

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 2-2017 Call for Contributions			
Organisation:	EUBAM Libya		
Job Location:	Tunis		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	<u>Seconded/Contracted (5)</u>		
	LIBAD03	Procurement Officer	ASAP
	LIBAD05	Finance Officer	ASAP
	LIBAD07	Logistic Officer	ASAP
	LIBAD08	CIS Officer	ASAP
	LIBSE04	Security Officer	ASAP

Deadline for Applications:	Friday 12 May 2017 at 17:00 hours (Brussels time)
E-mail Address to send the Job Application Form to:	eeas-cpcc-libya@eeas.europa.eu
Information:	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Ms Beatrice Neven eeas-cpcc-libya@eeas.europa.eu +32 (0)2 584 35 74</p>

* The possibility of employment under the contracted regime is subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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 be of 12 months.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUBAM Libya, 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. 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 Skills¹ – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic and French 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 – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

Education – A recognised academic qualification under the European Qualifications Framework (EQF)², or equivalent, at a level specified in the individual job descriptions.

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. Recommendable Requirements

Knowledge of the EU Institutions – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of Maghreb – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

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

C. Essential Documents for Selected Candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service 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 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. For contracted experts, the process will be initiated by the

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

² <https://ec.europa.eu/ploteus/content/descriptors-page>

Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and 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 States. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

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

Selection Process – The candidates considered to be most suitable will be 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, contributing 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.

Information on the Outcome – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

E. Job Descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the relevant planning documents.

Position: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level (MSML)
Ref. number: LIBAD03	Location: Tunis	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Procurement Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Procurement Officer reports to the Head of Mission Support Department (HMSD).

2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations.
- To assist and advise the Head of Mission Support on all issues related to the procurement cycle.
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures.
- To assist in the development of internal Mission procurement procedures.
- To develop professional relationships and work partnerships with EU Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission.
- To undertake any other related tasks as requested by the Line Managers.

3. Essential Qualifications and Experience:

- 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 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 and attested police and/or military education or training or equivalent rank. AND
- A minimum of 3 years of relevant professional experience, out of which a minimum of 2 years in procurement, after having fulfilled the education requirements.

4. Desirable Qualifications and Experience:

- Experience in financial management of tendering processes and audits, preferably including EU procedures.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.

Position: Finance Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: LIBAD05	Location: Tunis	Availability: ASAP
Component/Department/Unit: Mission Support/Finance	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Mission Support Department (HMSD).

2. Main Tasks and Responsibilities:

- To assist the HMSD in maintaining the financial operations of the Mission.
- To develop policies for accounting and control of Mission finances in close cooperation with the HMSD.
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system.
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments).
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery.
- To implement audit recommendations and ensures the effectiveness of internal controls.
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions.
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement.
- To assist the HMSD in drafting the Mission budget.
- To contribute to lessons identification.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the HMSD.
- To undertake any other related tasks as requested by the line manager.

3. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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; AND
- A minimum of 5 years of relevant professional experience.
- At least 3 years of finance, budget or business administration related working experience;
- Proven knowledge of accounting software.

Position: Logistics and Transport Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: LIBAD07	Location: Tunis	Availability: ASAP
Component/Department/Unit: Mission Support/LOG	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Logistics and Transport Officer reports to the Head of Mission Support Department (HMSD).

2. Main Tasks and Responsibilities:

- To be responsible for the capability, provision and management of the motor vehicle fleet of the Mission.
- To outsource and oversee complete the vehicle maintenance for the whole fleet, monitor the overall performance of the workshop and ensuring appropriate maintenance, quality control of repairs, and safety condition of the vehicles.
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports as required.
- To prepare reports and make recommendations as necessary on transport matters.
- To develop and conduct a Mission driving orientation briefing to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarised on the road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area.
- To implement and co-ordinate an intra-theatre air and land movement plan for the Mission.
- To be responsible for effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover).
- To manage the cost of maintenance of the vehicle fleet and ensure compliance with the provisions of contracts concluded with the external contractors for parts and maintenance.
- To provide advice, support and train Mission staff on transport related matters and guidelines.
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members.
- To assist the Head of Mission Support and the procurement unit in sourcing air transport and logistic shipping movement resources as required.
- To undertake any other tasks as assigned by the Line Manager.

3. Mission Specific Tasks and Responsibilities:

To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission

- To liaise with the procurement department as necessary in the preparation of tenders with particular reference to the preparation of technical specifications
- To ensure an effective operation in relation to the Mission's property and buildings in Tunisia and in Libya.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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 and attested police and/or military education or training or equivalent rank; AND

- A minimum of 5 years relevant professional experience.
- Extensive knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management.

5. Desirable Qualifications and Experience:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).

Position: Communication & Information Systems (CIS) Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: LIBAD08	Location: Tunis	Availability: ASAP
Component/Department/Unit: Mission Support/CIS	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The CIS Officer reports to the Head of Mission Support Department (HMSD).

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the HMSD.
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services.
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardized release management procedures.
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals.
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures.
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations.
- To install and commission all standard communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems.
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment.
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission.
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission.
- To perform any other duties as required by the line manager.

3. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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 and attested police and/or military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience.
- At least 5 years of progressive experience of problem solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;. Expert technical skills and hands-on experience in troubleshooting server hardware and software issues.

- Practical experience of communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems.
- Practical experience and knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs).

4. Desirable Qualifications and Experience:

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists.

Position: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support – Management Level (MSML)
Ref. number: LIB	Location: Tunis	Availability: ASAP
Component/Department/Unit: Office of the Head of Mission/ Mission Security	Security Clearance Level: EU Secret	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

2. 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 ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate.
- To ensure that all security and communications equipment is kept in a state of operational readiness.
- To conduct regular security drills, communication tests and evacuation exercises.
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To travel to high risk areas and to conduct security duties.
- To undertake any other related tasks as requested by the SMSO.

3. Essential Qualifications and Experience:

- 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 equivalent 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 a rank of 2nd Lieutenant/1st Lieutenant or equivalent;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

4. Desirable Qualifications and Experience:

- Excellent organisational, planning, and time-management skills.
- Knowledge of the Mission area and potential security threats.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Successful completion of EU Mission Security Officer Certification Course or equivalent.
- Validated license for armoured vehicle or civilian driving licence class C.
- Firearms trained.