

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah) 2-2015 Call for Contributions Visiting Experts				
Organisation:	EUBAM Rafah			
Job Location:	Ramat Gan - Israel			
Employment Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.:	Name of the Post:	Location:	Availability
	<u>Seconded (5)</u>			
	VE01	Border Management Adviser	Ramat Gan	21 Sep 2015
	VE02	Border Customs Adviser	Ramat Gan	21 Sep 2015
	VE03	Border Intelligence Adviser	Ramat Gan	21 Sep 2015
	VE04	HR Management and Leadership Adviser	Ramat Gan	21 Sep 2015
	VE05	HR Ethics and Internal Affairs Adviser	Ramat Gan	05 Jan 2016
Deadline for applications:	Wednesday 9 September 2015 at 17:00 hours Brussels time			
E-mail address to send the Job Application Form:	cpcc.eubamrafah@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <p style="text-align: center;">Mr Joern Laursen cpcc.eubamrafah@eeas.europa.eu +32 (0)2 584 32 89</p>			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. The Mission pays the daily allowances for Visiting Experts, the travel costs to and from the place of deployment reserved by the Mission and any duty travel undertaken by Visiting Experts while on deployment. Each EU Member State bears the salary and other costs related to the Visiting Experts put at the Mission's disposal, according to Council document 8551/12 (4 April 2012) and 9084/13 (30 April 2013).

Tour of Duty – The duration of the deployment is indicated in the job descriptions.

The Civilian Operational Commander requests that EU Member States propose candidates for the following international visiting expert positions for EUBAM Rafah, according to the requirements and profiles described below:

A. Essential Requirements

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

Citizenship – 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.

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

Physical and mental health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Language Skills¹ – The candidates must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

Training – e-Hest² or equivalent.

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

Category C driving license is mandatory in Israel for driving armoured cars, therefore, it is essential.

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

¹ Common European Framework of References for Languages

² <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

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 the Mission Area – 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.

Knowledge and experience of SSR – The candidates should be acquainted with Security Sector Reform concepts and practices, especially in Middle East.

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. If possible, a Service Passport or Diplomatic Passport should be issued.

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. Access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

Medical certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member State. A copy of this certification must accompany deployed seconded 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 EU Member 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 most suitable candidates will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission, by VTC or phone before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member State will bear any related costs.

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

SECONDED POSITION

Position Name: Border Management Adviser	Employment Regime: Seconded	Duration: 3+3 months
Ref. Number: VE01	Location: Ramat Gan	Availability: 21 Sep to 21 Dec 2015 05 Jan to 05 Apr 2016
Department/Component/Unit: Operations	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Border Management Adviser will report to the Head of Mission (HoM).

Main Tasks:

- Advises HoM about Integrated/coordinated Border management matters and related activities, in line with international standards and best practices;
- Supports the Mission in designing and delivering a tailored programme of training courses on Integrated/coordinated Border Management;
- Participates in working groups and meetings on Integrated/coordinated Border Management issues;
- Maintains operational contacts on appropriate level with parties and international key stakeholders as per border issues;
- Maintains, updates and refines all operational plans and operational induction training on border matters;
- Cooperates, assists and supports the HoM in the event of the Rafah Crossing Point (RCP) re-opening and in the implementation projects on Border subject matters;
- Assists the Mission in providing advice on drafting a PA border agencies business strategy;
- Provides comprehensive reports on Border matters and produces reports following the Reporting Guidelines for CSDP Civilian Missions as routine reports (daily – weekly – monthly – 6-monthly) or non-routine reports like special reports or incident reports;
- Support the Project Manager – Border (PM-B) in preparing Mission Implementation Plan (MIP) and in providing information to monitor and report the Mission activities;
- Support in creating and maintaining databases with relevant information regarding Border issues;
- Collaborates in the preparation of documents/reports/presentations for HoM and PM-B, in particular related to border operations;
- Prepares a Joint PA – Mission redeployment plan to ensure a coordinated approach between the PA and the EU, with the aim to resume operations at the RCP in a rapid and efficient way;
- Supports in drafting a PA strategy on IBM;
- Enhances improvement of intra-agency, inter-agency and international cooperation;
- Supports in drafting methodologies on combating border treats and managing risk assessment;
- Supports the development of the capacity of the personnel on border control, including risk analysis management system and on cooperation with the judicial authorities;
- Helps the Mission in assisting the PA in the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, ERP software) to enhance the operational effectiveness of the Border Management;
- Undertakes any other tasks required through the Chain of Command.

Qualifications and Experience:

- University Degree (minimum 3 years of full time studies) in law, police science, political science or other related fields and project management experiences desirable;
- Minimum 8 years of professional experience in Border management/Security operations as well as extensive operational planning;
- Relevant and proven professional experience at management level in the field of IBM including identifying needs and designing training strategies for at least 8 years;
- Senior Law Enforcement Officer dealing with border management;
- Training in methodology and didactics;
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Ability to adapt to a team, to work under guidance and fully share team goals;
- Ability to establish priorities and to plan and co-ordinate own work;
- Ability to operate MS Office applications and in particular Word, Excel, Power Point and Outlook;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly stress-resistant under mental pressure and willingness to work extra hours when required.

Position Name: Border Customs Adviser	Employment Regime: Seconded	Duration: 3+3 months
Ref. Number: VE02	Location: Ramat Gan	Availability: 21 Sep to 21 Dec 2015 05 Jan to 05 Apr 2016
Department/Component/Unit: Operations	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Border Customs Adviser will report to the Head of Mission.

Main Tasks:

- Supports the Mission in designing and delivering a tailored programme of training courses on customs checks and controls applied at border crossings to ensure application of the customs regulations - including protection of citizens, trade facilitation and revenue collection - and to prevent and fight against illicit traffics and smuggling, in line with international standards and best practices;
- Participates in working groups and meetings on Border customs control;
- Provides comprehensive reports on Customs matters and produces reports following the Reporting Guidelines for CSDP Civilian Missions as routine reports (daily - weekly – monthly – 6-monthly) or non-routine reports like special reports or incident reports;
- Helps the Mission to support the development and implementation of a PA – owned IBM type strategy, to be applied at the RCP in regards to improvement of intra-agency, inter-agency and international cooperation;
- Supports in drafting methodologies on combating border threats and managing risk assessment.
- Assists the Mission in providing advice on drafting a PA Border agencies business strategy;
- Participates in the preparation of a Joint PA – Mission redeployment plan to ensure a coordinated approach between the PA and the EU, aiming at resuming operations on the RCP;
- Supports the development of the capacity of the customs personnel, including on investigations, risk analysis management system and on cooperation with the judicial authorities;
- Provides support in the drafting of job descriptions and SOPs for positions, within the PA Customs Administration;
- Collaborates in the preparation of documents/reports/presentations for HoM and PM-B, in particular related to customs border operations;
- Support PM-B in preparing Mission Implementation Plan (MIP) and in providing information to monitor and report Mission activities;
- Helps the Mission in assisting the PA in the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, ERP software) to enhance the operational effectiveness of the Customs administration;
- Helps the Mission to design and deliver tailored training courses on administration-related subjects for all levels of the Customs administration, qualifications and experience;
- Undertakes any other tasks required through the Chain of Command.

Qualifications and Experience:

- University Degree (minimum 3 years of full time studies) in law, political science or other related fields in regard to customs and project management experiences desirable;
- At least 8 years of relevant and proven professional experience in the field of Customs procedures, checks and controls after having completed his/her studies;
- Qualified instructor in Customs-related subjects and experienced in designing training course and training modules;
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable;

- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Ability to operate MS Office applications and in particular Word, Excel, Power Point and Outlook;
- Ability to establish priorities and to plan and co-ordinate own work;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly stress-resistant under mental pressure and willingness to work extra hours when required.

Position Name: Border Intelligence Adviser	Employment Regime: Seconded	Duration: 3+3 months
Ref. Number: VE03	Location: Ramat Gan	Availability: 21 Sep to 21 Dec 2015 05 Jan to 05 Apr 2016
Department/Component/Unit: Operations	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Border Intelligence Adviser will report to the Head of Mission.

Main Tasks:

- Supports the Mission in designing and delivery a programme of training courses and modules on intelligence matters at the RCP in accordance with international standards and best practices;
- Helps the Mission to support the development and implementation of a PA – owned Intelligence type strategy that applies to the RCP;
- Participates in working groups and meetings on Border Intelligence issues;
- Assists the Mission in providing advice on drafting a PA Border agencies business strategy;
- Provides comprehensive reports on Border Intelligence matters and produces reports following the Reporting Guidelines for CSDP Civilian Missions as Routine Reports (daily – weekly – monthly – 6 – monthly) or non-routine reports like special reports or incident reports;
- Support PM-B in preparing Mission Implementation Plan (MIP) and in providing information to monitor and report mission activities;
- Supports in drafting methodologies on combating border threats and managing risk assessment.
- Supports the development of the capacity of intelligence personnel, including, collecting and processing data methodologies, risk analysis management system and cooperation with the judicial authorities;
- Participates in the preparation of a Joint PA – Mission redeployment plan to ensure a coordinated approach between the PA and the EU, aiming at resuming operation of the RCP;
- Provides support in the drafting of job descriptions and SOPs for positions within the different intelligence services;
- Helps the Mission in assisting the PA in the identification, selection and implementation of hardware and software technologies to enhance the operational effectiveness of the Intelligence services;
- Undertakes any other tasks required through the Chain of Command.

Qualifications and Experience:

- University Degree (minimum 3 years of full time studies) in law, police science, political science or other related fields, project management experiences desirable;
- Minimum 8 years professional relevant experience with at least 3 years at senior management level (e.g. district commander or equivalent);
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geo-political region;
- Proven ability to translate strategical planning into operational action and to work efficiently in a deadline driven environment;
- International experience on intelligence operations and enforcement matters;
- Ability to operate MS Office applications and in particular Word, Excel, Power Point and Outlook;
- Ability to establish priorities and to plan and co-ordinate own work;
- Excellent interpersonal skills that allow to work and communicate effectively in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly stress-resistant under mental pressure and willingness to work extra hours when required.

Position Name: HR Management and Leadership Adviser	Employment Regime: Seconded	Duration: 3 months
Ref. Number: VE04	Location: Ramat Gan	Availability: 21 Sep to 21 Dec 2015
Department/Component/Unit: Operations	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The HR Management and Leadership Adviser will report to the Head of Mission.

Main Tasks:

- Supports the Mission in designing and delivering tailored training courses on building of management and leadership concepts, including training and performance evaluation, in line with international standards and best practices;
- Participates in working groups and meetings on HR Management issues;
- Provides support in developing Human Resources Management strategy, including gender und human rights principles;
- Helps the Mission to support the development and implementation of a PA – owned sustainable strategy on Human Resources Management;
- Participates in the preparation of a Joint PA – Mission redeployment plan to ensure a coordinated approach between the PA and the EU, aiming at resuming operation of the RCP;
- Assists the Mission in providing advice on drafting a PA border agencies business strategy;
- Supports in designing an appropriate monitoring system;
- Provides comprehensive reports on management and leadership matters and produces reports following the Reporting Guidelines for CSDP Civilian Missions as routine reports (daily - weekly – monthly – 6 – monthly) or non-routine reports like special reports or incident reports;
- Support PM-B in preparing Mission Implementation Plan (MIP) and in providing information to monitor and report Mission activities;
- Provides awareness training on basic human rights and gender issues and principles;
- Undertakes any other tasks required through the Chain of Command.

Qualifications and Experience:

- University Degree in Human Science, Law and Human Rights or equivalent combination of education, training and practical experience in Human Resources Management and business strategy;
- Minimum 8 years of relevant professional experience;
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Ability to operate MS Office applications and in particular Word, Excel, Power Point and Outlook;
- Ability to establish priorities and to plan and co-ordinate own work;
- Excellent interpersonal skills that allow to work and communicate effectively in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly stress-resistant under mental pressure and willingness to work extra hours when required.

Position Name: HR Ethics and Internal Affairs Adviser	Employment Regime: Seconded	Duration: 3 months
Ref. Number: VE05	Location: Ramat Gan	Availability: 05 Jan to 05 Apr 2016
Department/Component/Unit: Operations	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Human Resources Ethics and Internal Affairs Adviser will report to the Head of Mission.

Main Tasks:

- Supports the Mission to deliver tailored training courses on ethics and anticorruption matters, in line with international standards and best practices;
- Assessment of the existence of internal regulations for addressing corruption suspicions along with the possible existence of anticorruption measures;
- Participates in working groups and meetings on ethics and anticorruption issues;
- Helps the Mission to support the development and implementation of a PA – owned Code of Conduct;
- Participates in the preparation of a Joint PA – Mission redeployment plan to ensure a coordinated approach between the PA and the EU, aiming at resuming operation of the RCP;
- Provide comprehensive reports on ethics and Internal Affairs and produces reports following the Reporting Guidelines for CSDP Civilian Missions as routine reports (daily - weekly – monthly – 6 – monthly) or non-routine reports like special reports or incident reports;
- Support PM-B in preparing Mission Implementation Plan (MIP) and in providing information to monitor and report Mission activities;
- Assists the Mission in providing advice on drafting a PA border agencies business strategy;
- Supports in designing an appropriate monitoring system;
- Undertakes any other tasks required through the Chain of Command.

Qualifications and Experience:

- University Degree in Human Science, Law and Human Rights or equivalent combination of education, training and practical experience in Human Resources Management and business strategy;
- Minimum 8 years of relevant professional experience;
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable;
- Knowledge of the European Institutions and crisis management mechanisms;
- Knowledge of the political, cultural and security situation of the Mission area or other areas within the same geopolitical region;
- Ability to operate MS Office applications and in particular Word, Excel, Power Point and Outlook;
- Ability to establish priorities and to plan and co-ordinate own work;
- Excellent interpersonal skills that allow to work and communicate effectively in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly stress-resistant under mental pressure and willingness to work extra hours when required.