

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya)</b>			
<b>1-2016 CRT Call for Contributions</b>			
<b>Organisation:</b>	<b>EUBAM Libya</b>		
<b>Job Location:</b>	<b>Tunis/Tripoli</b>		
<b>Employment Regime:</b>	<b>As indicated below</b>		
<b>Job Titles/ Vacancy Notices:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Availability<sup>1</sup>:</b>
	<b><u>Seconded (12)</u></b>		
	CRT LB 01	SSR Policy and Strategy Expert	22 Feb. 2016
	CRT LB 02	Law Enforcement Expert	22 Feb. 2016
	CRT LB 03	Criminal Justice Expert	22 Feb. 2016
	CRT LB 04	Counter-terrorism Expert	22 Feb. 2016
	CRT LB 05	Organised Crime Expert	22 Feb. 2016
	CRT LB 06	Migration Expert	22 Feb. 2016
	CRT LB 07	Senior Mission Security Officer	22 Feb. 2016
	CRT LB 08	Security Analyst	22 Feb. 2016
	CRT LB 09	Procurement Officer	22 Feb. 2016
	CRT LB 10	Human Resources Officer	22 Feb. 2016
	CRT LB 11	Logistics Officer	22 Feb. 2016
CRT LB 12	CIS Officer	22 Feb. 2016	
<b>Deadline for Applications:</b>	Monday 8 February 2016 at 17:00 hours (Brussels time)		
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.crt@eeas.europa.eu</b>		

<sup>1</sup> The effective deployment date will depend upon operational requirements

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Ulla BERGQVIST</b> <b>cpcc.crt@eeas.europa.eu</b> <b>+32 (0)2 584 8596</b></p>
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**Seconded Personnel** – For seconded positions, only nominations received through official channels from EU Member States will be considered. Member States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should initially be for three months with a possibility of extension for additional three months, until the end of the extended Mission mandate on 21 August 2016.

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

**Holidays** – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

#### **A. Essential Requirements**

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

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

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

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

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

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

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

**Language Skills<sup>2</sup>** – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic will be an asset.

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

**Training** – Hostile Environment Awareness Training or equivalent (average of 4-5 days hostile environment training) is mandatory for visits and deployment to Libya

**Education** – European Qualifications Framework (EQF)<sup>3</sup>.

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

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

## **B. Desirable 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/Sahel** – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

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

## **C. Essential Documents for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport should be issued. Please be aware that there is a practice by Libyan embassies and airlines to reject passports if the passport contains Israeli stamps.

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<sup>2</sup> [Common European Framework of References for Languages](#)

<sup>3</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

**Visas** – Member States and selected candidates must ensure that visas are obtained for entry into the Mission (Tunisia) 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.

**Required Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. Access to EU CI 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 a medical examination and be certified medically fit for Mission duty by a competent authority from the Member States. 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. CPCC encourages Member States and European Institutions to take this into account when offering contributions.

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

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, Member States will bear any related costs.

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

#### **E. Job Descriptions**

The current reporting lines of the following job descriptions may be subject to modification based on operational requirements and in line with the principles set out in the relevant planning documents (e.g. CONOPS Plus).

<b>Position Name:</b> SSR Policy and Strategy Expert	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 01	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Department:</b> Planning	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### Reporting Line:

He/she reports to the HoM, with a functional reporting line to CMPD for strategic planning.

#### Main Tasks and Responsibilities:

- To contribute to, inform and develop EU civilian planning options as part of the overall SSR effort in Libya;
  - To support planning efforts in the area of immediate policing requirements in Tripoli;
  - To contribute to mapping the relevant Libyan and International Community actors able to impact on the Libyan stabilization process;
  - To liaise and cooperate closely with other EU, Libyan, UNSMIL and International Community actors, as appropriate and directed by the HoM;
- To undertake any tasks related to CPCC operational planning;
- To contribute to assessing the overall status of the division of State powers, the responsibilities of political and administrative structures and access to public services (in particular those in the civilian security sector) in the context of the general economic situation, including analysis of relevant legislation;
- Progressively as they form, to engage in consultations with officials in the government ministries and related bodies/institutions responsible for policy making (particularly in the Security Sector domain);
- To conduct strategic SSR analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
  - Ensuring democratic governance, including the enabling conditions for the exercise of legitimate governance;
  - Planning and implementing a phased reorganization of the civilian security sector, including the necessary outreach;
  - Establishing institutional accountability and oversight mechanisms at multiple levels;
  - Promoting the role of civil society in the oversight of security and justice;
  - Establishing the necessary internal coordination among institutions and bodies of the Security Sector;
  - Gaining control of its borders and re-establishing international cooperation, including to fight transnational crimes such as people smuggling and terrorism;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as directed by the HoM.

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<sup>4</sup> The effective deployment date will depend upon planning requirements

## **Qualifications and Experience:**

### Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

### Specification of Experience

- Experience in a national cross governmental, inter-agency security sector coordination body;
- Experience of managing the interface between civilian and uniformed personnel;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

### Advantageous

- Experience of advising on Security Sector Reform at the national and/or international level;
- Experience in an international organisation operating in a conflict or immediate post conflict situation would be beneficial;
- Political and diplomatic acumen;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position Name:</b> Law Enforcement Expert	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 02	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Department:</b> Planning	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**Reporting Line:**

He/she reports to the HoM, with a functional reporting line to CMPD for strategic planning.

**Main Tasks and Responsibilities:**

- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya;
  - To support planning efforts in the area of immediate policing requirements in Tripoli;
  - To contribute to mapping the relevant Libyan and International Community actors able to impact on the Libyan stabilization process;
  - To liaise and cooperate closely with other EU, Libyan, UNSMIL and International Community actors, as appropriate and directed by the HoM;
- To undertake any tasks related to CPCC operational planning;
- To contribute to assessing the overall status of Libyan Law Enforcement Agencies (LEAs) and relevant governing authorities, including analysis of relevant legislation (particularly within the wider Security Sector Reform efforts);
- Progressively as they form, to engage in consultations with Libyan LEAs and relevant governing authorities, both at central and decentralised levels;
- To conduct strategic SSR analysis in the law enforcement field aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
  - Ensuring democratic governance, including the enabling conditions for the exercise of legitimate governance over Libyan LEAs;
  - Planning and implementing a phased reorganisation of the LEAs and relevant governing authorities, including the necessary outreach;
  - Establishing institutional accountability and oversight mechanisms at multiple levels;
  - Mapping the role of civil society in the oversight of LEAs and relevant governing authorities, and promoting their involvement if appropriate;
  - Establishing the necessary internal coordination among law enforcement related institutions and bodies;
  - Gaining control of Libyan borders and re-establishing international cooperation, including to fight transnational crimes such as people smuggling being and terrorism;
- To contribute to lessons identification;
- To undertake any other related tasks as directed by the HoM.

## **Qualifications and Experience:**

### Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

### Specification of Experience

- Experience in a national cross governmental, inter-agency security sector coordination body ;
- Experience of managing the interface between civilian and uniformed personnel;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

### Advantageous

- Experience of advising on Security Sector Reform at the national and/or international level;
- Experience in an international organisation operating in a conflict or immediate post conflict situation would be beneficial;
- Political and diplomatic acumen;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<sup>4</sup> The effective deployment date will depend upon planning requirements



<b>Position Name:</b> Criminal Justice Expert	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 03	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Department:</b> Planning	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### **Reporting Line:**

He/she reports to the HoM, with a functional reporting line to CMPD for strategic planning.

#### **Main Tasks and Responsibilities:**

- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya;
  - To support planning efforts in the area of immediate justice requirements in Tripoli;
  - To contribute to mapping the relevant Libyan and International Community actors able to impact on the Libyan stabilization process, including civil justice and local justice mechanisms;
  - To liaise and cooperate closely with other EU, Libyan, UNSMIL and International Community actors, as appropriate and directed by the HoM;
- To undertake any tasks related to CPCC operational planning;
- To contribute to assessing the overall status of the Libyan Criminal Justice system, as well as relevant governing authorities, including analysis of relevant legislation (particularly the judiciary and penitentiary within the wider Security Sector Reform efforts);
- Progressively as they form, to engage in consultations with Libyan Criminal Justice institutions and relevant governing authorities, both at central and decentralised levels;
- To conduct strategic SSR analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
  - Ensuring the independence of the judiciary, including the enabling conditions for the exercise of relevant legitimate governance and citizen access to justice;
  - Planning and implementing a phased reorganization of the criminal justice system and relevant governing authorities, including the necessary outreach;
  - Establishing institutional accountability and oversight mechanisms at multiple levels;
  - Establishing professional relationships along the criminal justice chain;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as directed by the HoM.

## Qualifications and Experience:

### Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Law.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

AND

- After having obtained the relevant degree/qualification, at least 7 years of relevant and proven full-time professional experience, preferably as a legal practitioner, lawyer, prosecutor or judge, including at least 3 years of experience at senior level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior advising level.

### Specification of Experience

- Experience as a practitioner working with justice reform, criminal procedures including criminal investigation and police-justice cooperation and relevant training;
- Professional experience working with human rights standards and international instruments.

### Advantageous

- Experience of advising on Security Sector Reform in the justice sector at the national and/or international level;
- Experience in an international organisation operating in a conflict or immediate post conflict situation would be beneficial;
- Political and diplomatic acumen;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position Name:</b> Counter-terrorism Expert	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 04	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Component/Department/Unit:</b> Planning	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to contributing third States:</b> No

#### Reporting Line:

He/she reports to the HoM, with a functional reporting line to CMPD for strategic planning.

#### Main Tasks and Responsibilities:

- To contribute to inform and develop EU civilian planning options on counter-terrorism as part of the overall SSR effort in Libya;
- Closely liaise with EU Member States in their bilateral and EU efforts to support Libya in its efforts on counter-terrorism, countering financing and countering violent extremism;
- To support planning efforts in the area of immediate policing requirements in Tripoli;
- To contribute mapping the relevant Libyan and International Community actors in regard to counter-terrorism and security;
- To support mapping of illicit financial flow, financing of terrorism and to contribute to planning of supporting relevant Libyan actors, in particular in meeting international requirements by FATF and UN sanctions regime;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL and International Community actors, as appropriate and directed by the HoM;
- To undertake any tasks related to CPCC operational planning;
- To conduct strategic SSR analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
  - The provision of strategic advice and assistance to the relevant Libyan partners;
  - The development of national Libyan security strategy, especially on counter-terrorism issues;
  - The implementation of counter-terrorism policies, strategy, relevant institutional architecture and legislation, including terrorist financing, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders;
  - Liaising with international efforts in counter-terrorism effort, in particular cooperating with INTERPOL ;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as directed by the HoM.

## **Qualifications and Experience:**

### Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in International Relations, Law or other relevant studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience including at 5 years in counter terrorism.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience including at least 5 years of experience at senior level.

### Specification of Experience

- Professional experience with increasing responsibility at management level in particular with regards to counter terrorism;
- Excellent interpersonal and communication skills;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Proven ability to address these subjects both at central and regional level.

### Advantageous

- International experience, particularly in crisis areas with multinational and/or international organizations;
- Knowledge of the political, cultural and security situation of the mission area and other areas within the same geopolitical region.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position Name:</b> Organised Crime Expert	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 05	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Department:</b> Planning	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### **Reporting Line:**

He/she reports to the HoM, with a functional reporting line to CMPD for strategic planning.

#### **Main Tasks and Responsibilities:**

- To contribute to inform and develop EU civilian planning options on fight against organized crime as part of the overall SSR effort in Libya;
- Closely liaise with EU Member States in their bilateral and EU efforts to support Libya in its efforts on fight against organized crime, including money-laundering and corruption;
- To support planning efforts in the area of immediate policing requirements in Tripoli;
- To contribute mapping the relevant Libyan and International Community actors in regard to fight against organized crime;
- To support mapping of illicit financial flows, in close cooperation with the counter-terrorism expert;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL and International Community actors, as appropriate and directed by the HoM;
- To undertake any tasks related to CPCC operational planning;
- To conduct strategic SSR analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
  - The provision of relevant strategic advice and assistance to the relevant Libyan partners;
  - The development of relevant Libyan security policies and strategy;
  - The implementation of policies, strategy, relevant institutional architecture and legislation for the fight against organized crime, including money-laundering and corruption, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders;
  - Liaising with international efforts to fight against organized crime, in particular cooperating with INTERPOL;
  - The implementation of relevant international standards on fight against organised crime, in particular the implementation of UN convention on transnational organized crime (UN TOC) and its protocols on trafficking in human beings and smuggling of migrants;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as directed by the HoM.

## Qualifications and Experience:

### Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

### Specification of Experience

- Experience in a national cross governmental, inter-agency security sector coordination body;
- Solid experience of organised crime investigations;
- Experience of managing the interface between civilian and uniformed personnel;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

### Advantageous

- Experience of advising on organised crime at the national level, preferably in an international policing related mission, including experience in designing national security sector related reforms, in planning their implementation, consultation and change management;
- Experience of managing police/public relations;
- Political and diplomatic acumen;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position Name:</b> Migration Expert	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 06	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Department:</b> Planning	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### **Reporting Line:**

He/she reports to the Head of Mission, with a functional reporting line to CMPD for strategic planning.

#### **Main Tasks and Responsibilities:**

- To contribute to inform and develop EU civilian planning options on fight against organized crime as part of the overall SSR effort in Libya;
- To support immediate planning requirements regarding the fight against irregular migration in Tripoli;
- To contribute mapping the relevant Libyan and International Community actors in regard to fight support to illegal migration;
- To support mapping of illicit financial flows;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL, ICRC/Red Crescent, IOM and International Community actors, as appropriate and directed by the HoM;
- To undertake any tasks related to CPCC operational planning;
- To conduct strategic SSR analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
  - The provision of relevant strategic advice and assistance to the relevant Libyan partners, in particular the Directorate for Combatting Illegal Migration (DCIM);
  - The development of relevant Libyan security policies and strategy;
  - The implementation of policies, strategy, relevant institutional architecture and legislation on migration, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders;
  - Liaising with international efforts to fight support to illegal migration, in particular cooperating with FRONTEX, INTERPOL;
  - Cooperation with other CSDP engagements in the region;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as directed by the HoM.

## **Qualifications and Experience:**

### Essential Education and Experience

- Successful completion of university studies of at least 4 years attested by a diploma in Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant studies.

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 7 in the European Qualifications Framework.

OR

- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

AND

- After having obtained the relevant degree/qualification, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

OR

- Equivalent Police/Military education and, after having obtained the equivalent education, at least 10 years of relevant and proven full-time professional experience including at least 3 years of experience at senior level.

### Specification of Experience

- Experience in migration policy development and implementation;
- Experience of managing the interface among migration related institutions and GOs/NGOs as well as civil society;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.

### Advantageous

- Experience of advising on migration at the national level, preferably in an international related mission, including experience in designing national security sector related reforms, in planning their implementation, consultation and change management;
- Political and diplomatic acumen;
- International experience in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams would be beneficial;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Ability to work proactively whilst adhering to the goals of the team he/she is a part of and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<sup>4</sup> The effective deployment date will depend upon planning requirements



<b>Position Name:</b> Senior Mission Security Officer (SMSO)	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 07	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Component/Department/Unit:</b> Mission Security	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

#### **Reporting Line:**

He/she reports directly to the HoM and liaises closely with the CPCC Chief of Staff Office.

#### **Main Tasks and Responsibilities:**

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To manage and supervise the Mission's Security and Safety Office/Department, as per the relevant Annex of the OPLAN, and provides instructions and support;
- To assess the security situation and provide advice, assistance, and implements measures in order to ensure the security and safety of Mission Members;
- 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 Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new Mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the private security provider complies with ToRs and fulfils the contract requirements to the assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security and Safety Office/Department;
- To monitor and assess the security situation and to provide security analyses, recommendations and reports;
- To ensure that personal security advice is given to Mission Members as required;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To identify staff training needs in security related areas;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;

- To conduct, and/or direct, security reviews of mission members' personal security requirements, and to provide recommendations as necessary;
- To alternate with the Mission Security Officer (MSO), and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to High Risk areas, if required, and to conduct security duties;
- To collaborate and report to CPCS COS Office (Missions Security Coordinator - MSC) on all security related matters and ensures the adequate implementation of the MSC's security recommendations;
- To contribute to the identification of lessons learnt;
- To undertake any other tasks as required by the HoM, in the domain of his/her competency as deemed necessary.

### **Qualifications and Experience:**

#### Essential Education and Experience

##### Essential

- Successful completion of university studies of at least 3 years attested by a diploma in Police Sciences, Military Sciences, Social Sciences, security or related fields.

##### OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework.

##### OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Master's degree.

##### OR

- Equivalent military/police education or training attested by a diploma or an award of a rank of 2<sup>nd</sup> lieutenant/1<sup>st</sup> lieutenant or equivalent.

##### AND

- After having fulfilled the educational requirements, a minimum of 8 years of overall professional experience with at least 3 years at management level.

#### Specification of Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security management or business administration, political/social or science or international relations with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class C mandatory.

## Advantageous

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Good organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Good knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Previous work experience in the region;
- Previous international experience in CSDP Missions or multi-national/international organisations.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position Name:</b> Security Analyst	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref.Number:</b> CRT LB 08	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Component/Department/Unit:</b> Mission Security	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**Reporting Line:**

He/she reports to the Senior Mission Security Officer (SMSO).

**Main Tasks and Responsibilities:**

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- Implement security requirements for EU-led civilian crisis management operations;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assess the security situation and analyse all relevant information;
- Generate and elaborate precise and accurate reports on information received those impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- To produce incident based security and travel advisories;
- To prepare, analyse and distribute daily, weekly, monthly working papers;
- To prepare security incident background papers;
- To produce long term assessments, forecasts of the upcoming security situation;
- To assist the SMSO in maintaining continuity of security information analysis efforts;
- To gather comprehensive information about events or actions that may affect the safety and security of EUBAM Libya staff and assets within the mission area;
- To conduct risk analysis and threat assessments regarding security developments in the area of operations;
- To conduct interviews and threat/risk assessments on persons/assets;
- To provide briefings to new staff members on the mission wide security situation;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EUCI and to act on his behalf in his/her absence;
- Maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff is properly prepared for emergencies;
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside;

- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.

### **Qualifications and Experience:**

#### Essential Education and Experience

##### Essential

- Successful completion of University studies of at least 3 years attested by a diploma.

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree.

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2<sup>nd</sup> Lieutenant/1<sup>st</sup> Lieutenant or equivalent.

AND

- After having fulfilled the education requirements, a minimum of 4 years of overall professional experience.

#### Specification of Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Security management or business administration, political/social or science or international relations with focus on security management;
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;
- Civilian driving license class C mandatory;
- 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;
- At least 5 years of experience in security information analysis in a civilian security sector or in the military/police;
- Ability and experience in collecting, assessing, analysing and reporting data related to security.
- Excellent analytical skills.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in English (speaking, reading, writing, understanding).
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Knowledge of Arabic is desirable.

#### Advantageous

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Firearms trained;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Good organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Good knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course;
- Previous international experience in CSDP Missions or multi-national/international organisations.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position:</b> Procurement Officer	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. number:</b> CRT LB 09	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Department:</b> Mission Support	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

#### Reporting Line:

He/she reports to the Head of Mission Support Department (HMSD).

#### Main Tasks and Responsibilities:

- He/she is the primary advisor to the HMSD providing necessary expertise in the field of Procurement to support the mission conduct;
- To carry out procurement processes in accordance with established procurement policies and procedures of Commission legislation and regulations;
- To develop professional relationships with relevant stakeholders, including the European Commission and the European External Action Service, in the field of procurement for the Mission;
- To contribute to the development of the operational planning documents;
- To contribute to the development and review of relevant mission Standard Operating Procedures (SOPs);
- Contribute to mission internal and 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 contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as directed by the HMSD.

#### Qualifications and Experience:

##### Essential Education and Experience

- Successful completion of University studies of at least 3 years attested by a diploma in Economics or Finance, Business or Public Administration, Law, Engineering or Logistics.

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree.

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2<sup>nd</sup> Lieutenant/1<sup>st</sup> Lieutenant or equivalent.

AND

- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience.

### Specification of Experience

- Minimum of 4 years of effective and extensive operational experience at middle management level;
- Experience of tender processes using legally established public procurement policies and procedures.

### Advantageous

- Ability to adapt to a team, to work under guidance and fully share team goals;
- Experience gained from international field assignment including civilian CSDP;
- High resilience under mental pressure and willingness to work extra hours when required;
- Knowledge of Arabic.

<sup>4</sup> The effective deployment date will depend upon planning requirements



<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 10	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Component/Department/Unit:</b> Mission Support	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to contributing third States:</b> No

#### Reporting Line:

He/she reports to reports to the Head of Mission Support Department (HMSD).

#### Main Tasks and Responsibilities:

- To participate in the management and co-ordination of all human resources related issues;
- To advise and guide concerning Human Resources/Personnel policies and procedures;
- To prepare job descriptions for every position, as well as the call for contributions as part of the force generation process;
- To process applications and maintain rosters and databases as appropriate;
- In coordination with the CPCC to organize the Mission recruitment and selection process of qualified applicants for the vacant positions (all international experts and local staff);
- To handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures;
- To organize the planning and to advise in the development of training for personnel;
- To prepare and follow up the deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of Mission, attendance records, duty rosters, leaves and all other personnel related issues and documents;
- To coordinate the performance management regime for the Mission;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To assist the HoM as required and to undertake any other tasks as directed by the HMSD.

## **Qualifications and Experience:**

### Essential Education and Experience

- Successful completion of University studies of at least 3 years attested by a diploma in Social Sciences, Human Resources, Business Administration or in other relevant field.

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree.

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2<sup>nd</sup> Lieutenant/1<sup>st</sup> Lieutenant or equivalent.

AND

- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience.

### Specification of Experience

- To have a minimum of 4 years of broad professional experience in legal, administrative and operational aspects of human resources and training;
- Thorough knowledge of MS Office Excel and Word in particular;
- To have experience in the implementation of EU processes and regulations in Human Resources desirable;
- Excellent organisational skills.

### Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations desirable.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position Name:</b> Logistics Officer	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 11	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Component/Department/Unit:</b> Mission Support	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to contributing third States:</b> No

#### Reporting Line:

He/she reports to reports to the Head of Mission Support Department (HMSD).

#### Main Tasks and Responsibilities:

- He/she is the primary adviser to the Head of Mission Support Department (HMSD), providing necessary expertise in the field of Logistics to support the mission conduct;
- To define the logistics support requirements of a civilian crisis management operation, incl. Fleet Management;
- To coordinate assessments of other Mission Support Service units, inter alia, CIS and medical support;
- To plan, analyse, 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, providing adequate logistical support related to computers, vehicles, furniture, telecommunication etc, suitable for the needs of all Mission personnel;
- 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 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;
- To propose/recommend changes and improvements, ensuring accuracy and comprehensive policies and guidelines to the logistics aspects of the mission;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- Contribute to mission external and internal 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:

### Essential Education and Experience

- Successful completion of University studies of at least 3 years attested by a diploma in Logistics, Engineering, Public or Business Administration or in other relevant field.

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework.

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree.

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2<sup>nd</sup> Lieutenant/1<sup>st</sup> Lieutenant or equivalent.

AND

- After having fulfilled the education requirements, a minimum of 7 years of effective and extensive operational experience at middle management levels.

### Specification of Experience

- Good awareness of different product and services markets and industrial business networks;
- A track record in providing logistics to organisations operating in difficult environments;
- Experience in using established professional 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.

### Advantageous

- International experience, particularly in crisis areas with multi-national and international organizations desirable;
- Knowledge of Arabic would be an asset;
- High resilience under mental pressure and willingness to work extra hours when required;
- Experience gained from international field assignment including civilian CSDP.

<sup>4</sup> The effective deployment date will depend upon planning requirements

<b>Position Name:</b> CIS Officer	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT LB 12	<b>Location:</b> Tunis/Tripoli	<b>Availability<sup>4</sup>:</b> 22 February 2016
<b>Component/Department/Unit:</b> Mission Support	<b>Level of Security Clearance:</b> EU Secret	<b>Open to Invited Third States:</b> No

#### Reporting Line:

He/she reports to the Head of Mission Support Department (HMSD).

#### Main Tasks and Responsibilities:

- Establishes the communication and information system for the Mission;
- Follows up local suppliers for aerial tower-constructions;
- Follows up local suppliers for the cabling in member houses of the Mission;
- Creates a shared information management system, in order to easily secure share info for remote working);
- Provides helpdesk coaching and user training;
- Coaches the day-to-day operation of the helpdesk consisting of local CIS agents;
- Provides level 2 support for all end user computer related issues;
- Provides appropriate technical training sessions to helpdesk agents (in French language);
- Provides training to end users;
- Identifies requirements in the CIS unit, prepares requests for replenishment and procurement proposals, and assists in the drafting of technical specifications for ICT related services;
- Assists the Chief of CIS in order to maintain an adequate stock of equipment and spares, and organises repair and replacement of equipment as necessary to maintain operational readiness;
- Assists in the deployment, installation, maintenance, and support all the IT architecture of the Mission;
- Advises and assists the Chief of CIS in order to ensure the management of the Data Recovery Plan for the systems;
- Assists in the Implementation of tasks related to ICT security policies;
- Acts as crypto-custodian if required;
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Missions Administration;
- Produces precise reports concerning communication issues and recommendations for improvements;
- Operates and manages the CIS-Helpdesk, in order to assist all Mission and to task and schedule CIS maintenance operations;
- Establishes Standard Operating Procedures (SOPs) related to all office automation and communication issues, in consultation with CPCC;
- Contributes to identifying lessons and best practices in his/her respective field of competence;
- Undertakes any other related tasks as required by the line manager.

### **Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma in ICT or technical specialisation in Engineering or other related field of study.

#### OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework.

#### OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's degree.

#### OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the level of education mentioned above.

#### AND

- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience.

#### Specification of Experience

- Experience in establishment and management of complex information and communication technology infrastructure and systems including maintenance and operation;
- Strong knowledge and practice of ICT architecture, preferably in crisis areas;
- System administrator with experience in a predominant Microsoft oriented environment, with systems such as: Microsoft Windows Server 2012 R2, Microsoft Exchange Server 2010/2013, Microsoft SharePoint Server 2013, Microsoft SQL Server 2014, Microsoft Skype for Business, Microsoft Windows 7/10, Microsoft Office 2010/2013, preferably in possession of a few relevant and official Microsoft certified certificates;
- Good level of problem solving and analytical ability to analyse IT and communications issues;
- Excellent interpersonal and communications skills and teamwork capabilities.

#### Advantageous

- Experience in Microsoft SharePoint;
- Practical experience with server virtualisation such as VMware vSphere 5 or later and/or Microsoft Hyper-V;
- Knowledge in communications hardware and software in the areas of VHF, UHF, HF, Satellite systems (Thuraya and Iridum), GSM, PBX, VoIP, VTC SIP;
- Knowledge and practice in information security would be an advantage (CISSP);
- Experience in drafting procedures for the use and management of computer systems and networks;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Project management skills (ITIL).

<sup>4</sup> The effective deployment date will depend upon planning requirements