

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah) 2-2016 Call for Contributions for 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 (3)</u>			
	VE01	Border Customs Adviser	Ramat Gan	ASAP and with a duration of 3 months
	VE02	Border Management Intelligence Adviser	Ramat Gan	ASAP and with a duration of 3 months
	VE03	Border Planning and Organisation Adviser	Ramat Gan	ASAP and with a duration of 3 months
Deadline for Applications:	Wednesday 22 June 2016 at 17:00 hours (Brussels time)			
E-mail Address to send the Job Application Form to:	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 – 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 deployments 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 the Council documents 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 deployment is subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international 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 – 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; they 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; they 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 personnel should, in principle, be under the normal age of retirement in EU Member States.

Language Skills¹ – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic or Hebrew 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.

Education – European Qualifications Framework (EQF)³.

Driving license – The selected must be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel drive vehicle. Category C driving license is 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/contract.

¹ [Common European Framework of References for Languages](#)

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

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

B. Recommended 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 Israel/Gaza – 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 and Equipment for Selected Candidates

Passport – The selected candidates must obtain a passport from their 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.

Required Personnel 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. 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 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 interviewed by phone, before the final selection is made.

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

SECONDED

Position Name: Border Customs Adviser	Employment Regime: Seconded	
Ref. Number: VE01	Location: Ramat Gan	Availability: ASAP and with a duration of 3 months
Department/Component/Unit: Operations Section	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Border Customs Adviser reports to the Integrated Border Management (IBM) Expert – Operations Coordinator.

Main Tasks and Responsibilities:

- To provide support to EUBAM in designing and delivering a tailored programme of training courses on customs controls applied at border crossings to ensure application of the customs regulations, in line with international standards and best practices;
- To support EUBAM's counterparts with the implementation of the Business Strategy (BS) and IBM strategy, and in improving inter-agency and international cooperation;
- To ensure participation in working groups and meetings on Border Customs Control;
- To provide comprehensive reports on Customs matters and produce 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;
- To provide support in implementing methodologies on combating border threats and managing risk assessment and related IT tool;
- To contribute to the update of the Joint Palestinian Authority – EUBAM Rafah Redeployment Plan to ensure a coordinated approach between the Palestinian Authority (PA) and the EU, aiming at resuming operations at the Rafah Crossing Point (RCP);
- To provide support to the development of the capacities of the Palestinian Customs personnel, including on investigations, risk analysis management system and on cooperation with the judicial authorities;
- To provide support in the drafting of job descriptions and Standard Operating Procedures for positions within the PA Customs Administration;
- To contribute to the preparation of documents/reports/presentations for the Head of Mission and the Project Manager Border (PM-B), in particular related to Customs border operations;
- To provide support to PM-B in preparing the Mission Implementation Plan (MIP) and in providing information to monitor and report on Mission activities;
- To provide help to the Mission in assisting the PA in the identification, selection and implementation of hard and soft technologies e.g. computer equipment, Enterprise Resources Planning (ERP) software to enhance the operational effectiveness of the Customs administration;
- To support EUBAM in designing and delivering tailored training courses on administration-related subjects for all levels of the Customs administration, qualifications and experience;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND

- After having fulfilled the educational requirements, a minimum of 8 years of solid professional experience in the field of Customs procedures, checks and controls at different levels of responsibility and in different areas of expertise including Border Management.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, International Relations, Law, Social Sciences, Business/Public Administration, Law Enforcement or other relevant field;
- Solid proven experience in Customs related subjects and experienced in designing training courses and training modules at different levels of responsibility and in different areas of expertise including Customs Management;
- Demonstrable experience in implementation of Customs policing/police training including a proven ability to sort, synthesise and condense information;
- Proven ability in drafting read-outs, notes, reports, correspondence and presentations;
- Proven ability to establish priorities and to plan, coordinate work.

Desirable

- Experience in pedagogy and coaching;
- Management experience in an international organisation;
- Experience to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Border Management - Intelligence Adviser	Employment Regime: Seconded	
Ref. Number: VE02	Location Ramat Gan	Availability: ASAP and with a duration of 3 months
Department/Component/Unit: Operations Section	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Border Management - Intelligence Adviser reports to the Integrated Border Management (IBM) Expert – Operations Coordinator.

Main Tasks and Responsibilities:

- To provide support to EUBAM in designing and delivering a programme of training courses and modules on border management/intelligence matters, in accordance with international standards and best practices;
- To support EUBAM's counterparts with the implementation of the Business Strategy (BS) and IBM strategy, and in improving inter-agency and international cooperation;
- To ensure participation in working groups and meetings on Border Intelligence issues;
- To provide comprehensive reports on Border Management-Intelligence matters and produce 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;
- To provide support to Project Manager Border (PM-B) in preparing the Mission Implementation Plan (MIP) and in providing information to monitor and report on Mission activities;
- To provide support in implementing methodologies on combating border threats and managing risk assessment;
- To provide support to the development of the capacities of the Palestinian General Administration for Border and Crossings personnel on border management/intelligence matters, including collecting and processing data methodologies, risk analysis management system and cooperation with the judicial authorities;
- To contribute to the update of the Joint Palestinian Authority – EUBAM Rafah Redeployment Plan to ensure a coordinated approach between the Palestinian Authority (PA) and the EU, aiming at resuming operations at the Rafah Crossing Point (RCP);
- To provide support in the drafting of job descriptions and Standard Operating Procedures for positions within the Palestinian General Administration for Border and Crossings in the area of expertise;
- To provide help to the Mission in assisting the PA in the identification, selection and implementation of hardware and software technologies to enhance the operational effectiveness of Border Agencies;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 8 years of solid professional experience in the field of Border Management/Intelligence procedures, checks and controls.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, International Relations, Law, Social Sciences, Business/Public Administration, Law Enforcement or other relevant field;
- Solid proven experience in Border Management/Intelligence related subjects and experienced in designing training course and training modules at different levels of responsibility and in different areas of expertise including Border Management and intelligence;
- Good experience in implementation of Border/Intelligence policing/police training including a proven ability to sort, synthesise and condense information;
- Proven ability in drafting read-outs, notes, reports, correspondence and presentations;
- Proven ability to establish priorities, to plan and coordinate work.

Desirable

- Experience in pedagogy and coaching;
- Management experience in an international organisation;
- Experience to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Border Planning and Organisation Adviser	Employment Regime: Seconded	
Ref. Number: VE03	Location: Ramat Gan	Availability: ASAP and with a duration of 3 months
Department/Component/Unit: Operations Section	Level of Security Clearance: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Border Planning and Organisation Adviser reports to the Integrated Border Management (IBM) Expert – Operations Coordinator.

Main Tasks and Responsibilities:

- To provide support to the Mission in designing the steps for the implementation of the Business Strategy (BS) and Integrated Border Management Strategy (IBMS) of the Palestinian General Administration for Border & Crossings;
- To provide support to the Mission's counterparts in designing the Action Plans for the implementation of the two strategies;
- To ensure, under the supervision of the IBM Expert - Operations Coordinator, liaison with the Operations Section staff to prepare the concepts for the implementation of the Mission projects;
- To ensure liaison and coordination with Administration/Finance, Planning/Monitoring and Reporting Sections for the planning and monitoring of the Mission projects;
- To provide assistance and support to Operations and Administration and Finance Sections in drafting the Technical Specifications and/or Terms of References, the identification of the economic operators to be invited to tender and the estimation of the budget for the Mission projects;
- To provide support to the Mission in creating a “border coordination structure” to explore with EU, Member States and other international stakeholders possible synergies with other programme/projects for the implementation of the Strategies' Action Plans;
- To provide support to the Mission in organising the Training Courses, Seminars, Workshops, Study Trips and all other events foreseen in the Mission Implementation Plan (MIP);
- To provide support to Project Manager-Border (PM-B) in preparing the MIP and in providing information to monitor and report on Mission activities;
- To ensure participation in working groups and meetings on Border Management and Control;
- To contribute to the preparation of documents/reports/presentations for the Head of Mission related to the sector of competence;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area
OR
- Equivalent and attested police or/and military education or training or an award of an equivalent rank
AND
- After having fulfilled the educational requirements, a minimum of 6 years of solid professional and proven experience in the field of Border Strategic Planning/Organisation procedures for border agencies.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, International Relations, Law, Social Sciences, Business/Public Administration, Law Enforcement or other relevant field;

- Solid proven experience in Border Planning and Organisation related subjects and experienced in designing training course and training modules at different levels of responsibility including strategic level and in different areas of expertise including border management and intelligence;
- Deep experience in coordinating and implementing EU and International projects on border related matters;
- Demonstrable experience in implementation of Border/Intelligence policing/police training including a proven ability to sort, synthesise and condense information;
- Proven ability in drafting read-outs, notes, reports, correspondence and presentations;
- Proven ability to establish priorities and to plan, coordinate work.

Desirable

- Experience in pedagogy and coaching;
- Management experience in an international organisation;
- Experience to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.