

EUROPEAN EXTERNAL ACTION SERVICE

**Annex 1 – Requirements and Job Descriptions**

European Union Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah) 3-2021 Call for Contributions				
Organisation:	EUBAM Rafah			
Job Location:	Ramat Gan – Israel			
Employment Regime:	As indicated below			
	Ref.:	Name of the Post:	Location:	Availability:
Job Titles/ Vacancy Notice:	Seconded (1)			
	OPS 05	Border Police Expert	Ramat Gan	2.11.2021
	Seconded/Contracted (1)			
	CIS 01	IT Officer	Ramat Gan	ASAP*
Deadline for Applications:	Monday 27 September 2021 at 17:00 hours (Brussels time)			
Application must be submitted via:	https://goalkeeper.eeas.europa.eu/registrar/web			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Ms Katriina Lilloiva</p> <p style="text-align: center;"><u>cpcc.eupolcoppss@eeas.europa.eu</u></p>			

* Due to the extra-ordinary conditions related to the COVID-19, the foreseen deployment date is considered as tentative, and can be amended

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

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 another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUBAM Rafah, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The 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. They shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, 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 tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Essential Requirements

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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job descriptions:

Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language Skills ² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

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

Organisational Skills – The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

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

¹ <https://ec.europa.eu/ploteus/content/descriptors-page>

² [Common European Framework of References for Languages](https://ec.europa.eu/ploteus/content/descriptors-page)

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B / C or C1 driving license and experience driving vehicles with manual transmission). 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.

II. B. Desirable Requirements

Knowledge of the Mission areas – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and knowledge of the police, judiciary and governmental structures.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence - Category B/C or C1 driving license and experience driving vehicles with manual transmission

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The selected candidates must have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Education diploma(s)/certificate(s) and/or professional certificate(s) – The selected international contracted candidates must have and present to the mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up the duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCL 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. As temporary measure and while the COVID-19 pandemic persists, Missions will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

The CivOpsCdr and the Heads of Mission reserve the right to reject the recruitment/deployment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

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

Application Form – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form in Annex 2.

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 video call/phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member State will bear any related costs.

N.B - 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.

Training – The selected candidates should complete Missionwise and SAFE³ modules before deployment.

³ <https://webgate.ec.europa.eu/eeas/security-e-learnings>

Pre-Deployment Training (PDT) – The Candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection - The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the [EEAS website](#).

V. 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 Operational Plan (OPLAN).

Position Name: Border Police Expert	Employment Regime: Seconded	
Ref. Number: OPS 05	Location: Ramat Gan	Availability: 02.11.2021
Component/Department/Unit: Operations Section	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To build and maintain operational contacts on appropriate relationships with relevant local counterparts, with parties and international key stakeholders as per Border issues;
- 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 collect and collate statistics about the workload/performance of local counterparts;
- To maintain, update and refine all operational plans and induction trainings on Border Police and on Integrated Border Management (IBM) sector;
- To participate in working groups and meetings on Border Police issues;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress; to collaborate in the preparation of other documents/presentations for HoM and IBM Expert, in particular related to Border Police Operations.
- To assist and support the HoM in the event of RCP re-opening and the IBM Expert for the implementation of projects on Border Police matters;

3. General and Responsibilities:

- To liaise closely with other Senior Advisers and/or Advisers as appropriate;
- To ensure compliance with instruction/direction from Mission management;
- To create and maintain databases with relevant information regarding Border matters;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 5 years of relevant professional experience in the field of Border Management/Intelligence procedures, checks and controls, after having fulfilled the educational requirements;
- Experience in designing and implementing training course and training modules at different levels of responsibility and in different areas of expertise including Border Management and intelligence.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, train and motivate local counterparts;
- Extensive knowledge of Border Management/Intelligence;
- Ability to establish priorities, to plan and coordinate own work;
- Ability to work in a multi-cultural, multi-ethnics environment with sensitivity and respect for diversity;
- Ability to draft readouts, notes, reports, correspondence and presentations;
- Ability to collect and analyse information.

6. Desirable Qualifications and Experience:

- Experience to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Security Sector Reform concepts and practices especially in the Mission Area;
- Very good in written and spoken English and especially proven abilities in report writing;
- Knowledge of Arabic and/or Hebrew would be an asset.

Position Name: IT Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: MSML
Ref. number: CIS 01	Location: Ramat Gan	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The IT Officer reports to the Head of Administration and Finance (HoAF).

2. Main Tasks and Responsibilities:

- To provide service and technical IT reporting to the HoMS;
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of IT services;
- To develop and maintain processes of IT 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 provide technical support for IT-network and information systems, including Wi-Fi links, Local Area Network, radio communications and client applications and server systems in a Microsoft oriented environment;
- 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 manage and maintain telecommunication systems in the Mission HQ;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To provide training and support for all end user computer related issues;
- To identify IT requirements, prepare requests for replenishment and procurement proposals, and assist in the drafting of technical specifications for IT related services;
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Mission Administration.

3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

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 Information Technology, Computer Science, Communications, Engineering or other related fields; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Professional experience in the daily operation of IT systems;
- Knowledge and professional experience in the specification, development and implementation of operational processes in the IT field;
- Experience in administering Active Directory, Microsoft Exchange, and Microsoft SharePoint. Experience with Microsoft Teams/Skype-for-Business.
- Experience with high-availability configurations and solutions;
- Expert level of problem solving and analytical ability to analyze IT systems configurations;
- Professional experience in one or more of the following domains: network administration, firewall administration, system administration, database administration, web server administration, system monitoring administration;
- English language skills on proficient level.

6. Desirable Qualifications and Experience:

- Experience in the daily management of Microsoft Office 365 services and/or Microsoft Azure;
- Experience in technically supporting radio communication hardware (digital VHF / HF);
- Experience in technically supporting VSAT systems as also satellite telephony;
- Project management skills and practical experience with project management tools;
- International experience, particular in crisis areas with multi-national and international organizations.

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;
- Network / system administrator experience in possession of some relevant certified certificates; (A qualification in combination of relevant Microsoft certifications (e.g. MCSA Windows Server 2008/2012, SQL Server 2012; MCSE Server Infrastructure, Exchange Server, SharePoint Server, SQL Server) would be a distinctive asset;
- A combination of other relevant industry certification including: IT service management (e.g. ITIL V3/Foundation/Practitioner); project management (PMP, PRINCE2); and Cisco certifications would be also a strong asset.