

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### **European Union Integrated Border Management Assistance Mission in Libya**

**(EUBAM Libya)**

**1-2015 Call for Contributions**

<b>Organisation:</b>	<b>European Union Border Management Assistance Mission in Libya</b>			
<b>Job Location:</b>	As indicated below			
<b>Availability:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Reference</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b>Seconded</b>			
	LIBOP01	Head of Operations	Tunis / Tripoli	ASAP
<b>Deadline for applications:</b>	<b>Friday 19 June 2015 at 1700 Brussels time</b>			
<b>E-mail address to send the Job Application Form:</b>	<b>eeas-cpcc-libya@eeas.europa.eu</b>			
<b>Information:</b>	For more information related to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,  <b>Mr Jørn Laursen</b> E-mail: eeas-cpcc-libya@eeas.europa.eu <b>+32 (0)2 584 3289</b>			

**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 document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Tour of Duty / Contract Period** – The duration of the deployment should be until 21 November 2015.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international expert position for EUBAM Libya, according to the requirements and profile 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** – Citizenship 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 participants 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. police, judicial, civilian and military staff) and be able to cope with extended separation from family and usual environment.

**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 personnel should, in principle, be under the normal age of retirement in contributing States.

**Ability to communicate effectively in English** – The candidates 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/signup.php>) or equivalent.

**Driving license** – The candidates must be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel drive vehicle. Category C driving license is desirable or as specified in the respective job description.

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** – Candidates must obtain a passport from the respective national authorities. However, seconding States should preferably provide their personnel with a service/diplomatic passport.

**Visas** – EU Member States and selected candidates 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.

**Personnel Security Clearance required** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. 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 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 immunizations received 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 contributing State. 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. The CPCC encourages contributing States 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, 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, the contributing States will bear any related costs.

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

**Seconded position:**

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: LIBOP01	Location: Tunis / Tripoli	Availability: As soon as possible
Component/Department/Unit: Operations	Level of Security Clearance: EU SECRET	Open to Invited Third States: No

**Main Tasks:**

- To ensure the day to day coordination of the Mission implementation elements, which include the IBM Unit, the Border Guard Unit, the Naval Coastal Guard Unit, the Border Policing and Immigration Unit and the Customs Unit;
- To ensure that all Mission operational activities are implemented in a coherent manner and in accordance to fulfilment of the mandate;
- To drive the operational information flow to ensure that the mandate implementation elements of the Mission are kept updated regarding the political and security situation in the Mission area, and of any other matters relevant to their planning and work;
- To be responsible for the routine reports (Weekly, Monthly, Six-monthly) and non-routine reports (Special Reports and Incident Reports).
- To ensure that the Mission's reporting products are timely, quality-checked, focused and value-added vis-a-vis Mission decision making and goals;
- To ensure that relevant SOPs are developed and kept up to date through periodic reviews;
- To personally contribute to Mission reporting, including reviewing contributions from the Mission implementation elements;
- To act as the first point of contact for the Mission implementation elements in case of emerging political, security and administrative issues;
- To assist in the induction of new Mission personnel as required;
- To ensure that Mission implementation elements contribute to identify and report lessons and best practices within their respective field of responsibility.

**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 10 years of progressively responsible professional experience at senior management level, of which a minimum of 5 within a border management institution or in the field of SSR;
- Managerial experience in a crisis or post crisis international Mission;
- Knowledge of the European Institutions and crisis management mechanisms;
- Proven experience in providing regular and ad-hoc reporting;

- Very high proficiency in writing, reading and speaking English;
- Proven understanding of strategic and operational considerations;
- Excellent interpersonal skills;
- Proven possession of analytical skills and good judgement;
- 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;
- Experience gained from international field assignment including civilian CSDP as well as work experience with FRONTEX is desirable;
- Knowledge of the region's history, culture and politics is desirable;
- Past work experience in Maghreb is desirable;
- Good level of written and spoken French would be an asset;
- Knowledge of Arabic would be an asset.