

**JOB DESCRIPTIONS OF EUBAM CORE AND FIELD SECONDED EXPERTS  
JANUARY 31, 2023**

1. Planning, Analysis & Coordination Expert, Customs or Border Guard/Police, Planning, Analysis and Co-ordination Office (in Ukraine)
2. Crime Investigation Analyst, Customs or Border Guard/Police, (in R. Moldova or Ukraine)
3. Cross-border Crime Expert, Border Guard/Police (in Ukraine)
4. Customs and Border Management Expert (in Ukraine)
5. Customs Expert, Transnistrian Settlement Team, Customs (in R. Moldova)
6. Border Control Expert, Border Guard/Police (in R. Moldova or Ukraine)
7. Customs Control Expert, Customs (in R. Moldova or Ukraine)

## **1. Planning, Analysis and Coordination Expert, Customs or Border Guard/Police. Planning, Analysis and Co-ordination Office (in Ukraine)**

### 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 (PACO) 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.

## **2. Crime Investigation Analyst, Customs or Border Police/Border Guard (in R. Moldova or Ukraine)**

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

Crime Investigation Analyst works in the Cross-border crime team of EUBAM Office in Moldova(EOM) /EUBAM Office in Ukraine (EOU) under the supervision respectively of the Head of EOM or Head of EOU 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 or Head of EOU 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.

### **3. Cross-border Crime Expert, Border Guard/Police (in Ukraine)**

Main objectives of the assignment/scope of work: The Cross-border Crime Expert works in the Cross-border Crime Team of EUBAM Office in Ukraine (EOU), under the supervision of the Head of EOU 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 to the Head of EOU 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.



#### **4. Customs and Border Management Expert, Customs (in R. Moldova or Ukraine)**

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

The Customs and Border Management Expert works in the Border Management and Customs Control Team of EUBAM Office in Moldova (EOM)/ EUBAM Office in Ukraine (EOU), under the supervision of respectively the Head of EOM or Head of EOU and is responsible for development and formulation of advice related to various aspects of customs issues related to the partner services of the Moldovan and Ukrainian Customs Services 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:

- Contribute to the implementation of the overall objectives assigned to the Border Management and Customs Control Team.
- Analyse the Moldovan and Ukrainian customs legislation, rules and regulations and procedures related to the customs control of goods and vehicles entering and leaving Ukraine/Moldova.
- Provide advice and assistance to the Moldovan and Ukrainian partner services in the effective implementation of all customs aspects of integrated border management that will establish greater security at the Moldova-Ukraine border, diminish cross-border crime and provide the correct balance between security and trade facilitation following the EU rules and regulations, and standards of the World Customs Organisation.
- Improve the operational effectiveness of the Moldovan and Ukrainian partner services through the transfer of knowledge, skills and identified best practices.
- Assess and report on lack of capacity of the Moldovan and Ukrainian partner services in order to promote a more effective customs control.
- Advise and assist EUBAM Field Offices in the implementation of customs aspects of integrated border management, customs control procedures and trade facilitation measures 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 Customs and Border Management Expert reports respectively to the Head of EOM/Head of EOU 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 operational experience and knowledge of latest EU developments in the Customs field.
- At least 8 years of experience in a customs administration or a related service dealing with customs issues.
- Extensive knowledge and comparative overview of Customs Code of the European Union and other relevant EU regulations and EU member state practice and understanding of customs policing issues.
- Experience with the application of EU standards and best practices on border and inland control, the Integrated Border Management concept, and other relevant policies.
- Experience or participation in customs/border management 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 are considered useful.
- Computer literacy in 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.

## **5. Customs Expert, Transnistrian Settlement Team, Customs (in R. 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 R. 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 R. 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.

## **6. Border Control Expert, Border Guard/Border Police (in R. Moldova or Ukraine)**

### 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.

## 7. Customs Control Expert, Customs (in R. Moldova or Ukraine)

### 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.