities of the Field Office (as per EUBAM Action Plan)
3. Pro-active, relevant, and accurate transfer of skills through on-the-job training and guidance provided by the Field Office to the partner services within the range of the Field Office (as per EUBAM Action Plan).

### Monitoring and reporting requirements:

The Head of Field Office reports respectively to the Head of EUBAM Office in Moldova who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- 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 10 years of relevant working experience and specialised training.
- Experience as national or international customs or law enforcement official or civil servant of an EU Member State or an EU institution.
- At least 10 years of operational experience of border and/or customs controls, of which at least 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).
- National certificate of no criminal records.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 2. Media and Communication Officer (in Republic of Moldova)

### Main objectives of the assignment/scope of work:

The Media and Communication Officer works under the overall supervision of the Head of Mission and plans, develops, and oversees implementation of all communication activities of EUBAM covering outreach, advocacy, and publications. S/he is responsible for all external communications activities of EUBAM including outreach, advocacy, and publications. S/he works with national and international media and with communications offices of other international entities and partner services. S/he advocates for EUBAM's mission and provides quality information about the activities and impact of EUBAM and its partner services in Moldova and Ukraine.

The Media and Communication Officer reports to the Head of Mission and supervises the work of a team of national personnel.

### Detailed description of activities:

- Oversee the activities of the Media and Communication Office, prepare work plans, reports and supervise personnel.
- Develop the EUBAM external communication strategy in line with EU guidelines and formulate related implementation activities.
- Contribute to the drafting of the Mission's regular reports on progress achieved in the implementation of EUBAM Action Plan such as Mission's monthly and annual reports.
- Prepare papers, notes and presentation on the Mission's development, its focus and working methods.
- Coordinate and oversee the implementation of the communications and other related plans.
- Coordinate and manage EUBAM's publication activities including content management, norms for publishing, design, production and printing and supervision of dissemination.
- Identify and develop storylines for publications and substantive articles, draft media inputs and articles.
- Develop and oversee implementation of advocacy and outreach (public information) campaigns and the development of public information/advocacy materials, respond to inquiries for public information. Develop materials for special events.
- Develop and maintain the EUBAM web site in cooperation with IT and prepare/update web contents. Ensure consistency and accuracy of the published materials.
- Ensure coverage of EUBAM's work through development and maintenance of media contacts and providing newsworthy information to media. Design and promote campaigns with local and regional media. Facilitate access for journalists to EUBAM experts.
- Develop and foster close contacts with press services of government institutions, multilateral and bilateral donors, civil society, and private sector for implementation of the communications strategy (organization of roundtable discussions, press conferences, briefing sessions, interviews, launching events, etc.).
- Plan and conduct training, provide advice to EUBAM staff on communications.
- Maintain contact with respective communication and media officers of the EU and IOM and provide inputs to IOM publications and materials, if needed.

- Perform other tasks as assigned.

Monitoring and reporting requirements:

The Media and Communication Officer reports to the Head of Mission, who is responsible for appraisal of performance and quality of work deliverables. Reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Master's degree preferably in social sciences, journalism, or public relations.
- Experience as national or international law enforcement official or civil servant of an EU Member State or an EU institution.
- Minimum of 8 years of relevant working experience in field in public relations/communications of which minimum 4 years spent at managerial level.
- 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
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

### **3. Planning, Analysis and Coordination Expert, Customs or Border Guard/Police. Planning, Analysis and Co-ordination Office (in Republic of Moldova)**

#### Main objectives of the assignment/scope of work:

Planning, Analysis and Coordination Expert works in the Planning, Analysis and Co-ordination Office under the supervision of the Head of Planning, Analysis and Co-ordination Office (Hopsack) and is responsible for collection of information and data from various sources and preparation of analytical products (such as reports and statistics) for the use of EUBAM and various partner institutions. In particular, s/he will ensure effective collecting of information and data related to customs and law enforcement matters and prepare regular contextual and analytical products in this regard.

Planning, Analysis and Coordination Expert respects confidentiality clauses regarding any sensitive and confidential information, which s/he obtains or accesses in connection with the activities.

#### Detailed description of activities:

- Collect data and information from internal (Field Offices, and other sections) and external sources such as partner services, international organisations (FRONTEX, Europol, Interpol) and open sources.
- Ensure information flows and share information within the EUBAM and with partner services involved in risk management.
- Analyse data and information received from the EUBAM units and partner services using wide selection of research tools with the objective to solicit findings and observations.
- Analyse data and information received from the Field Offices and partner services using a wide selection of research tools with the objective to solicit findings and observations.
- Support development of responses to trends and findings to partner services within the framework of EUBAM objectives.
- Contribute to drafting regular (weekly, monthly, annual) and ad hoc reports (incident, thematic, special).
- Compile and formulate statistical information on results of EUBAM activities.
- Contribute to the development of EUBAM's and partner services analytical capacity by advising partner services and developing/conducting training.
- Perform other tasks as assigned.

#### Main outputs/deliverables:

1. Reliable and accurate analytical outputs on border police/guard and customs analysis formulated for the use of EUBAM and partner services (as per EUBAM Action Plan).
2. Timely inputs annually to periodic and ad hoc reports for use of EUBAM and partners produced (as per EUBAM Action Plan).
3. Advisory in customs/law enforcement related data collection and analysis formulated and delivered to partner institutions (as per EUBAM Action Plan).

Monitoring and reporting requirements:

Planning, Analysis and Coordination Expert reports to the Head of PACO/OiC who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Master's degree (or equivalent), preferably in law, economics, social sciences or a related field or Diploma from Police/Customs/Border Police/ Border Guard Academy of the same level complemented with minimum 10 years of relevant working experience and specialised training.
- Experience as national or international law enforcement official or civil servant of an EU Member State or an EU institution.
- At least 10 years of operational experience in law enforcement/border or customs services, including analysis of cross-border trafficking in drugs, human beings, smuggling and economic fraud patterns, etc.
- Previous international experience with customs/border police reform projects in transition/developing countries is an asset.
- 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). Experience with data analysis and research software, preferably Analyst Notebook (i2).
- National certificate of no criminal records.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.



#### **4. Crime Investigation Analyst, Customs or Border Police/Border Guard (in Republic of Moldova)**

##### Main objectives of the assignment/scope of work:

Crime Investigation Analyst works in the Cross-border crime team of EUBAM Office in Moldova (EOM) under the supervision respectively of the Head of EOM and is responsible for collection of information and data from various sources and preparation of analytical products for the use of EUBAM and various partner institutions. In particular, s/he will ensure effective collecting of information and data related to law enforcement matters and prepare regular contextual and analytical products in this regard.

Crime Investigation Analyst respects confidentiality clauses regarding any sensitive and confidential information, which s/he obtains or accesses in connection with the activities.

##### Detailed description of activities:

- Collect data and information from internal (Field Offices, and other units) and external sources such as partner services, international organisations (Frontex, Europol, Interpol) and open sources.
- Analyse data and information received from the EUBAM units/field offices and partner services using wide selection of research tools with the objective to solicit findings and observations (on criminal phenomena and individual cases) for use of investigative and tactical/operational levels of partner services.
- Provide support and advice to the criminal investigation of significant cases related to the Moldovan-Ukrainian state border and led by Moldovan and Ukrainian competent partner services and law enforcement agencies.
- Formulate and draft ad hoc reports, e.g., special reports including recommendations for the Moldovan and Ukrainian partner services and law enforcement agencies in area of investigation of organised crime.
- Support development of operational responses to trends and findings to partner services within the framework of EUBAM objectives.
- Contribute to drafting periodic and ad hoc operational, analytical products (reports, briefings, presentations, evaluations, write-ups).
- Perform other tasks as assigned.

##### Main outputs/deliverables:

1. Reliable and accurate analytical outputs on criminal investigations formulated for use of EUBAM and partners services (as per EUBAM Action Plan).
2. Timely inputs annually to periodic and ad hoc reports for use of EUBAM and partners produced (as per EUBAM Action Plan).
3. Advisory in customs/law enforcement related data collection and analysis formulated and delivered to partner institutions (as per EUBAM Action Plan).

##### Monitoring and reporting requirements:

Crime Investigation Analyst reports to the Head of EOM who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

##### Selection criteria/requirements:

- Master's degree (or equivalent), preferably in law, economics, social sciences, and international relations.
- Experience as national or international official or civil servant of an EU Member State or an EU institution.
- At least 8 years of operational experience of criminal investigations of which a minimum of 4 years of professional experience in criminal investigation analysis, including analysis of customs/fiscal and/or cross-border trafficking in drugs, human beings, smuggling and economic fraud patterns, etc.
- Previous international experience with customs/border police reform projects in transition/developing countries is an asset.
- 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). Experience with data analysis and research software, preferably Analyst Notebook (i2)
- National certificate of no criminal records.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 5. Customs Crime Expert, Customs (in Republic of Moldova)

### Main objectives of the assignment/scope of work:

The Customs Crime Expert works in the Cross-border crime team of EUBAM Office in Moldova (EOM)/ under the supervision of respectively the Head of EOM and is responsible for providing day-to-day operational support and advice to the national partner services. S/he assists the partners services in enhancing their investigative capacities at the operational and tactical levels.

### Detailed description of activities:

- Provide support and advice to the partner services and law enforcement agencies in carrying out criminal investigations of significant cross-border crimes at the Moldovan-Ukrainian state border.
- Provide support and advice to partner services and law enforcement agencies in the establishment of Joint Investigation Teams with the objective to enhance their investigative capacities of cross-border crime.
- Provide support and advice to the partner services and law enforcement agencies in the development/planning, implementation, and evaluation of joint operations.
- Examine and analyse data, information, and reports, in relation to the tasks of the Office and cooperate with the other units to provide adequate and timely analytical assistance to EUBAM and partner services.
- Prepare analysis and data and contribute to drafting of reports.
- Assist and advice the EUBAM Field Offices in their efforts to support the Moldovan and Ukrainian services in effective and efficient prevention and fight against crime, in particular in the area of customs frauds, smuggling of goods and trafficking in drugs and weapons.
- Formulate and draft ad hoc reports, e.g., special reports including recommendations for the Moldovan and Ukrainian partner services and law enforcement agencies in area of investigations.
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Day-to-day support to the Moldovan and Ukrainian partner services in investigations at operational and tactical levels (as per EUBAM Action Plan).
2. Advice and support in planning, development and operationalisation of joint investigations and related structures and processes to partner services (as per EUBAM Action Plan).
3. Advice and support to EUBAM in conceptualisation, planning and implementation of investigative support to partners at tactical level (as per EUBAM Action Plan).

Monitoring and reporting requirements:

The Customs Crime Expert reports respectively to the Head of EOM who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Active Customs official of EU Member State with at least 10 years of operational experience in customs investigations.
- Demonstrated knowledge of classical and modern investigation techniques, including interviewing and interrogation of suspects, witnesses and victims of crime, controlled delivery actions, securing the crime scene and evidence, profiling, risk assessment, exchange of operational information at international level.
- Experience in working at regional or international levels with prevention/fight against organised cross-border crime, customs fraud, trafficking in drugs, smuggling of goods.
- Experience with customs/border police reform projects in transition/developing countries is an asset.
- Good communications 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).
- National certificate of no criminal records.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## **6. Cross-border Crime Expert, Border Guard/Police (in Republic of Moldova)**

### Main objectives of the assignment/scope of work:

The Cross-border Crime Expert works in the Cross-border Crime Team of EUBAM Office in Moldova (EOM), under the supervision of respectively the Head of EOM and is responsible for providing day-to-day operational support and advice to the national partner services. S/he assists the partner services in enhancing their investigative capacities at the operational and tactical levels.

### Detailed description of activities:

- Provide support and advice to the partner services and law enforcement agencies in carrying out criminal investigations of significant cross-border crimes at the Moldovan-Ukrainian state border.
- Provide support and advice to partner services and law enforcement agencies in the establishment of Joint Investigation Teams with the objective to enhance their investigative capacities of cross-border crime.
- Provide support and advice to the partner services and law enforcement agencies in the development/planning, implementation, and evaluation of joint operations.
- Examine and analyse data, information, and reports, in relation to the tasks of the Office and cooperate with the other units to provide adequate and timely analytical assistance to EUBAM and partner services.
- Prepare analysis and data and contribute to drafting of reports.
- Assist and advice the EUBAM Field Offices in their efforts to support the Moldovan and Ukrainian services in effective and efficient prevention and fight against crime, in particular in the area of trafficking in human beings and trafficking in drugs and weapons.
- Formulate and draft ad hoc reports, e.g., special reports including recommendations for the Moldovan and Ukrainian partner services and law enforcement agencies in area of investigations.
- Perform other tasks as assigned.

### Main outputs/deliverables:

- Day-to-day support to the Moldovan and Ukrainian partner services in investigations at operational and tactical levels (as per EUBAM action plan).
- Advice and support in planning, development and operationalization of joint investigations and related structures and processes to partner services (as per EUBAM action plan).
  - Advice and support to EUBAM in conceptualisation, planning and implementation of investigative support to partners at tactical level (as per EUBAM action plan).

Monitoring and reporting requirements:

The Cross-border Crime Expert reports respectively to the Head of EOM

who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Active border police/border guard official of an EU Member State with at least 10 years of operational experience in police/border police/border guard investigations.
- Demonstrated knowledge of classical and modern investigation techniques, including interviewing and interrogation of suspects, witnesses and victims of crime, controlled delivery actions, securing the crime scene and evidence, profiling, risk assessment, exchange of operational information at international level.
- Experience in working at regional or international levels with prevention/fight against organised cross-border crime, customs fraud, trafficking in drugs, smuggling of goods.
- Experience with customs/border police reform projects in transition/developing countries is an asset.
- Good communications 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## **7. Border Control & Border Management Expert, Border Guard/Police (in Republic of Moldova)**

### Main objectives of the assignment/scope of work:

The Border Control & Border Management Expert works in the Border Management and Customs Control Team of EUBAM Office in Moldova (EOM, under the supervision of respectively the Head of EOM and is responsible for providing consultancy and practical support to the partner services of the Moldovan and Ukrainian Border Police/Border Guards and other services in achieving effective integrated border management practices and procedures that reflect EU standards and best practices.

As an overriding objective, the post holder will seek in all activities to maximize the opportunities to empower partners and to transfer ownership and responsibility to them.

### Detailed description of activities:

- Provide advice and support to partner services in the development and implementation of strategies related to Integrated Border Management.
- Provide advice and support on the introduction of systems for exchanging personal data that is compliant with national legislation and EU standards.
- Coordinate EUBAM activities with EU initiatives and projects, e.g., Eastern Partnership Flagship Initiative on IBM, EU projects on improvement of the technical facilities of EUBAM partners, etc.
- Provide advice and support to partner services in the implementation of the Visa Liberalization Action Plan.
- Follow up on developments of the Schengen Regulations in order to provide updated advice to the partner services.
- Facilitate the development and implementation of joint/shared border crossing points along the Ukraine/Moldovan border.
- Provide technical advice to facilitate agreements between the Republic of Moldova and Ukraine on border-related issues.
- Advise and assist EUBAM Field Offices in the implementation of all aspects related to the Integrated Border Management along the Moldovan/Ukrainian border.
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Providing written advice and recommendations to partner services on issues of legislation, procedures, plans and policies (as per EUBAM Action Plan).
2. Delivering written reports under established EUBAM planning and monitoring procedures (as per EUBAM Action Plan).
3. Providing technical support when required to assist other members of EUBAM in the achievement of their objectives (as per EUBAM Action Plan).

### Monitoring and reporting requirements:

The Border Control & Border Management Expert reports respectively to the Head of EOM. The Head of EOM is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and oral briefs.

Selection criteria/requirements:

- Active border police/border guard official of an EU Member State with operational experience in border police/border guard matters.
- At least 8 years of operational experience in border police/border guard activities.
- In-depth knowledge of the EU concepts and strategies in the border police/border guard field.
- Experience with the application of EU standards and best practices on border control, the Schengen Border Code of the Community, the Integrated Border Management concept, and other relevant policies.
- 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.
- Experience with customs/border management projects in transition/developing countries is an asset.
- Good communications 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.



## **8. Customs Advisor/Officer-in-Charge, Transnistrian Settlement Team, Customs (in Republic of Moldova)**

### Main objectives of the assignment/scope of work:

The Customs Adviser/Officer in Charge works in the Transnistrian Settlement Team under the overall supervision of the Team Leader/Technical Advisor on Transnistrian Issue and is responsible for providing background information through research on relevant customs issues and supports a wide range of initiatives, including the development and implementation of confidence building measures related to the settlement of the Transnistrian Issue. S/he ensures collection of information and data from various sources and prepares analytical products (such as reports and statistics) for the use of EUBAM and various partner institutions. Moreover, s/he acts as an Officer in Charge of Transnistrian Settlement Team in the absence of the Team Leader/Technical Advisor on Transnistrian Issue.

### Detailed description of activities:

- Act as an Officer in Charge of Transnistrian Settlement Team in the absence of the Team Leader/Technical Advisor on Transnistrian Issue.
- Analyse the Moldovan and Ukrainian legislation, rules and regulations and procedures in customs, trade, transport and trans-boundary management. The analysis will also include Transnistrian procedures.
- Based on analysis, develop and formulate advice and recommendations to the Moldovan (including Transnistrian structures) and Ukrainian partner services on customs, trade, transport and trans-boundary management following the EU rules and regulations and international standards.
- Provide advice in implementation of the EU customs standards in accordance with the EU Customs Blueprints, especially as regards customs liabilities, customs transit, post-clearance control and audit, trade facilitation, risk management and supply chain security.
- Develop and formulate plans and recommendations for improvement of legislation/systems/functions/procedures customs, trade, transport and trans-boundary management, as requested by partner services.
- Conceptualise and conduct meetings, training sessions and workshops to the Moldovan (including Transnistrian structures) and Ukrainian partner services on customs, trade, transport and trans-boundary management.
- Represent EUBAM at meetings, training and other events and deliver presentations, increase awareness and provide expert knowledge and advice in the area of responsibility.
- Contribute to drafting regular reports (weekly, monthly, annual, activity progress,) and ad hoc reports (incident, thematic, special including recommendations).
- Based on request of Field Offices, provide guidance on cases related to customs, trade, transport and trans-boundary management at operational and tactical levels.
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Advice through written inputs (drafts, comments, opinions, proposals, and recommendations) to the Moldovan (including Transnistrian structures) and Ukrainian partner services related to customs, trade, transport, and trans-boundary management (as per EUBAM Action Plan).
2. Workshops and seminars to partner services on customs, trade, transport, and trans-boundary management (as per EUBAM Action Plan).
3. Consultations on a variety of topics related to customs, trade, transport, and trans-boundary management with staff at various levels of the Moldovan (including Transnistrian structures) and Ukrainian partner services (as per EUBAM Action Plan).

Monitoring and reporting requirements:

The Customs Adviser/Officer in Charge reports to the Team Leader/Technical Advisor on Transnistrian Issue who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Active customs official of an EU Member State with at least 8 years' experience in a customs administration or a related service dealing with customs issues of which at least 4 years at dealing with customs control and/or customs procedures and at least 3 years at management level.
- Extensive knowledge and comparative overview of Customs Code of the European Union and other relevant regulations and EU member state best practice and understanding customs matters, specifically customs liabilities, customs transit, post-clearance control and audit, trade facilitation, risk management and supply chain security.
- Experience with customs/border police reform projects/missions in transition or developing countries is an asset.
- Excellent communication and drafting skills; ability to draft clear and concise documents on complex matters for various audiences.
- Excellent analytical and critical thinking skills.
- Ability to work well under pressure, both independently and in a team.
- 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## **9. Customs Expert, Transnistrian Settlement Team, Customs (in Republic of Moldova)**

### Main objectives of the assignment/scope of work:

The Customs Expert works in the Transnistrian Settlement Team under the supervision of the Team Leader / Technical Advisor on Transnistrian Issue. S/he acts as a customs advisor and providing background information through research on relevant customs issues; and supports a wide range of initiatives, including the development and implementation of confidence building measures related to the settlement of the Transnistrian conflict. S/he ensures collection of information and data from various sources and prepares analytical products (such as reports and statistics) for the use of EUBAM and various partner institutions.

### Detailed description of activities:

- Within the mandate of the Transnistrian Settlement Team review and assess the flow of information (weekly reports, reports, and other internal documents such as advice and recommendations produced by the Field Offices, propose/ take corrective action.
- Provide day-to-day advice to the offices in line with the EUBAM Action Plan and other Mission-wide planning and monitoring activities germane to Transnistria and other related matters.
- Contribute to Transnistria-related transport, customs, and trade issues through the development of technical analysis/advice and proposals.
- Conduct search and carry out analysis of the customs/fiscal regulations (including FEZ and Value Added Tax systems) of the Republic of Moldova (including Transnistria) and Ukraine in compliance with relevant EU regulatory framework and the EU-MD and EU-UA Association Agreements/ DCFTA.
- Contribute to drafting regular reports (weekly, monthly, annual, activity progress,) and ad hoc reports (incident, thematic, special including recommendations).
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Advice to Field Offices/ EUBAM Office in Moldova as per EUBAM Action Plan.
2. Planning and coordination of operational activities with the involvement of Field Offices/ EUBAM Office in Moldova in the areas germane to Transnistria-related matters (as per the EUBAM Action Plan).
3. Analysis with a view to identifying needs for improvements in the field of customs issues in Ukraine and Republic of Moldova in relation to specific areas of the EU-Moldova and EU-Ukraine Association Agendas (as per the EUBAM Action Plan).
4. Conceptualisation of projects or activities related to the settlement of the Transnistrian conflict, through technical proposals for overcoming differences and issues in the transport, customs, and trade spheres.

### Monitoring and reporting requirements:

The Customs Expert reports to the Team Leader / Technical Advisor on Transnistrian Issue who is responsible for the appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Active customs official of an EU Member State with Minimum of 10 years of experience in customs control or customs procedures.
- International experience with customs/border police reform projects in developing countries is an asset.
- Good communications, interpersonal 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 10. Border Control Expert, Border Guard/Border Police (in Republic of Moldova)

### Functions (indicative):

- Provide pro-active advice and support to the partner's border guard/border police services in the practical working environment on the basis of relevant Moldovan/Ukrainian legislation.
- Assist and advise partner services in the implementation of more effective border checks in order to combat cross border crime.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices on development of jointly operated border crossing points and one-stop-shop controls.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices, including profiling and other risk assessment tools, and use of special equipment, etc.
- Assist and advise partner services in the prevention, detection, and investigation of cross-border crime as well as in the prevention of corruption.
- Provide on the job training on a daily basis to the Moldovan/Ukrainian border police/ border guard officials in a live work environment.
- Support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active border police/border guard official of an EU Member State at the operational or tactical level.
- Professional experience (minimum 6 years) with at least 3 recent years' experience in a Border Police/Border Guard Service (border checks).
- At least 3 years of recent experience in the areas of prevention, detection, and investigation of cross border crime.
- Investigative experience, especially in cross-border crimes such illegal trafficking of 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.
- Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials will be an asset.
- Previous involvement in capacity building projects will be an asset.
- Being a certified Schengen evaluator will be an asset.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- 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.

- 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 11. Customs Control Expert, Customs (in Republic of Moldova)

### Functions (indicative):

- Provide pro-active advice and support to the partner's customs services in the practical working environment on the basis of relevant Moldovan/Ukrainian legislation.
- Assist and advise partner services in the creation of a more effective customs control and to assist in combating cross border crime.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices, including profiling and other risk assessment tools, and use of special equipment, etc.
- Provide on-the-job training on a daily basis to the Moldovan/Ukrainian customs officials in a live work environment.
- Support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices on development of jointly operated border crossing points.
- Assist and advise partner services in the prevention, detection and investigation of Customs and VAT fraud, cross-border smuggling of goods, trafficking of drugs, tobacco, weapons, IPR infringements, motor vehicle crime as well as in the prevention of corruption.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active customs official of an EU Member State at the operational or tactical level.
- Professional experience (minimum 6 years) in a customs service (customs control).
- Investigative experience, especially in cross-border violations such as CU and VAT fraud, CU undervaluation, drugs smuggling, tobacco product smuggling, weapons smuggling, IPR infringements, motor vehicle crime, etc.
- Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials will be an asset.
- Operational experience at road and rail Border Crossing Points or border operations.
- Experience in using the non-intrusive inspection technologies (x-ray devices)
- Practical experience with implementation of the IBM concept.
- Previous involvement in capacity building projects will be an asset.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- 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.

- 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.



## 12. Risk Analysis Expert, Border Guard/Border Police (in Republic of Moldova)

### Functions (indicative):

- Observe and evaluate the collection, treatment, assessment, and dissemination of information by partners services and to provide initial advice for tactical risk analysis.
- Provide training at the operational level on risk analysis including the development of cross border crime threat assessments, collection, and treatment of information, use of risk profiles and selectivity as well as profiling of passengers and means of transport.
- Improve and strengthen the functioning of risk analysis units at operational level in order to support and enhance their sustainability, which will have influence on the interaction between strategic, operational, and tactical levels.
- Help establish risk analysis profiles, basic tools and operational planning models taking into account the specifics of the working location at which border control is exercised, in order to ensure that effective control of all persons at the border is based on the use of proper risk analysis.
- Assist in sharing and exchanging information within and between all authorities involved in border management (i.e., customs and police).
- Support the EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Liaise with all relevant partners within the area of responsibility.
- Contribute to regular reporting.

### Selection criteria/requirements:

- 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 police/ border guard service and a minimum of 3 recent years in the areas of risk analysis and border police/border guard or police analysis, including analysis of cross-border trafficking, etc.; 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.
- Very good drafting skills.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.
- 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). Experience with data analysis and research software, preferably, i2 Analyst's Notebook.
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

### **13. Risk Analysis Expert, Customs (in Republic of Moldova)**

#### Functions (indicative):

- Observe and evaluate the collection, treatment, assessment, and dissemination of information by partner services, and to provide initial advice for tactical risk analysis.
- Provide training at the operational level on risk analysis including the development of cross border crime threat assessments, collection, and treatment of information, use of risk profiles and selectivity as well as profiling of passengers and means of transport.
- Improve and strengthen the functioning of risk analysis units at operational level in order to support and enhance their sustainability, which will have influence on the interaction between strategic, operational, and tactical levels.
- Help establish risk profiles at the operational level, taking into account the economic situation in the region concerned for each location at which customs control is exercised, in order to ensure that selectivity of customs examination is based on the use of proper analysis of risk involved.
- Liaise with all relevant partners within the area of responsibility in order to help, support and advise their local risk analysis units in any issues dealing with the analysis of information.
- Assist in sharing and exchanging information within and between all authorities involved in border management (i.e., border guards and police).
- Support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Contribute to regular reporting.

#### Selection criteria/requirements:

- Active customs official of an EU Member State, an EU institution.
- Professional experience (minimum 6 years) in a Customs Service and a minimum of 3 recent years in the areas of risk analysis and customs analysis, including analysis of cross-border crimes, etc.; excellent knowledge of latest developments in the EU in this regard.
- Fluency in working with data analysis and research software used by customs.
- Experience in planning and delivery of training in risk analysis information management or data mining.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Very good drafting skills.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.
- 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). Experience with data analysis and research software, preferably, i2 Analyst's Notebook.

- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 14. Mobile Units Expert, Border Guard/Border Police (in Republic of Moldova)

### Functions (indicative):

- Assist the partner services in the development of mobile units, their management, and operational activities.
- Assist and advise on mobile units' activities in developing their capacity building and more effective operational activities
- Provide mentoring for mobile units in order to transfer skills and knowledge on the concept of mobile unit operations (e.g., concept of target location selection, understanding of the need for targeted operations, the components of selectivity, concept of threat assessment and selectivity as applicable to mobile groups, etc.)
- Provide on-the-job training on daily basis to enhance the skills of members of mobile units in order to promote a more effective border control, joint patrolling and surveillance regime focusing on the practical use of mobile teams.
- Improve the operational effectiveness of mobile units through transfer of skills and good practices, including operational planning of profiling and other risk assessment techniques, use of special equipment, etc.
- Provide advice and recommendations in order to support the border police/ guard service in its practical working environment on the basis of relevant Moldovan/ Ukrainian legislation including the development of standard operational procedures (SOPs) between the UASBGS and UASFS or MDCS and MDBP, respectively, on inter-agency mobile groups.
- Provide assistance and advice to the mobile units in the identification of cross-border crimes as well as in the prevention of corruption.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active border police/border guard official of EU Member States at the operational or tactical level.
- Professional experience (minimum 6 years) in a Border Guard/Police service with a minimum of 3 recent year's recent experience in mobile units' operations, joint patrolling and/or border surveillance.
- Middle management experience in mobile units will be an asset.
- Knowledge and practical experience in vehicle searching techniques, different ways of combating illegal immigration and other cross border crime, experience as a mentor will be an asset.
- Experience in Schengen Acquis, national border guard/police law and regulations and development of standard operating procedures (SOPs).
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- 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.
- 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 15. Mobile Units Expert, Customs (in Republic of Moldova)

### Functions (indicative):

- Assist the partner services in the development of mobile units, their management, and operational activities.
- Assist and advise on mobile units' activities in developing their capacity and more effective operational activities.
- Provide mentoring for mobile units in order to transfer skills and knowledge on the concept of mobile unit operations (e.g., concept of target location selection, understanding of the need for targeted operations, the components of selectivity, concept of threat assessment and selectivity as applicable to mobile groups, etc.).
- Provide on-the-job training on a daily basis to enhance the skills of members of mobile units, in order to promote more effective border controls, joint patrolling and surveillance regime focusing on the practical use of mobile teams.
- Improve the operational effectiveness of mobile units through transfer of skills and good practices, including operational planning of profiling and other risk assessment techniques, use of special equipment, etc.
- Provide advice and recommendations in order to support the customs service in the practical working environment on the basis of relevant Moldovan/ Ukrainian legislation including the development of standard operational procedures (SOPs) between the UASBGS and UASFS or MDCS and MDBP, respectively, on inter-agency mobile groups.
- Provide assistance and advice to the mobile units in the identification of cross-border crimes as well as in the prevention of corruption.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active customs officials of an EU Member State at the operational or tactical level.
- Professional experience (minimum 6 years) in a Customs Service and a minimum of 3 recent years in mobile units' operations; middle management experience in mobile units will be an asset.
- Knowledge and practical experience in vehicle searching techniques, different ways of combating smuggling of goods; experience as a mentor will be an asset.
- Experience in customs code, national customs law and regulations and development of standard operating procedures (SOPs).
- Previous involvement in management capacity building projects will be an asset.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- 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.
- 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).
- National certificate of no criminal record.
- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.



## 16. Sea Port / Airport Expert, Customs (in Republic of Moldova)

### Functions (indicative):

- Assist the customs service in the development of control functions and relevant methodologies at seaports/airports.
- Assess the institutional capacity of the customs port and airport authorities, and to assist it in its development, as well as providing advice during the implementation of given recommendations.
- Assist customs in liaising with the port and other control authorities in the ports/airports.
- Mentor on enhancing related skills.
- Provide advice in the practical working environment.
- Improve operational effectiveness with the transfer of skills and EU best practices, use of special equipment, etc.
- Assist and advise in the identification, targeting and selection of smuggling of goods, drugs, customs fraud, and other cross border crimes.
- Advise on the specifics of the control of:
  - ✓ containers, ships, and related documents (ports);
  - ✓ general airfreight and courier and express parcel consignments and related documents (airports).
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active customs official of an EU Member State at an operational level.
- Professional experience, minimum 6 years in a customs service (customs control) and a minimum of 3 recent years spent at seaport / airport.
- Experience in operating non-intrusive inspection equipment (scanners, X-ray).
- Previous involvement in capacity building projects will be an asset.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- 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.
- 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).
- National certificate of no criminal record.

- 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.
- Valid COVID-19 vaccination certificate.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.