

**JOB DESCRIPTIONS OF EUBAM CORE AND FIELD SECONDED EXPERTS
APRIL 20, 2024**

- 1 Planning, Analysis & Coordination Expert, Customs or Border Guard/Police, Planning, Analysis and Co-ordination Office (in Ukraine)
- 2 Customs Advisor/Officer-in-Charge of Transnistrian Settlement Team, Customs (in Republic of Moldova)
- 3 Border Control Expert, Border Guard/Police (in Republic of Moldova or Ukraine)
- 4 Risk Analysis Expert, Border Guard/Police (in Republic of 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. 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.

3. Border Control Expert, Border Guard/Border Police (in Republic of 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.

4. Risk Analysis Expert, Border Guard/Border Police (in Republic of Moldova or Ukraine)

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.

