

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

Core Team of experts to support the designated HoM for a CSDP Mission in Libya

Advertisement for EU staff members

Organisation:	Core Team of experts to support the designated HoM for a CSDP Mission in Libya		
Job Location:	Brussels/Tripoli		
Availability:	8 April 2013		
Staff Regime:	Secondment		
Job Titles	Name of the post	Nr of positions	Available on
	Deputy Head of Mission (DHoM)	1	8.04.2013
	Senior Mission Security Officer (SMSO)	1	8.04.2013
	Political Adviser (POLAD)/Press and Public Information Officer(PPIO)	1	8.04.2013
	Rule of Law, Human Rights and Gender Adviser	1	8.04.2013
	Integrated Border Management Strategic Adviser	1	8.04.2013
	Border Guard Adviser	1	8.04.2013
	Border Policing Adviser	1	8.04.2013
	Public Budget/Public Procurement Adviser	1	8.04.2013
	Head of Mission Support Department	1	8.04.2013
	Finance Officer	1	8.04.2013
	Procurement Officer	1	8.04.2013
	Human Resources Officer	1	8.04.2013
	Logistics Officer	1	8.04.2013
	CIS Officer	1	8.04.2013
Deadline for applications:	8 March 2013 COB		
E-mail address to send the Job Application Form/CV:	eeas-cpcc-libya@eeas.europa.eu		
Information:	For more information related to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Mr Frank Borchers, e-mail: frank.borchers@eeas.europa.eu or Ms Piret Palusoo, e-mail: piret.palusoo@eeas.europa.eu .		

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

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision about the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months.

In general and subject to national procedures for secondment, the standard tour of duty/contract period of Mission personnel should be no less than 12 months with the possibility of extension.

The Civilian Planning and Conduct Capability, requests that Member States propose candidates for the following international expert positions for Core Team of experts to support the designated HoM for a CSDP Mission in Libya, according to the requirements and profiles described below:

A. Essential requirements

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 – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants 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 participants shall carry out their duties and act in the interest of the Mission.

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

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – 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 the Mission.

Physical and mental health – 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 personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/index.php>) or equivalent.

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 – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of Maghreb – To have a knowledge of the history, culture, social and political situation of the region.

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – knowledge of Arabic will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

Visas – Member States and Mission Members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU RESTRICTED or equivalent, unless specified EU SECRET or equivalent in the job description) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

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

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license is desirable, unless mandatory according to some job descriptions.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The General Secretariat encourages Member/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 short-listed and, if needed, interviewed in Brussels, or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member States will be informed about the outcome of the selection process after its completion.

E. Job descriptions

Deputy Head of Mission (DHoM)

(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission (HoM).
- He/she deputizes the HoM during his/her absence or in case of impediment.
- In case of absence or impediment, all or parts of his his/her responsibilities are deputized by the Chief of Staff (CoS) or temporarily assigned to other elements of the mission management or assumed by the HoM in person, as deemed appropriate by the latter.

Tasks and responsibilities:

- To contribute to the drafting of operational planning documents as well as of the overall planning of the mission activities to support the development and implementation of an integrated approach to Border Management in Libya, including the development of related capacities.
- To contribute to the development of the mission overarching policy.
- To support to the proper implementation of the mission mandate by supervising the day-to-day operational activities and the development of mission periodic reports, including lesson observations.
- To ensure close co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements, including through liaison at central and local levels as appropriate and conditions allow.
- To support the HoM in the duty of care of mission personnel.
- To exercise disciplinary control and direct internal investigations over mission personnel in accordance with the applicable code of conduct and disciplinary regulations. He/she takes disciplinary decisions in the first instance.
- To provide instructions and receive reports on specific subjects delegated to him/her by the HoM.
- Until a Chief of Staff is appointed, on behalf of the HoM, to exercise the day-to-day internal coordination among the Strategic Advisory Office, the Polad/PPIO, the ROL/HR/Gender Adviser, the SMSO and the Mission Support Department
- To fulfil any other job-related tasks delegated to him/her by the HoM.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Police Management, Political Sciences, International Relations, Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years.

- At least 15 years of relevant and proven professional experience, including in the field of border management and Security Sector Reform (SSR), after having completed his/her studies, including at least 5 years at senior management level progressively.
- Knowledge of the European Institutions and of the EU Crisis Management mechanisms.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region.
- International experience, particularly in crisis or post-conflict areas. Familiarity with diplomatic protocol.
- Previous experience in a managerial position of a crisis management mission.
- Having successfully attended crisis management related courses for senior staff would be desirable.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Experience in dealing with the coordination of public institutions at ministerial level and top institution management levels.
- Excellent interpersonal and communication skills.
- Excellent managerial skills.
- Excellent negotiating skills.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Senior Mission Security Officer (SMSO)

(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission.
- Until the CoS is appointed, he/she operates under the day-to-day internal coordination authority exercised by DHoM on behalf of the HoM.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the HoM

Tasks and responsibilities:

- SMSO Is the primary adviser to the HoM within the remit of his/her functional competences and responsibilities in managing the security and safety of Mission's staff deployed in the area of operations through the design and implementation of appropriate security policies and procedures and in line with the EU's policy on the Security of EU staff deployed outside the EU in an operational capacity under title V of the TEU (Field Security Policy)
- To advise the HoM, Senior Mission Management and Heads of Units of the Mission on all security matters that affect the mission, its assets, personnel and information.
- To manage and supervise the mission's Security Office, providing instructions and support;
- To provide advise and assistance, and implements measures related to security matters on all aspects of the Mission's work that have security and safety implications.
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system, security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans).
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules.
- To contribute mission external reporting and ensure real time reporting from potential trouble spots.
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required.
- To provide comprehensive security induction training to new mission members as required and ensure that regular security drills, communication tests and evacuation exercises are conducted.
- To ensure that the contracted security guard force meets assigned performance standards.
- To supervise the recruitment of new staff to the Mission Security Office.
- To monitor and assess the security situation and make security analyses, recommendations, and reports.
- To ensure personal security advice is given to members of mission staff as required.
- To ensure an effective system of security reviews in relation to mission's property and buildings and recommend changes if necessary.
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the Field Security Policy and supporting documents.
- To develop professional contacts with national law enforcement agencies, international

organizations, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available.

- To conduct or direct security reviews of mission members' personal protective security requirements, transport security as well as residential and office security, making recommendations as necessary.
- To ensure availability to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents.
- To work in close cooperation with the Administration and Finance Offices in matters related to the purchasing of necessary security related equipment, contracts and services.
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- To be the custodian of the security clearances of all mission members and to ensure that the policy on security clearances for Mission staff is correctly applied.
- To liaise with the EEAS Security Department and CPCC's-Missions Security Coordinator on all matters foreseen by the Field Security Policy and supporting documents.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To undertake any other related tasks as required by the Head of Mission.

Qualifications and experience:

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or graduate from military/police academy or civilian security organisation with specialised training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team; or equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police.
- Successful completion of the EEAS Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and establish and maintain effective working relationships with people of different national and cultural backgrounds, with sensitivity and respect for diversity.
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / missions.
- Excellent managerial skills.
- Proven ability to work proactively in high risk area.
- Excellent interpersonal and communications skills.
- High resilience under mental pressure and willingness to work extra hours when required.
- Solid knowledge of the mission area and potential security threats.
- Familiarity with international crisis management institutions and past experience with the

European Union is desirable.

- Knowledge of the region's history, culture and politics.
- Excellent level of written and spoken English.
- Past work experience in Maghreb is desirable.
- Knowledge of Arabic would be an asset.
- Civilian driving license class B and C mandatory.

Political Adviser (POLAD) / Press and Public Information Officer (PPIO)

(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission.
- Until the CoS is appointed, he/she operates under the day-to-day internal coordination authority exercised by DHoM on behalf of the HoM.
- PPIO functions will be exercised until a PPIO is appointed.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the HoM.

Tasks and responsibilities

- He/she is the primary adviser to the HoM within the remit of his/her functional competences and responsibilities ensuring that mission related activities are consistently planned and executed according to HoM's directions.
- To advise the HoM on the political aspects related to the Mission's mandate implementation.
- To monitor political developments in Libya and the region, and provide analysis and advise in view of their possible impact on mandate implementation, keeping the HoM and the mission management constantly updated.
- To ensure that liaison and co-ordination on political matters are maintained with the EU Delegation in Tripoli, the representatives of EU Member States in Libya.
- To ensure that liaison and co-operation on political matters are maintained with the Libyan authorities as well as with his/her political counterparts at UNSMIL, and other relevant international stakeholders present in the country.
- To monitor the media and co-ordinate, supervise and conduct press conferences, briefings and other media and public outreach events.
- To support the planning and organization of official visits to the mission according to the established protocol rules.
- To ensure permanent contact with the office of the spokesperson of the EU HR on communications and public information matters, and co-operates with the press offices of the EU Delegation and Member States in Libya.
- To draft press lines, press releases, public statements and articles.
- To be responsible for media aspects of high level official visits as well as to coordinate and to supervise arrangements for visiting journalists/media.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- Contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- Undertake any other job-related tasks assigned to him/her by the HoM.

Qualifications and Experience

- University degree in Politics, Social Sciences or other academic training relevant to the post.
- At least 10 years of experience in a related context.
- Excellent organizational and coordinating skills. Able to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent interpersonal and communications skills.
- Good understanding of the European Institutions and the EU Crisis Management.
- Knowledge of Security Sector Reform (SSR) related process.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Rule of Law, Human Rights and Gender Adviser

(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission.
- Until the CoS is appointed, he/she operates under the day-to-day internal coordination authority exercised by DHoM on behalf of the HoM.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the HoM.

Tasks and responsibilities:

- To provide information and advice to the Head of Mission, Deputy Head of Mission and Mission staff on human rights and gender issues.
- To collect and disseminate information on human rights, international humanitarian law, international criminal law, and national criminal law.
- To analyse and provide perspectives on the applicability and impacts of the Mission concerning human rights and gender issues.
- To analyse human rights and gender issues situation in Libya and identify possible areas of improvement and impact of mission training courses by assisting on evaluation and benchmarks.
- To liaise and establish professional working relationships with the EU Delegation, Libyan Criminal Justice System and all relevant actors in human rights and gender issues.
- To monitor, mentor and advise local counterparts on human rights and the implementation of the human rights standards in conformity with the mission mandate and tasks and to provide assistance, where necessary, to local institutions for proper implementation of international and national documents on gender related issues.
- To direct and oversee mechanisms in the Mission for monitoring, implementation and evaluation of relevant international instruments, including UN Security Council Resolution 1325 (2000) on women, peace and security.
- To develop projects and activities to increase respect for human rights and establish accountability mechanisms.
- To identify possible areas for advice and training and to advise on the design of training curricula regarding human rights concepts, international human rights standards and practices, gender-related issues.
- To cooperate with the relevant authorities, local and international organizations, as well as other counterparts and to participate in multilateral working groups established to discuss human rights and gender issues in Libya.
- To draft strategy on human rights and gender issues, reports and other inputs as directed.
- To coordinate and report on findings in the field of human rights as concerns possible violations in conformity with the mission mandate and tasks.
- To read and analyze all incoming reports and channel information to the relevant team members.
- To monitor global events that may impact on the mission in terms of human rights and gender issues.
- To contribute and assist with proposals for the reform of local legislation, policies and procedures concerning human rights.

- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- Contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- Undertake any other job related tasks as required by the Head of Mission.

Qualifications and experience:

- University degree in Law, Social Sciences, Public or Business, Administration, Economics or equivalent academic training.
- A minimum of 10 years of working experience.
- At least 5 years of specific working experience in the field of Human Rights.
- Good knowledge of human rights issues, including an understanding of refugees' and internally displaced persons' rights and migration.
- Good knowledge of the functions and practices of criminal justice system and the criminal justice chain (from police to prison).
- Experience with or understanding of institution building and interagency coordination in a post-crisis context.
- Operational experience from functions within the human rights sector. Experience in planning, developing and conducting training activities.
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals.
- Experience gained from international field assignments including civilian CSDP is desirable.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Integrated Border Management Strategic Adviser

(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission through the DHoM.
- He/she deputizes all or part of DHoM's responsibilities, as deemed appropriate by the HoM.
- He/she supervises the Strategic Advisory Office (SAO), until the Head of the SAO is appointed.
- In case of absence or impediment, he/she is deputized by a pre-designated member of the Strategic Advisory Office (proposed by him/her and agreed by the HoM).

Tasks and responsibilities:

- To support Libyan authorities at ministerial and top institutional level to develop and implement a national IBM strategy through monitoring, mentoring and advising.
- To continuously collect information, analyse and assess local legislative, institutional and operational IBM aspects, including structures and processes.
- To assess the operational capacity of border management and advise Libyan authorities accordingly.
- To assess the interministerial and interagency coordination requirements in the field of border management and advise Libyan authorities accordingly.
- To assess the requirements for equipment and infrastructure related to border management and advise Libyan authorities accordingly.
- To ensure close co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities (including those related to the broader Criminal Justice System) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements, including through liaison at central and local levels as appropriate and conditions allow.
- To support the design and periodic review of the mission's main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential mission activities.
- Until the Head of Training Office is appointed, to identify and tailor to Libyan requirements possible FRONTEX expertise and training to be delivered under the CSDP mission as well as to provide support and assistance to FRONTEX staff engaged in possible activities to be carried out in Libya under the CSDP Mission.
- Until a planning capacity is established, to contribute to the development of operational planning documents as well as to supervise the development and periodical review of the Mission Implementation Plan (MIP) while keeping track of mission benchmarking.
- To inform the development of the mission overarching policy.
- To ensure that SAO operational activities are executed in line with HoM's directions and outputs and outcomes are regularly reported along the internal mission chain of command.
- To ensure that SAO personnel contributes to identify and report lessons and best practices within their respective fields of responsibility.
- To contribute to the mission external reporting as required.

- To ensure that the SAO's personnel is periodically updated on the overall mission implementation progress as well as on the political and security situation in the mission area.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- Contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To fulfil any other tasks delegated to him/her by the HoM or his/her delegate.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Police Management, Political Science, International Relation, Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years.
- At least 10 years of relevant and proven professional experience in the field of IBM after having completed his/her studies, including at least 5 years at senior management level progressively.
- Knowledge of the European Institutions, the EU crisis management mechanisms, as well as the FRONTEX and INTERPOL mandates and activities.
- Knowledge of border management and the related broader Rule of Law issues; including an understanding of Human Rights, refugees' and internally displaced persons' rights, migration and the criminal justice chain (from police to prison).
- Experience in strategic analyses, planning and reporting as well as a sound understanding of operational implications.
- Experience in dealing with the coordination of public institutions at ministerial and top institutional level.
- Experience in identifying training needs and designing training strategies related to IBM.
- Experience gained from international field assignment including civilian CSDP as well as work experience with Frontex is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region would be an advantage.
- Ability to adapt to a team, to work under guidance and fully share team goals.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Border Guard Adviser

(1 position)

Security clearance level: EU Secret

Reporting line:

- He/she reports to the IBM Strategic Adviser.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the IBM Strategic Adviser.

Tasks and responsibilities:

- Until the Training Office is established, to support Libyan authorities to identify, develop and start implementing border surveillance related training activities, at central and local levels, as appropriate and conditions allow.
- Within his/her competencies, to contribute to support Libyan authorities at ministerial and top institutional level to develop and implement a national IBM strategy through monitoring, mentoring and advising.
- To continuously collect information, analyze and assess local legislative, institutional and operational Border Guard aspects, including structures and processes.
- To assess the operational capacity of border surveillance and advise Libyan authorities accordingly.
- To assess the interministerial and interagency coordination requirements in the field of land border surveillance and advise Libyan authorities accordingly.
- To assess the requirements for equipment and infrastructure related to land border surveillance and advise Libyan authorities accordingly.
- Within his/her competencies, to contribute to co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities (including those related to the broader Criminal Justice System) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements, including through liaison at central and local levels as appropriate and conditions allow.
- Within his/her field of expertise, to contribute to the design and periodic review of the mission's main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential mission activities.
- Within his/her competences, to contribute to the drafting of operational planning documents as well as to the development and periodic review of the Mission Implementation Plan (MIP) while keeping track of mission benchmarking.
- To contribute to inform the development of the mission overarching policy.
- To ensure that operational activities related to border surveillance are executed in line with HoM's directions and outputs and outcomes are regularly reported along the internal mission chain of command.
- To contribute to identify and report lessons and best practices within his/her field of responsibility.
- To contribute to the mission external reporting as required.
- To keep him/herself updated on the overall mission implementation progress as well as on the political and security situation in the mission area.

- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- To contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To fulfil any other tasks delegated to him/her by the HoM or his/her delegate.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Police Management, Military affairs, Political Science, International Relation, Diplomacy, Social Sciences or Public Administration, when the normal duration of university education is at least 4 years
- At least 10 years of relevant professional experience in the field of border guard.
- A minimum of 7 years of overall relevant work experience and at least 5 years of specific border guard experience at progressively middle and senior management level.
- Sound knowledge of border guard issues and of the related broader Rule of Law issues, including Human Rights, refugees' and internally displaced persons, migration, criminal justice chain (from police to prison) in an institution building and development as well as interagency coordination context.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of operational implications.
- Experience in dealing with the coordination of public institutions at top institutional and local level, including those of the military sector.
- Demonstrated professional experience in dealing with senior military staff.
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals.
- Experience gained from international field assignment including civilian CSDP is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Border Policing Adviser

(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the IBM Strategic Adviser.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the IBM Strategic Adviser.

Tasks and responsibilities :

- Until the Training Office is established, to support Libyan authorities to identify, develop and start implementing border policing related training activities for land borders, sea ports and airports, at central and local levels, as appropriate and conditions allow.
- Within his/her competencies, to contribute to support Libyan authorities at ministerial and top institutional level to develop and implement a national IBM strategy through monitoring, mentoring and advising.
- To advise the Libyan authorities on travel documents and migration related issues.
- To continuously collect information, analyze and assess local legislative, institutional and operational border policing aspects, including structures and processes.
- To assess the operational capacity of border policing, with particular emphasis on serious criminal investigations and immigration policy management, and advise Libyan authorities accordingly more specifically regarding surveillance tactics and techniques of the land border.
- To assess the interministerial and interagency coordination requirements in the field of policing crossing points at the land borders, in sea ports and at airports, and advise Libyan authorities accordingly.
- To assess the requirements for equipment and infrastructure related to border policing and advise Libyan authorities accordingly.
- Within his/her competencies, to contribute to ensure close co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities (including those related to the broader Criminal Justice System) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements, including through liaison at central and local levels as appropriate and conditions allow.
- Within his/her field of expertise, to contribute to the design and periodic review of the mission's main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential mission activities.
- Within his/her competences, to contribute to the drafting of operational planning documents as well as to the development and periodic review of the Mission Implementation Plan (MIP) while keeping track of mission benchmarking.
- To contribute to inform the development of the mission overarching policy.
- To ensure that operational activities related to border policing are executed in line with HoM's directions and outputs and outcomes are regularly reported along the internal mission chain of command.
- To contribute to identify and report lessons and best practices within his/her field of responsibility.
- To contribute to the mission external reporting as required.

- To keep him/herself updated on the overall mission implementation progress as well as on the political and security situation in the mission area.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- To contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To fulfil any other tasks delegated to him/her by the HoM or his/her delegate.

Qualifications and experience:

- A level of education that corresponds to completed university studies attested by a diploma or successful completion of equivalent academic studies in Police Management, Political Science, International Relation, Diplomacy, Social Sciences or Civilian Administration, when the normal duration of university education is at least 4 years.
- At least 10 years of relevant professional experience in the field of border policing
- At least 5 years of specific experience in border policing at progressively middle and senior management level.
- Sound knowledge of border management and the related broader Rule of Law issues; including an understanding of Human Rights, refugees' and internally displaced persons' rights, migration and the criminal justice chain (from police to prison).
- Experience with or understanding of institution building and interagency coordination in a post-crisis context.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of operational implications.
- Experience in dealing with the coordination of public institutions at top institutional and local level.
- Experience in identifying training needs and designing training strategies related to IBM.
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals.
- Experience gained from international field assignment including civilian CSDP is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region would be an advantage.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Public Budget/Public Procurement Adviser

(1 position)

Security clearance level: EU Confidential

Reporting line and substitutions:

- He/she reports to the IBM Strategic Adviser.
- In case of absence or impediment, business continuity will be ensured through *ad hoc* arrangements agreed in advance with the IBM Strategic Adviser

Tasks and responsibilities:

- Within his/her competencies, to contribute to support Libyan authorities at ministerial and top institutional level to develop and implement a national IBM strategy through monitoring, mentoring and advising.
- To continuously collect information, analyse and assess local legislative, institutional and operational aspects related to budgeting and procuring border management related equipment and infrastructure.
- To assess the requirements for budgeting and procuring border management related equipment and infrastructure and advise Libyan authorities accordingly.
- Support Libyan authorities to identify, develop and start implementing training activities related to budgeting and procuring border management equipment and infrastructure.
- Within his/her competencies, to contribute to ensure close co-ordination and co-operation with relevant Libyan Governmental and top institutional authorities (including those related to the broader Criminal Justice System) as well as with the EU Delegation in Tripoli, other EU and Member States officials, FRONTEX, INTERPOL, UNMIL, other international stakeholders and possibly NGOs according to operational requirements.
- Within his/her field of expertise, to contribute to the design and periodic review of the mission's main lines of operation, including through the identification and analysis of risks and opportunities as well as the evaluation of the impact of potential mission activities.
- Within his/her competences, to contribute to the drafting of operational planning documents as well as to the development and periodic review of the Mission Implementation Plan (MIP) while keeping track of mission benchmarking.
- To contribute to inform the development of the mission overarching policy.
- To ensure that operational activities related to budgeting and procuring border management related equipment and infrastructure are executed in line with HoM's directions and outputs and outcomes are regularly reported along the internal mission chain of command.
- To contribute to identify and report lessons and best practices within his/her field of responsibility.
- To contribute to the mission external reporting as required.
- To keep him/herself updated on the overall mission implementation progress as well as on the political and security situation in the mission area.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- To contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.

- To fulfil any other tasks delegated to him/her by the HoM or his/her delegate.

Qualifications and experience:

- Advanced University degree and training relevant to the post.
- At least 10 years of relevant professional experience in the field of planning budgeting and procuring border management issues.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of operational considerations.
- Experience in dealing with the coordination of public institutions at ministerial and local level.
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals.
- Experience gained from international field assignment including civilian CSDP is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Head of Mission Support Department

(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission.
- Until the CoS is appointed, he/she operates under the day-to-day internal coordination authority exercised by DHoM on behalf of the HoM.
- He/she supervises the Mission Support Department (MSD)
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the HoM.

Tasks and responsibilities:

- To define the administrative requirements of the upcoming CSDP operation including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services.
- To provide leadership and guidance to the Mission Support functions.
- To coordinate on strategic and operative Mission Support matters with internal, external and relevant EU functions.
- To give advice to Mission Command, and developing inter-unit plans coordination, set goals and deadlines and defining procedures and responsibilities related to Mission Support matters.
- To lead the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics.
- To ensure that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules.
- To lead the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions.
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements.
- To assist and advise, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues.
- To study and propose operational and management decisions that have the objective to increase the efficiency of the mission service.
- To produce, coordinate and decide about plans and reports related with the mission activities, namely related with the organization and administrative services.
- To establish sound financial management and effective internal control systems in compliance with the standards set by the European Commission.
- To assume the coordination of the administrative issue related to the country offices of the Mission.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- To contribute to mission external reporting as required.
- To contribute to the induction training of new mission personnel as required.

- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To fulfil any other job- related tasks as required by the HoM/DHoM.

Qualifications and experience

- Advanced University degree and training relevant to the post.
- Senior expert with minimum 10 years management experience in the field and at least 15 years of overall professional experience related to the post.
- Previous experience in EU CSDP missions and previous experience in the same position desirable.
- Experience in planning and implementing projects.
- Sound experience in leading administration, HR and financial management activities.
- Proven managerial skills
- Experience in EU financial management and EU procurement rules.
- Excellent analytical, research and problem-solving skills.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Finance Officer

(1 position)

Security clearance level: EU Restricted

Reporting line and substitutions:

- He/she reports to the Head of Mission Support .
- He/she reports to the Head of Mission Support Department.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the Head of Mission Support Department

Tasks and responsibilities:

- He/she is the primary advisor to the Head of Mission Support Department (HMSD) providing necessary expertise in the field of Finance to support the mission conduct.
- To process invoices for payments ensuring that the expenses were eligible and correctly procured.
- To handle the monthly payments to the Mission Members.
- To prepare and follow up the payments considering different payment procedures and to maintain the petty cash.
- To follow up bank statements with different bank accounts.
- To administer the account system, enter and maintain the financial data and records, both on paper and electronically in line with good and sound financial management.
- To provide data for financial reports and to prepare monthly reports.
- To assist in the establishment and implementation of financial accounting systems and procedures for the Mission according to European Financial Regulations and the internal guidelines created for the Mission.
- To assist in the preparation of the Mission core budget in close co-operation with the mission operational sections and the relevant administration units.
- To evaluate current systems and make recommendations to ensure efficient management of Mission funds.
- To maintain any financial control as appropriate and as asked by Head of Mission Support Department.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- Contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To fulfill any other job- related tasks as required by the HMSD.

Qualifications and experience:

- Bachelor or degree in Economics, Finance or Accounting.
- Minimum of 7 years of work experience in finance and accounting.;

- Decision-making and communications skills at middle management levels required.
- Ability to prioritize and manage a high workload expeditiously. Ability to work as a team member.
- Excellent analytical, research and problem-solving skills.
- Excellent level of written and spoken English.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in special extremely confident with spreadsheets (Excel), or PC based financial systems.
- Theoretical knowledge and practical experience with a double entry bookkeeping system is essential.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Knowledge of Arabic would be an asset.

Procurement Officer

(1 position)

Security clearance level: EU Restricted

Reporting line and substitutions:

- He/she reports to the Head of Mission Support Department.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the Head of Mission Support Department

Tasks and responsibilities:

- He/she is the primary advisor to the Head of Mission Support Department providing necessary expertise in the field of Procurement to support the mission conduct.
- To provide the Head of Mission Support Department (HMSD) or his/her delegate with the necessary expertise in the field of procurement to support the design the mission's main courses of action.
- To plan and prepare mission procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations.
- Be able to use legally established professional and transparent procurement policies and procedures in accordance with EC legislation and regulations.
- To liaise if necessary with other relevant institutions and organizations acting in the field of Rule of Law and associated procurement legislation.
- To prepare first necessary calls for tender and follow-up procedures of the Mission and in the management of service contracts for maintenance of equipment.
- In coordination with Logistics expert assist in the purchase of equipment for the CSDP Mission in Libya. Contact suppliers, research offers/quotations for procurement to CSDP Mission in Libya.
- Contribute to the development of the operational planning documents.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- Contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- Undertake any other job-related tasks as required by the HMSD.

Qualifications and experience:

- Bachelor in Law, Public or Business Administration or equivalent.
- Minimum of 7 years of effective and extensive operational experience at middle management levels
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals
- Experience gained from international field assignment including civilian CSDP is desirable

- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Human Resources Officer

(1 position)

Security clearance level: EU Restricted

Reporting line and substitutions:

- He/she reports to the Head of Mission Support Department.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the Head of Mission Support Department

Tasks and responsibilities:

- He/she is the primary advisor to the Head of Mission Support providing necessary expertise in the field of Human Resources to support the mission conduct
- To identify the recruitment needs and specify necessary requirements for the posts, prepare the Mission organizational structure;
- To develop Mission job descriptions and deployment plan;
- In coordination with CPCC organise recruitment and selection process of qualified experts for the vacant positions for all international experts through Calls for Contribution;
- To develop mission HR policies and procedures (SOP-s) in line with CSDP best standards, policies and procedures;
- To set up transparent recruitment procedures for national staff;
- To prepare necessary steps for deployment of personnel, develop job descriptions, contracts, letters of appointment;
- To set up a system for all the records related to the personnel in accordance with the EC standards of data protection;
- To set up the system of recording staff members attendance, leaves etc;
- To ensure daily management of the documentation and correspondence concerning the arrivals, deployments, redeployments, extensions and repatriations;
- To establish mission guidelines for transparent and objective performance assessment and evaluation system of staff members;
- To contribute to the development of the operational planning documents;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- To contribute to mission external reporting as required.
- To contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To fulfill any other job- related tasks as required by the HMSD.

Qualifications and experience:

- Bachelor in Human Resources, Social Sciences or equivalent professional training.
- A minimum of 7 years of overall relevant professional experience, of which at least 5 years in international administrative and operational aspects of human resources.
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals.

- Experience gained from international field assignment including civilian CSDP is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

Logistics Officer

(1 position)

Security clearance level: EU Restricted

Reporting line and substitutions:

- He/she reports to the Head of Mission Support Department.
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the Head of Mission Support Department

Tasks and responsibilities:

- He/she is the primary advisor to the Head of Mission Support Department (HMSD), providing necessary expertise in the field of Logistics to support the mission conduct.
- To provide the Head of Mission Support Department or his/her delegate with the necessary expertise in the field of logistics and engineering to support the design the design of the mission's main courses of action.
- To define the logistics support requirements of a civilian crisis management operation, incl. transport.
- To coordinate assessments of other Mission Support Service sectors, inter alia, CIS and medical support.
- To plan, analyze, design, program and implement all aspects of logistical needs of the Mission including accommodation and offices in cooperation and coordination with other team members.
- To develop the logistical systems necessary for the Mission, with the adequate logistical support related to computers, vehicles, furniture, telecommunication etc, suitable for the needs of all Mission personnel.
- To establish a Mission transport management system.
- To identify the technical specifications for logistics tenders related to goods and services.
- To participate in the procurement process by evaluating the technical features of the goods and services.
- To advise in ensuring the necessary distribution of logistical resources (including storage of the equipment). This includes the aspects related to the customs clearance procedures.
- To prepare necessary contracts relating to acquisition and maintenance/services contracts, including rental contracts and insurance issues.
- To establish a management system that includes transparent and objective analysis, coordination and supervision acquisitions, storage, allocation and distribution, consumption and future needs.
- Be responsible for the production of reports concerning logistical issues.
- To propose/recommend changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects of the mission.
- Contribute to the development of the operational planning documents.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- Contribute to the induction training of new mission personnel as required.
- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.

- To fulfill any other job- related tasks as required by the HMSD.

Qualifications and experience:

- Bachelor in Logistics, Engineering, Public or Business Administration or equivalent
- Minimum of 7 years of effective and extensive operational experience at middle management levels.
- Good awareness of different product and services markets and industrial business networks.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations.
- Demonstrated ability to adapt to a team, to work under guidance and fully share team goals.
- Experience gained from international field assignment including civilian CSDP is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- High resilience under mental pressure and willingness to work extra hours when required
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.

CIS Officer
(1 position)

Security clearance level: EU Secret

Reporting line and substitutions:

- He/she reports to the Head of Mission Support Department with the exception of issues related to Information Security Management which are under the authority of the SMSO
- In case of absence or impediment, business continuity will be ensured through ad hoc arrangements agreed in advance with the Head of Mission Support Department.

Tasks and responsibilities:

- He/she is the primary advisor to the Head of Mission Support Department (HMSD) providing necessary expertise in the field of Communication and Information Systems (CIS) to support the mission conduct.
- To assist and advise the chain of command on all CIS issues.
- To produce clear and concise reports concerning CIS issues recommending improvements.
- To establish necessary technical liaison and coordination with other international organizations in the mission area.
- To establish and maintain CIS and communications networks in support of the mission..
- To install specific available telecommunication systems or software and/or equipment as required equipments required.
- To maintain all Server, workstation, network and communications systems in use in the Mission with an emphasis on preventive maintenance.
- To monitor the Mission network, update daily its security, save data for backup solution, report and advise against any close source network commercial solution.
- To implement Information Security policy in the Mission.
- Ensure the information security (incl. Crypto Custodian) of the Mission, according to Council Security regulations in close cooperation of the Senior Mission Security officer.
- To identify, establish and maintain a secure radio, computer, satellite and telephone communications system in support of the mission.
- To coordinate the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties.
- To establish, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues.
- To prepare in co-ordination with the Security officer contingency Plans.
- To provide a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the mission.
- To develop and maintain Mission's software applications as well as complex databases.
- To define and forward as appropriate the requirements for goods and/or services for its area of responsibility and to supervise their satisfaction.
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Contribute to mission external reporting as required.
- Contribute to the induction training of new mission personnel as required.

- Contribute to identify and report lessons and best practices within his/her respective fields of responsibility.
- To fulfil any other job- related tasks as required by the HMSD

Qualifications and experience

- Bachelor in computer science/communications or Technical Specialisation in Communications, Computer and Information Systems or equivalent combination of education, training and practical experience, with special interest in network technologies.
- A minimum of 7 years of experience in information and communication technology management.
- International experience, particularly in crisis areas with international organisations (desirable).
- Ability to draft policies and procedures for the use and management of computers systems and networks.
- Knowledge of hardware specifications and performances.
- Install, manage and configure servers, workstations, firewalls and other network equipment.
- Sound knowledge and experience with regard to information and communications (VHF, UHF, HF, Satellite, GSM), as well as software.
- Knowledge of networks protocols, Local Area Networks (LAN), Wide Area Networks (WAN), TCP/IP, including installation, administration and management.
- Ability to install, manage and configure software:
 - . Backup systems and software
 - . Operating systems: Windows 2003 server, Windows XP
 - . Office software: Microsoft Office
 - . Microsoft Exchange
- Experience gained from international field assignments including civilian CSDP is desirable.
- Knowledge of the political, cultural and security situation of the mission area or other areas within the same geopolitical region would be an advantage.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Knowledge of the region's history, culture and politics.
- Past work experience in Maghreb is desirable.
- Excellent level of written and spoken English.
- Knowledge of Arabic would be an asset.