

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 1-2018 Call for Contributions			
Organisation:	EUBAM Libya		
Job Location:	Tunisia/Libya		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	Seconded (3)		
	LIBHM03	Executive Officer	ASAP
	LIBOP07	Customs Adviser	1-5-2018
	LIBOP16	Criminal Justice Adviser	ASAP

Deadline for Applications:	Friday, 6 April 2018, 17:00 hours (CET)
E-mail Address to send the Job Application Form to:	https://goalkeeper.eeas.europa.eu/registrar/ or eeas-cpcc-libya@eeas.europa.eu
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Béatrice Neven eeas-cpcc-libya@eeas.europa.eu +32 (0)2 584 3574

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

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

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

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 18 months.

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

A. Essential Requirements

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

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

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

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

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

Availability – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

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

Language Skills¹ – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic and French will be an asset.

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

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

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

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

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

B. Recommendable Requirements

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

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

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

C. Essential Documents for Selected Candidates

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

Visas – EU Member States and selected candidates will get a visa at the airport upon arrival valid for 3 months. After arrival, the Mission will apply for visa and diplomatic card for the staff through the EU Delegation.

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

¹ [Common European Framework of References for Languages](#)

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

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

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

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

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, contributing States will bear any related costs.

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

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

E. Job Descriptions

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

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: LIBHM03	Location: Tunisia/Libya	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support the CoS in managing the Chief of Staff Office;
- To maintaining a registry of all official contacts with the Mission;
- To ensure that advice and information provided for the CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To ensure close cooperation with the CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the CoS;
- Under the direction of CoS, to maintain contacts with local authorities, governmental organisations, non-governmental organisations and other external counterparts to collect and disseminate information;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communication Plan;
- To populate and update the Mission's website and, if relevant, social media platforms, with content;
- To write and design public information material and factsheets.

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
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to organise all senior staff work at strategic level;
- Ability to manage and coordinate a diversified and multidisciplinary teams of advisers;
- Proactive and stress-resistant;
- Administrative skills (office management, event planning, project management);
- Language skills: excellent knowledge of English language.

6. Desirable Qualifications and Experience:

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions.

7. Desirable Knowledge, Skills and Abilities:

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

Position: Customs Adviser	Employment Regime: Seconded	
Ref. number: LIBOP07	Location: Tunisia/Libya	Availability: 01-05-2018
Component/Department/Unit: Border Management Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Customs Adviser reports to the Head of Border Management Unit.

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To contribute to inform and develop EU civilian planning options on Customs as part of the overall SSR effort in Libya;
- To support immediate planning requirements regarding Customs services at border crossing points (import, export and transit control);
- To contribute with mapping of the relevant Libyan and international community actors in regard to customs issues (land/air/sea);
- To engage in consultations with and assistance to Libyan Customs Service, Libyan LEAs and relevant governing authorities (MoI in particular, but also MoD, MoJ and MoF), both at central and decentralised levels, with particular reference to the UN Convention against Transnational Organised Crime and its Protocols;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL and international community actors, as appropriate and directed by the HoM;
- To undertake any tasks related to CPCC operational planning;
- To conduct strategic SSR analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
 - The provision of strategic advice and assistance to the relevant Libyan partners;
 - The development of relevant Libyan security policies and strategy;
 - The implementation of policies, strategy, relevant institutional architecture and legislation on customs, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders especially World Customs Organisation;
 - Liaising with international efforts to support the Customs operational responses to combat the threat from smuggling, organised crime and corruption;

- The cooperation with other CSDP engagements in the region;
- To contribute to the Mission's external reporting;
- To contribute to lessons identification.

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 customs or/and police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

- At least 3 years of experience in the management of border crossings;
- Knowledge about EU Justice and Home Affairs, EU Fourth Money laundering Directive, FIUs and international work on customs (WCO, INTERPOL, FATF);
- Ability to demonstrate political and diplomatic acumen;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;

7. Desirable Knowledge, Skills and Abilities:

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

Position: Criminal Justice Adviser	Employment Regime: Seconded	
Ref. number: LIBOP16	Location: Tunisia/Libya	Availability: ASAP
Component/Department/Unit: Criminal Justice Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The Criminal Justice Adviser reports to the Head of the Criminal Justice Unit

2. Main Tasks and Responsibilities

- To support planning efforts addressing immediate requirements of the judicial (prosecution and courts), legal and penitentiary system in Tripoli and across Libya;
- To develop EU civilian planning options as part of the overall civilian Security Sector Reform (SSR) effort especially on criminal justice related aspects in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli, and progressively moving Libya-wide, to support;
 - Assessing the overall structure and status of the Libyan judicial (prosecution and courts), legal and penitentiary systems, and that of all relevant governing authorities, including civil and local justice mechanisms, as well as analysing the relevant legislation;
 - Developing and implementing internal security policies, strategy, relevant institutional architecture and legislation, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders;
 - Planning and implementing a phased reorganisation of the criminal justice system and relevant governing authorities, including the necessary outreach;
 - Establishing and maintaining professional relationships along the criminal justice chain;
 - Establishing institutional accountability and oversight mechanisms at multiple levels alongside the development of anti-corruption measures;
 - Development of the criminal justice actors to include enabling conditions for the exercise of relevant legitimate governance and access to justice for all;
- To contribute to the mapping of the relevant Libyan and international community actors who are relevant to the Libyan stabilisation process;
- To liaise and cooperate closely with other relevant EU and Libyan institutions, the United Nations Support Mission in Libya (UNSMIL), other United Nations agencies and international community actors as appropriate and directed by head of unit and the Head of Mission (HoM);
- To ensure timely reporting and information flow on criminal justice issues and to contribute to Mission external reporting;
- To undertake any tasks related to Civilian Planning and Conduct Capability (CPCC) operational planning;
- To engage in consultations with and assistance to Libyan Criminal Justice institutions and relevant governing authorities (including Ministry of Justice, Supreme Judicial Council, High Judicial Institute, prosecution service, courts and public lawyers in particular), both at central and decentralised level;
- To contribute to lessons learnt identification;
- To perform any other task as requested by ones Line Manager.

3. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area. The qualification should be in Law or be a precursor to a professional legal qualification enabling the applicant to practice law; AND

- A minimum of 5 years of relevant professional experience;
- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Experience in/ sound knowledge of the criminal justice field, in particular in a post-conflict environment/ civilian SSR process;
- Experience as prosecutor, judge, defence lawyer and/or Ministry of Justice official working with justice reform, criminal procedures including criminal investigation and police–justice cooperation and having relevant training;
- Professional experience in working on international standards and instruments related to criminal justice;
- Language skills: excellent knowledge of English language.

4. Desirable Qualifications and Experience

- Knowledge and experience of Libya;
- Experience in criminal justice reform, either domestically or internationally;
- Experience of designing and delivering training;
- Experience in project management;
- Knowledge of Arabic and/or French is an advantage.