

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

EU Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah) 3-2017 Call for Contributions				
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>			
	OPS8	Border Customs Expert	Ramat Gan	ASAP
	OPS7	Border Planning and Organisation Expert	Ramat Gan	ASAP
	OPS5	Border Police Expert	Ramat Gan	01.08.2017
Deadline for Applications:	Friday 30 June 2017 at 17:00 hours (Brussels time)			
E-mail Address to send the Job Application Form to:	cpcc.eubamrafah@eeas.europa.eu or https://goalkeeper.eeas.europa.eu/registrar/			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Simona Sora cpcc.eubamrafah@eeas.europa.eu +32 (0)2 584 37 47			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing 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). Personnel seconded from contributing third States are not entitled to receive allowances 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 EUPOL COPPS, according to the requirements and profiles described below:

A. Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions.

Citizenship – Citizenship of an EU Member State or of a contributing third State (Canada, Norway and Turkey).

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.

Communication Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Language Skills¹ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

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.

Computer Skills – Skills in word processing, spreadsheet and e-mail are essential.

Training – HEAT 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

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

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

vehicle. (Category C or equivalent is now required to drive armoured vehicles in Israel, and it is therefore highly desirable).

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 knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of the Middle East – The candidates should have 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 support of the contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

Visas – The Mission shall facilitate the obtaining of visas for selected personnel with EU citizenship once the Mission Members have been deployed in the country. Therefore a visa prior to the deployment is not required.

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. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

D. Additional Information on the Selection Process

Gender Balance - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the 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, the 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 – The contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

E. Data Protection

The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website>. Privacy Statement.

F. 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 Operation Plan (OPLAN).

SECONDED POSITION

Position Name: Border Customs Expert	Employment Regime: Seconded	
Ref. Number: OPS8	Location: Ramat Gan	Availability: As soon as possible
Component/Department/Unit: Operations Section	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

1. Reporting Line

The Border Customs Expert reports to the IBM Expert.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Managers.

3. Specific Tasks and Responsibilities:

- To support the Palestinian Authority (PA) counterparts in enhancing capacities to redeploy to the Rafah Crossing Point (RCP) and to manage it according to international standards once conditions allow;
- To design and deliver a tailored program 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 the implementation of the Business Strategy and Integrated Border Management (IBM) Strategy of the Palestinian General Administration for Border and Crossings (GABC), also supporting the drafting of related Action Plans, and to improve inter-agency cooperation;
- To draft instructions for the implementation of GABC manuals;
- To participate in working groups and meetings on border customs control;
- To produce comprehensive reports on customs matters and contribute to Mission external reports (e.g. daily – weekly – monthly – 6-monthly – special reports or incident reports);
- To provide advice on implementing methodologies on combating border threats and managing risk assessment and related IT tool;
- To ensure participation in the updating of the 'Joint Palestinian Authority – EUBAM Rafah Redeployment Plan' to ensure a coordinated approach between the PA and the Mission, aiming at resuming operations at the RCP once conditions allow;
- To provide support to the development of the capacity of 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 Operational Procedures for the PA Customs Administration;

- To provide technical advice in mandated field to the Office of the EU Representative to the West Bank and Gaza Strip on e.g. Twinning Projects.
- To contribute to the preparation of documents/reports/presentations for the Head of Mission and the Project Manager Border, in particular related to customs border activities;
- To contribute to the preparation of the Mission Implementation Plan (MIP) and provide information on the Mission's activities to help monitoring and reporting;
- To contribute to the identification, selection and implementation of hard and soft technologies (e.g. computer equipment, Enterprise Resources Planning software) to enhance the operational effectiveness of the Customs Administration;
- To contribute to the designing and delivering tailored training courses on administration-related subjects for all levels of the Customs Administration, qualifications and experience.

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 or/and military education or training or an award of an equivalent rank AND
- A minimum of 5 years of relevant 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, after having fulfilled the educational requirements;
- Experience in designing and implementation of training courses and training modules at different levels of responsibility and in different areas of expertise including Customs Management.

5. Essential Knowledge, Skills and Abilities:

- Ability to draft read-outs, notes, reports, correspondence and presentations;
- Ability to establish priorities and to plan, coordinate work;
- Ability to mentor, train and motivate local counterparts;
- Extensive knowledge in Customs;
- Ability to work in a multi-cultural, multi-ethnics environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Security Sector Reform concepts and practices especially in the Mission Area;
- Knowledge of Arabic and/or Hebrew as well as other European languages.

SECONDED POSITION

Position Name: Border Planning and Organisation Expert	Employment Regime: Seconded	
Ref. Number: OPS7	Location: Ramat Gan	Availability: As soon as possible
Component/Department/Unit: Operations Section	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

1. Reporting Line:

The Border Planning and Organisation Expert reports to the IBM Expert

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Managers.

3. Specific Tasks and Responsibilities:

- To support the Palestinian Authority (PA) counterparts in enhancing capacities to redeploy to the Rafah Crossing Point (RCP) and to manage it according to international standards once conditions allow;
- To design steps for the implementation of the Business Strategy and Integrated Border Management (IBM) Strategy of the Palestinian General Administration for Border and Crossings (GABC);
- To provide support in designing Action Plans for the implementation of the two Strategies;
- To ensure, under the supervision of the IBM Expert, liaison with the Operations staff to prepare concepts for the realisation of Mission projects;
- To ensure liaison and coordination with Administration/Finance, Planning/Monitoring and Reporting staff for planning and monitoring the implementation of the Mission projects;
- To provide assistance and support to Operation and Administration and Finance Sections in drafting Technical Specifications and/or Terms of References for projects, the identification of the economic operators to be invited to tender and the estimation of the budget;
- To provide support to the Mission and advice on a "border coordination structure" as appropriate;
- To explore with EU, Member States and other international stakeholders possible synergies with other assistance programme/projects as appropriate for the implementation of the Strategies or Action Plans;
- To provide support to the Mission in organising training courses, seminars, workshops, study trips and other activities foreseen in the Mission Implementation Plan (MIP);
- To contribute to the preparation of the Mission Implementation Plan (MIP) and provide information on the Mission's activities to help monitoring and reporting;

- To draft instructions for the implementation of GABC manuals;
- To participate in working groups and meetings on Border Management and Control;
- To contribute to the preparation of documents/reports/presentations for the Head of Mission in the area of expertise;
- To advise GABC on designing projects in mandated field, in particular under Technical Assistance and Exchange of Information (TAEIX).

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 or/and military education or training or an award of an equivalent rank AND
- A minimum of 5 years of relevant professional experience in the field of Border Strategic Planning/Organisation procedures, after having fulfilled the educational requirements;
- Experience in Border Planning and Organisation related subjects and in designing training course and training modules at different levels of responsibility including strategic level and in different areas of expertise.

5. Essential Knowledge, Skills and Abilities:

- Ability to drafting read-outs, notes, reports, correspondence and presentations;
- Ability to establish priorities and to plan, coordinate work;
- Ability to mentor, train and motivate local counterparts;
- Extensive knowledge of Strategic Planning and Organisation;
- Ability to work in a multi-cultural, multi-ethnics environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Experience in coordinating and implementing EU and/or international projects on border related matters;

7. Desirable Knowledge, Skills and Abilities:

- Project Management knowledge and experience;
- Knowledge of Security Sector Reform concepts and practices especially in the Mission Area;
- Knowledge of Arabic and/or Hebrew as well as other European languages.

SECONDED POSITION

Position Name: Border Police Expert	Employment Regime: Seconded	
Ref. Number: OPS05	Location: Ramat Gan	Availability: 01 August 2017
Department/Component/Unit: Operations Section	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

1. Reporting line:

The Border Police Expert will report to the Integrated Border Management (IBM) Expert.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To support the Palestinian Authority (PA) counterparts in enhancing capacities to redeploy to the Rafah Crossing Point (RCP) and to manage it according to international standards once conditions allow;
- To support the Head of Mission and Integrated Border Management (IBM) Expert about Border Police matters and related activities;
- To participate in working groups and meetings on Border Police issues;
- To prepare and deliver training courses in the field of Border Police and IBM;
- To maintain operational contacts at appropriate level with parties and international key stakeholders on Border issues;
- To maintain, update and refine operational plans and operational induction trainings on Border matters;
- To assist and support the HoM in the event of a reopening of the RCP and the IBM Expert with regard to the implementation of projects on Border matters;
- To produce comprehensive reports on border matters and contribute to Mission external reports (e.g. daily – weekly – monthly – 6-monthly – special reports or incident reports);
- To create and maintain databases with relevant information regarding Border matters;
- To contribute to the preparation of documents/reports/presentations for the Head of Mission and IBM Expert, in particular related to Border Police operations/activities;
- To contribute to the preparation of the Mission Implementation Plan (MIP) and provide information on the Mission's activities to help monitoring and reporting.

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 or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience on border police issues, after having fulfilled the education requirements;
- Professional experience in designing and delivering courses/trainings on border police matters.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, train and motivate local counterparts;
- Extensive knowledge of specific border police ;
- Ability to establish priorities and to plan and coordinate own work,
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Degree/professional certificate in border police management related topics or equivalent combination of education, training and practical experience;
- Experience in project management;
- Successful completion of a Civilian Crisis Management Course or equivalent;
- Successful completion of Methodic/Didactics training and/or train-the-trainers course or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Security Sector Reform concepts and practices especially in the Mission area;
- Knowledge of Arabic and /or Hebrew as well as other European languages.