

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<b>European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 3-2017 Call for Contributions</b>			
<b>Organisation:</b>	<b>EUBAM Libya</b>		
<b>Job Location:</b>	<b>Tunisia/Libya</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:</b>
	<b>Seconded (10)</b>		
	LIBHM02	Chief of Staff*	ASAP
	LIBHM04	Reporting Officer/Political Adviser*	ASAP
	LIBHM02	Executive Officer***	ASAP
	LIBOP01	Head of Operations	**
	LIBOP09	Maritime Border Adviser	ASAP
	LIBOP10	Maritime Border Adviser	**
	LIBOP04	Counter Terrorism Adviser	ASAP
	LIBOP12	Police Adviser Tripoli Security Plan, PG	**
	LIBOP13	Minister of Interior Reform Adviser *	ASAP
	LIBOP15	Senior Rule of Law Adviser/ Head of Unit*	ASAP
	<b>Seconded/Contracted (9)</b>		
	LIBHM05	Gender and Human Rights Adviser*	ASAP
	LIBOP17	Legal Reform Adviser	**
	LIBAD02	Legal Adviser	**
	LIBAD01	Head of Mission Support*	ASAP
	LIBAD07	Procurement Officer	22 August 2017
	LIBAD10	Logistics Officer*	ASAP
	LIBAD12	CIS Officer*	ASAP
	LIBSE02	Deputy Senior Mission Security Officer*	ASAP
LIBSE06	Mission Security Analyst*	ASAP	

<b>Deadline for Applications:</b>	<b>Monday, 21 August 2017, 17:00 hours (CEST)</b>
<b>E-mail Address to send the Job Application Form to:</b>	<a href="mailto:eeas-cpcc-libya@eeas.europa.eu"><u>eeas-cpcc-libya@eeas.europa.eu</u></a>
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Mr Andre Konze</b> <a href="mailto:eeas-cpcc-libya@eeas.europa.eu"><u>eeas-cpcc-libya@eeas.europa.eu</u></a> <b>+32 (0)2 584 3848</b>

- \* Subject to the adoption of the new Budget Impact Statement, after the end of the no-cost extension.
- \*\* Subject to the final decision of the Council.
- \*\*\* The availability of this position is subject to the non-confirmation of a request for extension.

**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 18 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 Skills<sup>1</sup>** – 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 or equivalent. HEAT training is a requirement before visiting Libya.

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>2</sup>, 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

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<sup>1</sup> [Common European Framework of References for Languages](#)

<sup>2</sup> <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.

<b>Position:</b> Chief of Staff	<b>Employment Regime:</b> Seconded	<b>(Post Category for Contracted)</b>
<b>Ref. Number:</b> LIBHM02	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Chief of Staff	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Chief of Staff reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To exercise day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To support the Head of Mission in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents and instructions issued by the HoM;
- To support the Head of Mission in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Operational Matrix MIP in cooperation with the Head of Operation;
- To deputise for the HoM in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To coordinate and manage the Office of the Head of Mission;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise in consultation with the Head of Operations the development and periodic review of the Mission's operational Matrix, and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To ensure drafting and timely delivery of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors.
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC.
- To act as the primary interlocutor at senior management level for the Local Staff Committee;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming;

- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline;
- To undertake any other related tasks as requested by the HoM

### **3. Mission Specific Tasks and Responsibilities:**

- To ensure effective communication between Operations Division, Mission Support Department, Security team and Office of the Chief of Staff;

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent 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, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND

A minimum of 12 years of relevant professional experience including equivalent positions within international (preferable CSDP) Missions in the field of SSR, with at least 5 years of experience at senior management level. Strong Managerial track record;

- Excellent knowledge of and experience in strategic management and/or public administration;
- Ability to lead and oversee a Mission with staff members of different professional backgrounds;
- Excellent interpersonal and communication skills, familiarity with diplomatic protocol;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent interpersonal and managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff, to review and edit the work of others.

### **5. Essential Knowledge, Skills and Abilities**

- Excellent working knowledge of the relevant EU CSDP Institutions;
- International experience, particularly in crisis areas with multi-national and international organisations Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in relevant staff function – law enforcement, criminal justice and intelligence service, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;



<b>Position:</b> Reporting Officer/Political Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBHM04	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Reporting Officer/Political Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the line manager;
- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons learned identification.

### 3. Mission Specific Tasks and Responsibilities:

- To support the CoS in maintaining an updated overview of the political situation in Mali and to share information with other units, as required;
- To monitor local and international media and other relevant sources to support the Political Adviser/EXO in drafting the political section of the reporting and planning documents;
- To prepare and deliver regular and specific reports in and outside the Mission, as required;
- To deliver presentations about EUBAM Libya (mandate, objectives, activities, etc.), as required;
- To contribute to the advice to the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms;
- Act as alternate Mission spokesperson as requested.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration;  
AND  
A minimum of 5 years of relevant professional experience;
- Interpersonal, communications, and drafting skills.

**5. Essential Knowledge, Skills and Abilities:**

- Excellent working knowledge of the relevant EU CSDP Institutions;
- International experience, particularly in crisis areas with multi-national and international organisations  
Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;

**6. Desirable Qualifications and Experience:**

- Experience in national or international assignments in relevant staff function – law enforcement, criminal justice and intelligence service, in particular planning and organisation of crisis management Missions;

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

<b>Position Name:</b> Executive Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM02	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer reports to the Chief of Staff (CoS).

### 2. Main Tasks and Responsibilities:

- To support the CoS in managing the Chief of Staff Office;
- To maintaining a registry of all official contacts with the Mission;
- To ensure that advice and information provided for the CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To ensure close cooperation with the CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the CoS;
- Under the direction of COS, to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Act as best practice and lessons learned officer for the Mission;
- Reviewing Mission 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
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to organise all senior staff work at strategic level;
- Ability to manage and coordinate a diversified and multidisciplinary teams of advisers;
- Proactive and stress-resistant;
- Administrative skills (office management, event planning, project management);
- Language skills (if appropriate).

### 6. Desirable Qualifications and Experience:

- Professional training in project management;
- Executive assistant training/course or other related training/course.

### 7. Desirable Knowledge, Skills and Abilities:

N/A

<b>Position:</b> Head of Operations	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. Number:</b> LIBOP01	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Operations reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To implement the Mission's operational activities including in Field Office(s) (if applicable) in accordance with the Mission's OPLAN and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's end state;
- To lead, direct and manage the work and staff of the Operations Department;
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To ensure timely internal reporting from the operational perspective against benchmarking. To contribute to the Mission's external reporting against benchmarking;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- In coordination with the Mission's Coordination and Cooperation Component, to coordinate/cooperate and/or oversee the coordination/cooperation of the Components/Unit's members as appropriate with local authorities at the relevant level as well as with local EU and international actors within the scope of the Mission's mandate;
- To work in close cooperation with the other Mission's components.
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training. To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress;
- To undertake any other related tasks as requested by the HoM.

### 3. Mission Specific Tasks and Responsibilities:

- To ensure that the performance of the Operational Department is efficient, effective and deliver within budget;
- To raise the profile and reputation of the Mission by working closely with relevant national, regional and local partners;
- To contribute to the development of a Mission strategy;
- To establish, in conjunction with other managers, clear performance targets, both quantitative and significantly improve operational performances. Monitor delivery of these targets and to take steps to address any inadequacy. Planning and controlling changes;
- To provide professional leadership to all operational staff at all levels throughout the mission by ensuring an effective distribution of duties and responsibilities. Support the development of the staff's potential to contribute to the Mission and objectives. Promote a multi-disciplinary and cross organisational working environment;
- To ensure in conjunction with the Head of HR, that all members of the Operations Department have credible and challenging Personal Development Plans and to oversee their delivery;
- Training and supervising new employees and tracking and measuring staff performance. Plan and organise activities promoting gender equality;

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Law Enforcement, Business Administration or other relevant field;
- AND
- A minimum of 12 years of relevant professional experience, of which at least 7 should be at management level;
- Demonstrable experience in implementation of reform programmes;
- Proven ability to establish/review priorities, to plan and to exercise control;
- Proven ability to engage with senior officials/ governmental level decision makers;
- Experience in Security Sector/RoL Reform in a national or host state context.

#### **5. Essential Knowledge, Skills and Abilities:**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL;
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

#### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in relevant staff function – law enforcement, criminal justice and intelligence service, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

<b>Position:</b> Maritime Border Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBOP09	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Border Management Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser reports to the Head of Unit/Senior Adviser.

### 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 progressively be embedded within the national/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.

### 3. Mission Specific Tasks and Responsibilities :

- To be the key interlocutor and support the capacity building of the Ministry of Interior (General Administration for Coastal Security and General, Ministry of Defence (Libyan Coast Guard and Port Security & Port Authority) and Ministry of Transport in the field of CSSR through mentoring, monitoring and advising;
- To support and assist the development policies on maritime strategies and operational concepts in line with national and international legislation;
- To liaise with EU as well as international efforts of EUNAVFOR, FRONTEX, EASO, EUROPOL, UNSMIL, INTERPOL as well as with EU Member States and other bilateral efforts on Libya's maritime capacity building;
- To contribute to lessons identification;
- To undertake any tasks related to CPCC operational planning;
- To undertake any other related tasks as requested by the Head of Mission and Line Managers.

### 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. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or CPCC Force Generation for the civilian CSDP Missions: Planning Guide Business Administration; OR (only if applicable to institution being advised) police or military equivalent education or training and rank; AND
- At least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts;

- Extensive knowledge of relevant international maritime law and to develop strategies and operational concepts.

**5. Essential Knowledge, Skills and Abilities:**

- Extensive experience and skills of maritime border surveillance;
- Experience and skills of computer software including Excel, PowerPoint;
- Knowledge about international migration policies;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Experience in leading and coordinating multi-thematic and multi-layered efforts;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to mentor and motivate staff, to review and edit the work of others.

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

<b>Position:</b> Maritime Border Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBOP10	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Border Management Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser reports to the Head of Unit/Senior Adviser.

### 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 progressively be embedded within the national/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.

### 3. Mission Specific Tasks and Responsibilities :

- To be the key interlocutor and support the capacity building of the Ministry of Interior (General Administration for Coastal Security and General, Ministry of Defense (Libyan Coast Guard and Port Security & Port Authority) and Ministry of Transport in the field of CSSR through mentoring, monitoring and advising;
- To support and assist the development policies on maritime strategies and operational concepts in line with national and international legislation;
- To liaise with EU as well as international efforts of EUNAVFOR, FRONTEX, EASO, EUROPOL, UNSMIL, INTERPOL as well as with EU Member States and other bilateral efforts on Libya's maritime capacity building;
- To contribute to lessons identification;
- To undertake any tasks related to CPCC operational planning;
- To undertake any other related tasks as requested by the Head of Mission and Line Managers.

### 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. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or CPCC Force Generation for the civilian CSDP Missions: Planning Guide Business Administration; OR (only if applicable to institution being advised) police or military equivalent education or training and rank; AND
- At least 5 years of relevant professional experience;
- Ability to mentor and motivate local counterparts;



- Extensive knowledge of relevant international maritime law and to develop strategies and operational concepts.

**5. Essential Knowledge, Skills and Abilities:**

- Extensive experience and skills of maritime border surveillance;
- Experience and skills of computer software including Excel and PowerPoint;
- Knowledge about international migration policies;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Experience in leading and coordinating multi-thematic and multi-layered efforts;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to mentor and motivate staff, to review and to edit the work of others.

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

<b>Position:</b> Counter-Terrorism Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBOP04	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Law Enforcement Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser reports to the Head of Unit/Senior Adviser.

### 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 planning efforts addressing immediate requirements to counter terrorism in Tripoli;
- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support;
- Assessing the overall status of the Libyan capacity to counter terrorism and that of the relevant governing authorities, including through the analysis of the relevant legislation;
- Understanding /awareness on role of Daesh and Foreign Terrorist Fighters especially contribution to the implementation of UNSCR 2178 on Foreign Fighters;
- Assisting in developing a law enforcement approach on counter-terrorism (rule of law based approach) and implementing relevant counter-terrorism policies, strategy, institutional architecture and legislation, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders (with particular reference to the implementation of UNSCR 1371, 1267, 2178, UN Instruments in combating terrorism signed by Libya and UN Global Counter-terrorism Strategy);
- Assisting Libyan Authorities in planning and implementing a phased reorganisation of the counter-terrorism capacity and relevant governing authorities, including the necessary outreach;
- Establishing professional relationships between law enforcement and criminal justice chain related actors on counter-terrorism;
- Assisting development of approach and measures related to counter-radicalisation and recruitment of terrorists/countering violent extremism;
- Assisting development of legislation and policies addressing terrorist financing in accordance with international standards – FATF;

- Establishing institutional accountability and oversight mechanisms at multiple levels alongside the development of counter-terrorism measures;
- To contribute mapping the relevant Libyan and International Community actors in regard to counter-terrorism;
- To liaise with international efforts to counter-terrorism, including money-laundering and corruption, in particular cooperating with INTERPOL as well as with EU Member States and other bilateral efforts;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL, CTITF, UNCTED and other International Community actors (Global Counter-terrorism Forum), as appropriate and directed by the HoM;
- To support mapping of illicit financial flows, in close cooperation with the other Mission Experts;
- To undertake any tasks related to CPCC operational planning;
- To engage in consultations with and assistance to relevant Libyan institutions and governing authorities, both at central and decentralised levels.

#### **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, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge about EU Counter-terrorism work (Member States, EEAS, European Commission, EUROPOL, CTPG) and international CT cooperation– UN (UNCTITF and CTED), Global Counter-Terrorism Forum, FATF;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to mentor and motivate local counterparts.

#### **6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

<b>Position:</b> Police Adviser Tripoli Security Plan, PG	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. number:</b> LIBOP12	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Law Enforcement Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Adviser reports to the Head of Unit/Senior Adviser.

### 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 planning efforts addressing immediate Policing requirements in Tripoli;
- To contribute to inform and develop EU civilian planning options as part of the overall SSR effort in Libya especially on policing issues by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
  - Assessing the overall status of the Libyan National Police and that of the relevant governing authorities, including through the analysis of the relevant legislation;
  - Developing and implementing internal security policies, strategy, relevant institutional architecture and legislation, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders;
  - Contributing to planning and implementing a phased reorganisation of the LEAs and relevant governing authorities, including the necessary outreach;
  - Establishing professional relationships along the criminal justice chain;
  - Establishing the necessary internal coordination among law enforcement related institutions and bodies;
  - Establishing institutional accountability and oversight mechanisms at multiple levels alongside the development of anti-corruption measures;
- To contribute to the mapping of the relevant Libyan and International Community actors who are relevant to the Libyan stabilization process;
- To liaise and cooperate closely with other EU, Libyan, UN and International Community actors, as appropriate and directed by the Line Manager;
- To undertake any tasks related to CPCC operational planning;
- To engage in consultations with and assistance to Libyan Security Directorates and Central Police Forces at

central and decentralised levels;

- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as requested by the Line Manager.

#### **4. 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 and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police education or training or an award of an equivalent rank (e.g. Chief Inspector)  
AND
- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience;

#### **5. Essential Knowledge, Skills and Abilities:**

- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge about EU Justice and Home Affairs (JHA) and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL)

#### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

#### **7. Desirable Knowledge, Skills and Abilities:**

- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

<b>Position:</b> Minister of Interior Reform Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. number:</b> LIBOP13	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Law Enforcement Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Minister of Interior (MoI) Reform Adviser reports to the Head of Unit/Senior Adviser.

### 2. Main Tasks and Responsibilities:

- 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 implement the projects and activities of designated team responsible for advising in favour of the respective Deputy MoI for Security in relation strengthening institutional reform, and transition, in particular in relation to improving the MoI capacity in the areas relevant to the strengthening of the Libyan Police Service;
- To assist the MoI Senior Management in improving its managerial capabilities and general comprehension of tasks and responsibilities, with special reference to the responsibilities over the Libyan Police;
- To assist the MoI Senior Management in enhancing its ability to carry out reforms and to put in place modern administrative and management systems to enable democratic policing as well as in elaborating and implementing policing strategies and best practice, including the fight against misuse of power, improvement of the quality of police personnel, facilities, systems and processes;
- To assist the Deputy Minister of Interior (MoI) for Security in elaborating and implementing, through their chain of command within MoI, an effective coordination between all the different pillars of the Libyan Police, other Libyan Security Forces and the judicial system;
- To support the HoM in the decision-making process by drafting and submitting, through reports to the Heads of Unit and Operations, relevant proposals for a coherent advising strategy in favour of the MoI;
- To liaise closely with other Advisors in order to implement a joint coherent
- advising strategy;
- To monitor and advise as regards MoI/Libyan Police compliance in relation to Human Rights and Gender as well as Anti-Corruption within the area of responsibility;
- To enhance and progress the work already undertaken by EUBAM LIBYA in progressing sustainable development within the MoI;
- To undertake any other related tasks as required by the Line Managers.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To identify best practice and lessons learned within the field of responsibility.
- To undertake any other related task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities:

- To be embedded within the Libyan Ministry of Interior OR the Prime Minister's Office of the Government of National Accord (GNA), security permitting.
- To support the MoI General Administration for Training in developing a comprehensive training strategy, including course catalogues and curricula for the Libyan National Police as tasked by the Line Managers.

#### **4. 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 and the first cycle under the framework of qualifications of the European Higher Education Area  
OR
- Equivalent and attested police education or training or an award of an equivalent rank  
AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience.
- Experience of institutional reform in a SSR context.

#### **5. Essential Knowledge, Skills and Abilities:**

- Organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Experience in overseeing multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Interpersonal and managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff, to review and edit the work of others.

#### **6. Desirable Qualifications Experience**

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.

<b>Position:</b> Head of Unit/Senior Rule of Law Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. number:</b> LIBOP15	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Criminal Justice Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Unit/Senior Rule of Law Adviser reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To coordinate, lead and manage the work of the Criminal Planning and Advisory Unit, building on the work already undertaken and completed by the mission to date, to ensure the unit delivers on the mission mandate and its tasks within the area of the rule of law and criminal justice, as set out in the planning documents, the MIP and instructions issued by Head of Mission (HoM);
- To support planning efforts addressing immediate Rule of Law and criminal justice issues in Tripoli and across Libya;
- To contribute to, inform and develop EU civilian planning options as part of the overall Civilian Security Sector Reform (CSSR) in Libya, especially on Rule of Law and criminal justice related issues by conducting strategic analysis aimed at identifying needs, starting in Tripoli, and progressively moving Libya-wide, to support;
  - Assessing the overall structure and status of the Libyan judicial, prosecutorial, public defence and penitentiary systems and that of all relevant governing authorities within the Libyan criminal justice system;
  - Planning and implementing a phased reorganisation of the Rule of Law and criminal justice system and of other relevant government actors and stakeholders;
  - Establishing, maintaining and expanding professional relationships with the Libyan Rule of Law and criminal justice system counterparts;
  - Establishing an accountability and oversight mechanism, and the implementation of basic anti-corruption measures throughout the Rule of Law and criminal justice system;
  - Assessing and implementing measures in order to improve conditions for the Rule of Law so as to allow access to justice and to restore faith in the system.
- To advise on the promotion of Rule of Law and criminal justice aspects among Libyan state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To contribute to the mapping of the Libyan and international community actors who are relevant to the Libyan stabilisation process, most particularly in the area of the Rule of Law and criminal justice fields.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the area of the Rule of Law and criminal justice;
- To ensure, at operational level, co-ordination with other relevant operational Units within the mission.
- To liaise and cooperate closely with other relevant international actors including other EU and UN agencies, representatives of EU member states, NGOs and other interested international community actors, as appropriate and directed by the HoM;
- To act, as appropriate, as the representative of the Unit and the mission in contacts with external interlocutors;
- To ensure compliance with instructions/directions from the mission management and to issue instructions to the members of the Unit;
- To identify best practices and lessons learned;



- To undertake any other related task as requested by the Head of Mission.

### **3. Mission Specific Tasks and Responsibilities:**

- To support the development of the Ministry of Justice (MoJ), the Supreme Judicial Council, as well as other justice actors in the field of civilian SSR through mentoring, monitoring and advising.
- To be the key interlocutor with the MoJ's senior management level as well as with the Supreme Judicial Council and other judicial institutions.

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Master's Degree. The qualification should be in Law; AND
- At least 8 years of relevant professional experience, out of which at least 3 at a management level;
- Extensive knowledge of the Rule of Law and criminal justice areas, in particular in post-conflict scenarios in developing countries;
- Knowledge about EU Justice and Home affairs (JHA) and international police and justice cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Experience as a prosecutor, and/or judge and/or defence lawyer and/or Ministry of Justice official working in the Rule of Law and criminal justice fields;
- Experience in working on international standards and instruments related to the Rule of Law and criminal justice;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent interpersonal and management skills and the ability to communicate the strategic vision of the HoM, to establish priorities and to plan and to exercise control.

### **5. Essential Knowledge, Skills and Abilities:**

- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge about EU Justice and Home Affairs (JHA) and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL)

### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.

<b>Position:</b> Gender and Human Rights Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBHM05	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Gender Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender and gender mainstreaming;
- To advise on gender and gender mainstreaming within the Mission as well as throughout the Mission's activities;
- To advise on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on Women, Peace and Security;
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing;
- In close coordination with the Mission's operational components, to advise on the promotion of gender equality and gender-sensitive policy among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To liaise with the local and international entities involved in the promotion of gender equality and gender mainstreaming;
- To act as the Mission focal point for human rights matters;
- To advise on human rights mainstreaming throughout the Mission's activities;
- In close coordination with the Mission's operational components, to advise on the promotion of human rights among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the human rights situation in the host state;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise on the development and management of strategic communications with regards to human rights;
- To perform any other task as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To monitor and analyse the gender situation in the host state;
- To advise on the development and management of strategic communications with regards to gender issues;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) in the area of promoting gender equality and gender mainstreaming;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to identify and report on lessons and best practices within the field of gender;
- To contribute to the induction training of Mission's staff members as required;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) in the area of human rights;
- To contribute to Mission's reporting and information flow on human rights related aspects.
- To contribute to the induction training of Mission's staff members within the field of human rights as required;
- To contribute to identify and report on lessons learned and best practices within the field of human rights.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND  
A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- A minimum of 5 years of relevant professional experience in human rights and human rights mainstreaming issues and tools, particularly in a post-conflict environment/SSR process, after having fulfilled the education requirements.
- Practical experience in/ sound knowledge of gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ SSR process;
- Understanding and sensitivity to the basic principles of human rights legislation and inter-group relations;
- Analytical skills and ability to conduct gender and human rights analysis;

#### **5. Essential Knowledge, Skills and Abilities:**

- Pedagogical/training skills;
- Knowledge of investigative and conciliation techniques in the human rights field;
- Proactive in developing strategies to accomplish objectives.

#### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.

<b>Position:</b> Legal Reform Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBOP17	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Criminal Justice Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Reform Adviser reports to the Head of Unit/Senior Adviser.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan through mentoring and advising local counterparts on both strategic and operational level in the area of legal reform;
- To deliver strategic advice to Ministry of Justice (MoJ) officials to review, draft, implement and reinforce criminal legislation;
- To support criminal law and criminal procedural law reform and to work with MoJ legal officers who are in charge of legislative drafting;
- Ensuring that MoJ legal officers and other relevant staff are trained in regard to the Libyan Constitution, Libyan criminal law, criminal procedures and judicial systems and relevant international law;
- To liaise with other relevant international actors including EU and UN agencies, EU member states and other interested states and NGOs;
- To support the mission's efforts in addressing areas of structural weaknesses in the performance and accountability of MoJ counterparts/institutions and to propose solutions for the strengthening of same;
- To provide analysis and recommendations to local counterparts in the area of legal reform;
- To be embedded within the local institution, security permitting, if necessary and instructed to do so by HoM;
- To ensure timely reporting on activities within the field of legal reform 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 ensure compliance with instructions/directions from mission management;
- To identify best practices and lessons learned within the field of law reform;
- To design and deliver training, as appropriate.

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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. The qualification should be in Law, AND
- At least 5 years of relevant professional experience;
- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Demonstrable practical understanding of legal reform processes including the development of legal policy and legislation;
- Knowledge of international law and experience in/ sound knowledge of the legal reform field, in particular in a post-conflict environment/ CSSR process;

- Experience in working on international standards and instruments related to legal reform.

**5. Essential Knowledge, Skills and Abilities:**

- Experience as a practising lawyer or legal reform expert.
- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in legal reform either domestically or internationally.

**6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.

<b>Position:</b> Legal Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBAD02	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Adviser reports to the Head of Mission Support Department.

### 2. Main Tasks and Responsibilities:

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate.
- To draft legal guidelines for the Mission in accordance with line management instructions.
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues.
- To liaise with international and local stakeholders in legal issues.
- To draft assessments and recommendations for the line management in relation to internal disciplinary and administrative proceedings.
- To plan and carry out trainings related to general legal issues.
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements.
- To undertake any other tasks required by the line managers.

### 3. Mission Specific Tasks and Responsibilities:

- To give legal advice on registration process in Tunisia and Libya.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent 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, e.g. Master's Degree. The qualification must be in Law; AND
- A minimum of 6 years of relevant professional experience with at least 3 years of experience at a senior level.
- Good understanding and experience of public international law, European law, labour law;

### 5. Essential Knowledge, Skills and Abilities:

- Previous experience in working on both private and public sectors.
- Knowledge of the jurisprudence in the host country.
- Previous experience on downsizing and liquidation of an international Mission.
- Knowledge of the EU Financial Regulations including public procurement.
- Previous experience in international litigation.

### 6. Desirable Qualifications and Experience:

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;

- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.

<b>Position:</b> Head of Mission Support Department	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> LIBAD01	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Mission Support Department reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To assist and advise the HoM on all administrative and general support issues;
- To lead, direct and manage the Mission Support Department (usually comprising Human Resources, Procurement and Contracting, Finance, General Services, Communication Information Systems, Information Technology and Software Development);
- To ensure that the functions above support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and instructions issued by the HoM;
- To be responsible for the implementation of the budget in accordance with the Financial Regulations applicable to the General Budget of the European Union and its implementing Rules and the internal guidelines created for the Mission;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure.
- To supervise the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To coordinate on strategic and operative Mission Support matters with internal, external and relevant EU functions;
- To coordinate the set-up of the Mission Support Management Information System;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission on the administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts relating with the acquisitions and maintenance/service contracts, including insurance issues;
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities:

- To plan and set up Mission-specific human resources related core functions in the build-up phase of the Mission of Mission Support Department reports to the HoM;
- To plan and execute Mission's registration with authorities in Libya with guidance from the Legal Adviser.

### 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. The qualification should be in any of the fields of Human Resources, Public



Administration, Business Administration, Finance, Economics, Law, Accounting or other relevant subject;  
AND

- A minimum of 10 years of relevant professional experience with at least 5 years of experience at management level.

**5. Essential Knowledge, Skills and Abilities:**

- Working experience in EU financial management and EU procurement rules.

**6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. number:</b> LIBAD07	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> 22 August 2017
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Procurement Officer reports to the Head of Mission Support.

### 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 Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract).
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures.
- To develop professional relationships and work partnership with European 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 Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

N/A

### 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 4 years of relevant professional experience, in the field of procurement, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills.

### 6. Desirable Qualifications and Experience:

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

### 7. Desirable Knowledge, Skills and Abilities:

N/A

<b>Position:</b> Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> LIBAD10	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support/LOG	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Logistics 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. Essential Knowledge, Skills and Abilities:**

- 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).

**6. Desirable Qualifications and Experience:**

- N/A

**7. Desirable Knowledge, Skills and Abilities:**

- 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).

<b>Position:</b> Communication & Information Systems (CIS) Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> LIBAD12	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support/CIS	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs);
- 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;

**6. Desirable Qualifications and Experience:**

- N/A

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Language skills (if applicable).

<b>Position:</b> Deputy Senior Mission Security Officer (DSMSO)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. number:</b> LIBSE02	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Senior Mission Security Officer (DSMSO) reports to the Senior Mission Security Officer and in his/her absence to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To replace the SMSO in his/her absence;
- In the absence of the SMSO 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 under the direction of the SMSO assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members;
- To contribute to, in line with EU's Field Security Policy and its supporting documents, to 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 contribute to 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 contributions to the security inputs to daily SITREPs, WOS, Monthly and Six Monthly Reports;
- To support the SMSO in ensuring journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to Mission members as required;
- To support the SMSO in ensuring that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To support the SMSO in ensuring an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- 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 travel to High Risk areas, as required, in order to conduct security related duties;
- To contribute to the identification of lessons learnt;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security as directed by the SMSO
- To support the SMSO on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To undertake other tasks as directed by the SMSO.

### 3. Mission Specific Tasks and Responsibilities:

- To act as a representative for the SMSO if assigned to a separate duty station from the SMSO.

### 4. 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/1<sup>st</sup> Lieutenant or equivalent.; AND

- After having fulfilled the educational requirements, a minimum of 8 years of relevant professional experience.
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in Security Management, the protection of personnel, facilities and assets or security analysis / intelligence or other relevant field;

#### **5. Essential Knowledge, Skills and Abilities:**

- Firearms and tactical training
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Excellent organisational, planning, and time-management skills
- Experience in planning and implementing projects
- Excellent knowledge of the Mission area and potential security threats;
- Previous work experience in the region
- Successful completion of EU Mission Security Officer Certification Course or equivalent
- Experience from CPCC Security and Risk Management system.
- Civilian driving licence class C

#### **6. Desirable Qualifications and Experience:**

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Firearms trained;
- Civilian driving licence class C.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area and potential security threats;



<b>Position:</b> Mission Security Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. number:</b> LIBSE06	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assist the SMSO in the development, implementation and updating of the Mission Security Risk Assessment (SRA).
- To assess the security situation, access risk and to analyse security related information,
- To produce incident based and travel security advisories.
- To prepare WOS daily, weekly, monthly security working papers, and other reports as required.
- To produce long-term assessments and forecasts of the security situation.
- To assist SMSO in maintaining continuity of security information, analysis efforts, information management and ensure records of security assessments.
- To gather comprehensive information about events or actions that may affect the safety and security of Mission Members and assets within the Mission Area and to generate reports, provide the SMSO with recommendations on the same.
- To conduct risk analysis and threat assessments on security developments in the area of operations as well as persons and assets.
- To provide briefings to new staff members on the Mission's wide security situation and to ensure that all members are properly prepared for emergencies.
- To ensure the quick dissemination of security related information.
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearance and to act on his/her behalf in his/her absence.
- 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 comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- 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 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 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 as directed by the SMSO.
- To contribute to the identification of lessons learnt;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the mission;
- To assist the SMSO in reviewing the security level and state of alert:
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- To travel to high risk areas and to conduct security duties;
- To undertake any other tasks as assigned by the SMSO.

### **3. Mission Specific Tasks and Responsibilities:**

- N/A

### **4. 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/1<sup>st</sup> Lieutenant or equivalent.; AND
- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Demonstrable ability to contribute to the development of security policies and procedures;
- Excellent knowledge of the Mission area and potential security threats;
- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Civilian driving license class C;
- Firearms and tactical training;
- Experience from CPCC Security and Risk Management system;
- Knowledge of French or Arabic;
- Knowledge of data and information management and/or database management.

### **6. Desirable Qualifications and Experience:**

- Firearms trained;
- Civilian driving license class C.
- Successful completion of EU Mission Security Officer Certification Course or equivalent.

### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of the Mission area and potential security threats.