

# **JOB DESCRIPTIONS OF EUBAM CORE AND FIELD SECONDED EXPERTS**

## **July 1, 2021**

- 1 Head of Field Office (in Republic of Moldova or Ukraine)
- 2 Customs Expert, Transnistrian Settlement Team, Customs (in Republic of Moldova)
- 3 Border Control, Border Guard/Police (in Republic of Moldova or Ukraine)
- 4 Customs Control, Customs (in Republic of Moldova or Ukraine)
- 5 Risk Analysis, Border Guard/Police (in Republic of Moldova or Ukraine)
- 6 Risk Analysis, Customs (in Republic of Moldova or Ukraine)
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## 1. Head of Field Office (in Republic of Moldova or Ukraine)

### Main objectives of the assignment/scope of work:

The Head of Field Office is responsible for planning and overseeing all activities and the day-to-day management of the Field Office under the supervision respectively of the Head of EUBAM Office in Ukraine/Head of EUBAM Office in Moldova. S/he is responsible for the conduct of the staff and the quality of assistance provided by the Field Office to the partner services at relevant locations as well as regular reporting on activities, findings and observations through the EUBAM reporting mechanisms.

S/he coordinates and guides the work of a team of seconded international experts and national personnel.

### Detailed description of activities:

- Manage and oversee all operational activities and staff of the Field Office and ensure that EUBAM provides monitoring support, advice and on-the-job training - as applicable to the mandate of the Field Office - at the Moldovan and Ukrainian border crossing points, inland customs houses, relevant law enforcement posts, internal Transnistrian boundary line, at sea ports and along the green and blue border areas as per the Mission mandate and the Description of the Action.
- Plan and organise the work of the Field Office personnel, determine tasks and work plans and monitor results, decide on work schedule and shifts.
- Ensure compliance with the Code of Conduct/Standard Operating Procedures/Standard Administrative Procedures and instructions issued by EUBAM Headquarters.
- Oversee planning and implementation of transfer of skills through on-the-job training and support given by the EUBAM field personnel to the operational customs or border guards partner services in a live working environment.
- Ensure pro-active advice and support by the EUBAM field personnel to the partner services, pursuant to the provisions of the Moldovan and Ukrainian legislation, in line with rules/regulations of the EU, the best practices of EU member states and EUBAM instructions.
- Prepare weekly and ad hoc reports (situation reports, incident reports).
- Provide support to Mission's specific operational activities (such as investigations or analysis).
- Facilitate exchange of information between partner services by organising meetings and coordination of joint activities at the local level.
- Perform any other tasks as assigned.

### Main outputs/deliverables:

- Management of the Field Office through supervision of seconded experts and national personnel.
- Overall responsibility for planning and implementation of monitoring and support activities of the Field Office (as per EUBAM action plan).

- Pro-active, relevant and accurate transfer of skills through on-the-job training and guidance provided by the Field Office to the partner services within the range of the Field Office (as per EUBAM action plan).

Monitoring and reporting requirements:

The Head of Field Office reports respectively to the Head of EUBAM Office in Moldova/Head of EUBAM Office in Ukraine who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Master's degree in law, economics, social sciences or a related field or Diploma from Police/Customs/Border Police or Border Guard Academy of the same level complemented with minimum ten (10) years of relevant working experience and specialised training.
- Experience as national or international customs or law enforcement official or civil servant of an EU Member State or an EU institution.
- At least ten (10) years of operational experience of border and/or customs controls, of which at least five (5) years at management level.
- Experience with customs/border police/ border guard reform projects/missions in transition or developing countries is an asset.
- Demonstrated ability to decisively build and manage teams in a multinational environment.
- Very good communication and drafting skills.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications).
- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## **2. Customs Expert, Transnistrian Settlement Team, Customs (in Republic of Moldova)**

### Main objectives of the assignment/scope of work:

The Customs Expert works in the Transnistrian Settlement Team under the supervision of the Team Leader / Technical Advisor on Transnistrian Issue. S/he acts a customs advisor and providing background information through research on relevant customs issues; and supports a wide range of initiatives, including the development and implementation of confidence building measures related to the settlement of the Transnistrian conflict. S/he ensures collection of information and data from various sources and prepares analytical products (such as reports and statistics) for the use of EUBAM and various partner institutions.

### Detailed description of activities:

- Within the mandate of the Transnistrian Settlement Team review and assess the flow of information (weekly reports, reports and other internal documents such as advice and recommendations produced by the Field Offices, propose/ take corrective action.
- Provide day-to-day advice to the offices in line with the EUBAM Action Plan and other Mission-wide planning and monitoring activities germane to Transnistria and other related matters.
- Contribute to Transnistria-related transport, customs, and trade issues through the development of technical analysis/advice and proposals.
- Conduct search and carry out analysis of the customs/fiscal regulations (including FEZ and Value Added Tax systems) of the Republic of Moldova (including Transnistria) and Ukraine in compliance with relevant EU regulatory framework and the EU-MD and EU-UA Association Agreements/ DCFTA.
- Contribute to drafting regular reports (weekly, monthly, annual, activity progress,) and ad hoc reports (incident, thematic, special including recommendations).
- Perform other tasks as assigned.

### Main outputs/deliverables:

- Advice to Field Offices/ EUBAM Office in Moldova as per EUBAM action plan.
- Planning and coordination of operational activities with the involvement of Field Offices/ EUBAM Office in Moldova in the areas germane to Transnistria-related matters (as per the EUBAM action plan).
- Analysis with a view to identifying needs for improvements in the field of customs issues in Ukraine and Republic of Moldova in relation to specific areas of the EU-Moldova and EU-Ukraine Association Agendas (as per the EUBAM action plan).
- Conceptualisation of projects or activities related to the settlement of the Transnistrian conflict, through technical proposals for overcoming differences and issues in the transport, customs, and trade spheres.

### Monitoring and reporting requirements:

The Customs Expert reports to the Team Leader / Technical Advisor on Transnistrian Issue who is responsible for the appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Active customs official of an EU Member State with Minimum of ten (10) years of experience customs control or customs procedures experience.
- International experience with customs/border police reform projects in developing countries is an asset.
- Excellent communications, interpersonal and drafting skills.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications).
- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

### **3. Border Control, Border Guard/Border Police (in Republic of Moldova or Ukraine)**

#### Functions (indicative):

- Provide pro-active advice and support to the partner's border guard/border police services in the practical working environment on the basis of relevant Moldovan/Ukrainian legislation.
- Assist and advise partner services in the implementation of more effective border checks in order to combat cross border crime.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices on development of jointly operated border crossing points and one-stop-shop controls.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices, including profiling and other risk assessment tools, and use of special equipment, etc.
- Assist and advise partner services in the prevention, detection, and investigation of cross-border crime as well as in the prevention of corruption.
- Provide on the job training on a daily basis to the Moldovan/Ukrainian border police/ border guard officials in a live work environment.
- Support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Contribute to regular reporting.

#### Selection criteria/requirements:

- Active border police/border guard official of an EU Member State at the operational or tactical level.
- Professional experience (minimum six (6) years) with at least three (3) recent years' experience in a Border Police/Border Guard Service (border checks).
- Investigative experience, especially in cross-border crimes such illegal trafficking of arms, ammunition, chemical biological, radiological and nuclear (CBRNe) materials, drugs smuggling, tobacco products smuggling, document crime, motor vehicle crime, etc.
- Practical experience in management or design of jointly operated border crossing points, including the application and implementation of the IBM concept, one-stop-shop controls and /or experience in the Schengen accession process.
- Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials will be an asset.
- Previous involvement in capacity building projects will be an asset.
- Being a certified Schengen evaluator will be an asset.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.

- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.



#### **4. Customs Control, Customs (in Republic of Moldova or Ukraine)**

##### Functions (indicative):

- Provide pro-active advice and support to the partner's customs services in the practical working environment on the basis of relevant Moldovan/Ukrainian legislation.
- Assist and advise partner services in the creation of a more effective customs control and to assist in combating cross border crime.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices, including profiling and other risk assessment tools, and use of special equipment, etc.
- Provide on-the-job training on a daily basis to the Moldovan/Ukrainian customs officials in a live work environment.
- Support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Improve operational effectiveness of partner services through transfer of skills and EU best practices on development of jointly operated border crossing points.
- Assist and advise partner services in the prevention, detection and investigation of Customs and VAT fraud, cross-border smuggling of goods, trafficking of drugs, tobacco, weapons, IPR infringements, motor vehicle crime as well as in the prevention of corruption.
- Contribute to regular reporting.

##### Selection criteria/requirements:

- Active customs official of an EU Member State at the operational or tactical level.
- Professional experience (minimum 6 years) in a Customs Service (customs control).
- Previous involvement in capacity building projects will be an asset.
- Investigative experience, especially in cross-border violations such as CU and VAT fraud, CU undervaluation, drugs smuggling, tobacco product smuggling, weapons smuggling, IPR infringements, motor vehicle crime etc.
- Practical experience in risk profiling and control of illegal trafficking of weapons and ammunition as well as nuclear materials will be an asset.
- Operational experience at road and rail Border Crossing Points or border operations.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Practical experience with implementation of the IBM concept.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.

- Experience in using non-intrusive inspection technologies (x-ray devices).
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 5. Risk Analysis, Border Guard/Border Police (in Republic of Moldova or Ukraine)

### Functions (indicative):

- Observe and evaluate the collection, treatment, assessment, and dissemination of information by partners services and to provide initial advice for tactical risk analysis.
- Provide training at the operational level on risk analysis including the development of cross border crime threat assessments, collection, and treatment of information, use of risk profiles and selectivity as well as profiling of passengers and means of transport.
- Improve and strengthen the functioning of risk analysis units at operational level in order to support and enhance their sustainability, which will have influence on the interaction between strategic, operational, and tactical levels.
- Help establish risk analysis profiles, basic tools and operational planning models taking into account the specifics of the working location at which border control is exercised, in order to ensure that effective control of all persons at the border is based on the use of proper risk analysis.
- Assist in sharing and exchanging information within and between all authorities involved in border management (i.e. customs and police).
- Support the EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Liaise with all relevant partners within the area of responsibility.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active border police/border guard or law enforcement official of an EU Member State or an EU institution.
- Professional experience (minimum 6 years) in a border police/ border guard service and a minimum of 3 recent years in the areas of risk analysis and border police/border guard or police analysis, including analysis of cross-border trafficking, etc.; excellent knowledge of latest developments in the EU in this regard.
- Familiarity with the EU Acquis Communautaire on border management and the Common Integrated Risk Analysis Model (CIRAM).
- Experience in planning and delivery of training in risk analysis information management or data mining.
- Fluency in working with data analysis and research software used by border services.
- Respect of confidentiality clauses regarding any sensitive/confidential information, which could be received or handled in the exercise of the duties.
- Very good drafting skills.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.

- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications) and experience in the usage of office equipment. Experience with data analysis and research software, preferably, i2 Analyst's Notebook.
- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 6. Risk Analysis, Customs (in Republic of Moldova or Ukraine)

### Functions (indicative):

- Observe and evaluate the collection, treatment, assessment, and dissemination of information by partner services, and to provide initial advice for tactical risk analysis.
- Provide training at the operational level on risk analysis including the development of cross border crime threat assessments, collection, and treatment of information, use of risk profiles and selectivity as well as profiling of passengers and means of transport.
- Improve and strengthen the functioning of risk analysis units at operational level in order to support and enhance their sustainability, which will have influence on the interaction between strategic, operational, and tactical levels.
- Help establish risk profiles at the operational level, taking into account the economic situation in the region concerned for each location at which customs control is exercised, in order to ensure that selectivity of customs examination is based on the use of proper analysis of risk involved.
- Liaise with all relevant partners within the area of responsibility in order to help, support and advise their local risk analysis units in any issues dealing with the analysis of information.
- Assist in sharing and exchanging information within and between all authorities involved in border management (i.e. border guards and police).
- Support EUBAM HQ based activities in accordance with the Action Plan at local and field level.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active customs official of an EU Member State, an EU institution.
- Professional experience (minimum 6 years) in a Customs Service and a minimum of 3 recent years in the areas of risk analysis and customs analysis, including analysis of cross-border crimes, etc.; excellent knowledge of latest developments in the EU in this regard.
- Fluency in working with data analysis and research software used by customs.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Very good drafting skills.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications) and experience in the usage of office equipment. Experience with data analysis and research software, preferably, i2 Analyst's Notebook.

- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## **7. Mobile Units, Border Guard/Border Police (in Republic of Moldova or Ukraine)**

### Functions (indicative):

- Assist the partner services in the development of mobile units, their management, and operational activities.
- Assist and advise on mobile units' activities in developing their capacity building and more effective operational activities
- Provide mentoring for mobile units in order to transfer skills and knowledge on the concept of mobile unit operations (e.g. concept of target location selection, understanding of the need for targeted operations, the components of selectivity, concept of threat assessment and selectivity as applicable to mobile groups, etc.)
- Provide on-the-job training on daily basis to enhance the skills of members of mobile units in order to promote a more effective border control, joint patrolling and surveillance regime focusing on the practical use of mobile teams.
- Improve the operational effectiveness of mobile units through transfer of skills and good practices, including operational planning of profiling and other risk assessment techniques, use of special equipment, etc.
- Provide advice and recommendations in order to support the border police/ guard service in its practical working environment on the basis of relevant Moldovan/ Ukrainian legislation including the development of standard operational procedures (SOPs) between the UASBGS and UASFS or MDCS and MDBP, respectively, on inter-agency mobile groups.
- Provide assistance and advice to the mobile units in the identification of cross-border crimes as well as in the prevention of corruption.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active border police/border guard official of EU Member States at the operational or tactical level.
- Professional experience (minimum 6 years) in a Border Guard/Police Service and a minimum of 3 recent years in mobile units operations; middle management experience in mobile units will be an asset.
- Knowledge and practical experience in vehicle searching techniques, different ways of combating illegal immigration and other cross border crime, experience as a mentor will be an asset.
- Experience in Schengen Acquis, national border guard/police law and regulations.
- Previous involvement in management capacity building projects will be an asset.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.

- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.



## 8. Mobile Units, Customs (in Republic of Moldova or Ukraine)

### Functions (indicative):

- Assist the partner services in the development of mobile units, their management, and operational activities.
- Assist and advise on mobile units' activities in developing their capacity and more effective operational activities.
- Provide mentoring for mobile units in order to transfer skills and knowledge on the concept of mobile unit operations (e.g. concept of target location selection, understanding of the need for targeted operations, the components of selectivity, concept of threat assessment and selectivity as applicable to mobile groups, etc.).
- Provide on-the-job training on a daily basis to enhance the skills of members of mobile units, in order to promote more effective border controls, joint patrolling and surveillance regime focusing on the practical use of mobile teams.
- Improve the operational effectiveness of mobile units through transfer of skills and good practices, including operational planning of profiling and other risk assessment techniques, use of special equipment, etc.
- Provide advice and recommendations in order to support the customs service in the practical working environment on the basis of relevant Moldovan/ Ukrainian legislation including the development of standard operational procedures (SOPs) between the UASBGS and UASFS or MDCS and MDBP, respectively, on inter-agency mobile groups.
- Provide assistance and advice to the mobile units in the identification of cross-border crimes as well as in the prevention of corruption.
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active customs officials of an EU Member State at the operational or tactical level.
- Professional experience (minimum 6 years) in a Customs Service and a minimum of 3 recent years in mobile units operations; middle management experience in mobile units will be an asset.
- Knowledge and practical experience in vehicle searching techniques, different ways of combating smuggling of goods, experience as a trainer will be an asset.
- Experience in customs code, national customs law and regulations.
- Previous involvement in management capacity building projects will be an asset.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.

- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- National certificate of no criminal record.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 9. Sea Port / Airport, Customs (in Republic of Moldova or Ukraine)

### Functions (indicative):

- Assist the customs service in the development of control functions and relevant methodologies at seaports/airports.
- Assess the institutional capacity of the customs port and airport authorities, and to assist it in its development, as well as providing advice during the implementation of given recommendations.
- Assist customs in liaising with the port and other control authorities in the ports/airports.
- Mentor on enhancing related skills.
- Provide advice in the practical working environment.
- Improve operational effectiveness with the transfer of skills and EU best practices, use of special equipment, etc.
- Assist and advise in the identification, targeting and selection of smuggling of goods, drugs, customs fraud and other cross border crimes.
- Advise on the specifics of the control of:
  - ✓ containers, ships and related documents (ports);
  - ✓ general airfreight and courier and express parcel consignments and related documents (airports).
- Contribute to regular reporting.

### Selection criteria/requirements:

- Active customs official of an EU Member State at the operational level.
- Professional experience, minimum six (6) years in a Customs Service (customs control) and a minimum of three (3) recent years spent at sea ports/airports.
- Previous involvement in capacity building projects will be an asset.
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties.
- Previous international experience and specifically, participation in border management reform projects in third countries will be an asset.
- Experience in operating non-intrusive inspection equipment (scanners, X-ray) will be an asset.
- Strong interpersonal, communication and presentational skills, and the ability to work effectively in a multicultural environment.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- National certificate of no criminal record.

- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.