

**JOB DESCRIPTIONS OF EUBAM CORE SECONDED EXPERTS  
JULY 15, 2023**

1. Planning, Analysis and Coordination Expert, Customs or Border Guard/Police, Planning, Analysis and Co-ordination Office (in Ukraine)
2. Crime Investigation Analyst, Customs or Border Guard/Police (in the Republic of Moldova)
3. Border Control and Border Management Expert, Border Guard/Police (in Ukraine)
4. Customs Expert, Transnistrian Settlement Team, Customs (in the Republic of Moldova)

## **1. Planning, Analysis and Coordination Expert, Customs or Border Guard/Police. Planning, Analysis and Co-ordination Office (in Ukraine)**

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

Planning, Analysis and Coordination Expert works in the Planning, Analysis and Co-ordination Office under the supervision of the Head of Planning, Analysis and Co-ordination Office/Officer in Charge of EUBAM (Head of PACO/OiC) and is responsible for collection of information and data from various sources and preparation of analytical products (such as reports and statistics) for the use of EUBAM and various partner institutions. In particular, s/he will ensure effective collecting of information and data related to customs and law enforcement matters and prepare regular contextual and analytical products in this regard.

Planning, Analysis and Coordination Expert respects confidentiality clauses regarding any sensitive and confidential information, which s/he obtains or accesses in connection with the activities.

### Detailed description of activities:

- Collect data and information from internal (Field Offices, and other sections) and external sources such as partner services, international organisations (FRONTEX, Europol, Interpol) and open sources.
- Ensure information flows and share information within the EUBAM and with partner services involved in risk management.
- Analyse data and information received from the EUBAM units and partner services using wide selection of research tools with the objective to solicit findings and observations.
- Analyse data and information received from the Field Offices and partner services using a wide selection of research tools with the objective to solicit findings and observations.
- Support development of responses to trends and findings to partner services within the framework of EUBAM objectives.
- Contribute to drafting regular (weekly, monthly, annual) and ad hoc reports (incident, thematic, special).
- Compile and formulate statistical information on results of EUBAM activities.
- Contribute to the development of EUBAM's and partner services analytical capacity by advising partner services and developing/conducting training.
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Reliable and accurate analytical outputs on border police/guard and customs analysis formulated for the use of EUBAM and partner services (as per EUBAM Action Plan).
2. Timely inputs annually to periodic and ad hoc reports for use of EUBAM and partners produced (as per EUBAM Action Plan).
3. Advisory in customs/law enforcement related data collection and analysis formulated and delivered to partner institutions (as per EUBAM Action Plan).

### Monitoring and reporting requirements:

Planning, Analysis and Coordination Expert reports to the Head of PACO/OiC 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 (or equivalent), preferably in law, economics, social sciences or a related field or Diploma from Police/Customs/Border Police/ Border Guard Academy of the same level complemented with minimum 10 years of relevant working experience and specialised training.
- Experience as national or international law enforcement official or civil servant of an EU Member State or an EU institution.
- At least 10 years of operational experience in law enforcement/border or customs services, including analysis of cross-border trafficking in drugs, human beings, smuggling and economic fraud patterns, etc.
- Previous international experience with customs/border police reform projects in transition/developing countries is an asset.
- 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). Experience with data analysis and research software, preferably Analyst Notebook (i2).
- National certificate of no criminal records.
- 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. Crime Investigation Analyst, Customs or Border Police/Border Guard (in the Republic of Moldova)**

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

Crime Investigation Analyst works in the EUBAM Office in Moldova (EOM) under the supervision of the Head of EOM and is responsible for collection of information and data from various sources and preparation of analytical products for the use of EUBAM and various partner institutions. In particular, s/he will ensure effective collecting of information and data related to law enforcement matters and prepare regular contextual and analytical products in this regard.

Crime Investigation Analyst respects confidentiality clauses regarding any sensitive and confidential information, which s/he obtains or accesses in connection with the activities.

### Detailed description of activities:

- Collect data and information from internal (Field Offices, and other units) and external sources such as partner services, international organisations (Frontex, Europol, Interpol) and open sources.
- Analyse data and information received from the EUBAM units/field offices and partner services using wide selection of research tools with the objective to solicit findings and observations (on criminal phenomena and individual cases) for use of investigative and tactical/operational levels of partner services.
- Provide support and advice to the criminal investigation of significant cases related to the Moldovan-Ukrainian state border and led by Moldovan and Ukrainian competent partner services and law enforcement agencies.
- Formulate and draft ad hoc reports, e.g., special reports including recommendations for the Moldovan and Ukrainian partner services and law enforcement agencies in area of investigation of organised crime.
- Support development of operational responses to trends and findings to partner services within the framework of EUBAM objectives.
- Contribute to drafting periodic and ad hoc operational, analytical products (reports, briefings, presentations, evaluations, write-ups).
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Reliable and accurate analytical outputs on criminal investigations formulated for use of EUBAM and partners services (as per EUBAM Action Plan).
2. Timely inputs annually to periodic and ad hoc reports for use of EUBAM and partners produced (as per EUBAM Action Plan).
3. Advisory in customs/law enforcement related data collection and analysis formulated and delivered to partner institutions (as per EUBAM Action Plan).

### Monitoring and reporting requirements:

Crime Investigation Analyst reports to the Head of EOM 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 (or equivalent), preferably in law, economics, social sciences, and international relations.
- Experience as national or international official or civil servant of an EU Member State or an EU institution.
- At least 8 years of operational experience of criminal investigations of which a minimum of 4 years of professional experience in criminal investigation analysis, including analysis of customs/fiscal and/or cross-border trafficking in drugs, human beings, smuggling and economic fraud patterns, etc.
- Previous international experience with customs/border police reform projects in transition/developing countries is an asset.
- 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). Experience with data analysis and research software, preferably Analyst Notebook (i2)
- National certificate of no criminal records.
- 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 and Border Management Expert, Border Guard/Police (in Ukraine)**

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

The Border Control and Border Management Expert works in EUBAM Office in Ukraine (EOU), under the supervision of the Head of EOU and is responsible for providing consultancy and practical support to the partner services of the Moldovan and Ukrainian Border Police/Border Guards and other services in achieving effective integrated border management practices and procedures that reflect EU standards and best practices.

As an overriding objective, the post holder will seek in all activities to maximize the opportunities to empower partners and to transfer ownership and responsibility to them.

#### Detailed description of activities:

- Provide advice and support to partner services in the development and implementation of strategies related to Integrated Border Management.
- Provide advice and support on the introduction of systems for exchanging personal data that is compliant with national legislation and EU standards.
- Coordinate EUBAM activities with EU initiatives and projects, e.g., Eastern Partnership Flagship Initiative on IBM, EU projects on improvement of the technical facilities of EUBAM partners, etc.
- Provide advice and support to partner services in the implementation of the Visa Liberalization Action Plan.
- Follow up on developments of the Schengen Regulations in order to provide updated advice to the partner services.
- Facilitate the development and implementation of joint/shared border crossing points along the Ukraine/Moldovan border.
- Provide technical advice to facilitate agreements between the Republic of Moldova and Ukraine on border-related issues.
- Advise and assist EUBAM Field Offices in the implementation of all aspects related to the Integrated Border Management along the Moldovan/Ukrainian border.
- Perform other tasks as assigned.

#### Main outputs/deliverables:

1. Providing written advice and recommendations to partner services on issues of legislation, procedures, plans and policies (as per EUBAM Action Plan).
2. Delivering written reports under established EUBAM planning and monitoring procedures (as per EUBAM Action Plan).
3. Providing technical support when required to assist other members of EUBAM in the achievement of their objectives (as per EUBAM Action Plan).

#### Monitoring and reporting requirements:

The Border Control and Border Management Expert reports to the Head of EOU. The Head of EOU is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and oral briefs.

Selection criteria/requirements:

- Active border police/border guard official of an EU Member State with operational experience in border police/border guard matters.
- At least 8 years of operational experience in border police/border guard activities.
- In-depth knowledge of the EU concepts and strategies in the border police/border guard field.
- Experience with the application of EU standards and best practices on border control, the Schengen Border Code of the Community, the Integrated Border Management concept, and other relevant policies.
- 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.
- Experience with customs/border management projects in transition/developing countries is an asset.
- Good communications 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.



#### **4. Customs Expert, Transnistrian Settlement Team, Customs (in the 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 as 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:

1. Advice to Field Offices/ EUBAM Office in Moldova as per EUBAM Action Plan.
2. 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).
3. 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).
4. 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 10 years of experience in customs control or customs procedures.
- International experience with customs/border police reform projects in developing countries is an asset.
- Good 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.