



Annex 1 – Requirements and Job Description

1-2021 CRT CALL FOR CONTRIBUTIONS FOR THE EUROPEAN UNION INTEGRATED BORDER MANAGEMENT ASSISTANCE MISSION IN LIBYA (EUBAM LIBYA)

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|---------------------------------------|-------------------------------------|-------------------------|-----------------|---------------------|
| Organisation: | EUBAM Libya | | | |
| Job Location: | Tripoli, Libya | | | |
| Availability: | ASAP | | | |
| Staff Regime: | Seconded | | | |
| Job Titles/ Vacancy notice | Ref. | Name of the post | Location | Available on |
| | <u>Seconded</u> (1 position) | | | |
| | N/A | Medical Adviser | Tripoli | ASAP |

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| Deadline for applications: | Monday, 9 August 2021 at 17:00 CEST (Brussels time) |
| E-mail address to send the Job Application Form: | 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>Ms Ellen Harmsen CPCC.CRT@eeas.europa.eu +32 2 384 2209</p> |

EUBAM Libya in its Headquarters in Tripoli has a High Risk Non-Family Mission status. For security purposes, Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member 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 Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended. As a rule

there is no leave included during CRT deployments. Any leave will be considered as interruption of service, all travel costs related to the leave must be borne by the sending EU Member State or by the expert.

Tour of Duty – The initial duration of the deployment should be of 3 months, with a possible extension.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert position, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

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 have Citizenship of an EU Member State.

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

Flexibility and Adaptability – In case of deployment to a (future) Mission area, 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 CPCC, as required by their hierarchical superior.

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 as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

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

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts for all Job Descriptions:

1. Education and Training

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

Training – The candidates must have undergone ‘Missionwise’ e-SAFE² modules as well as be certified for Hostile Environment Awareness Training (or a refresher course) not more than three years ago.

2. Skills and abilities

Language Skills³ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

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.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent).

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

II.B Desirable 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 and Experience of SSR - The candidates should be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Driving Licence - Category C or equivalent Driving License.

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

² <https://webgate.ec.europa.eu/eeas/security-e-learning>

³ [Common European Framework of References for Languages](#)

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 – EU Member States and the selected candidate must ensure that visas are obtained for entry into Mission areas 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 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. 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. As temporary measure and while the COVID-19 pandemic persists, Mission will request an extensive medical examination taking into 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 Head of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in the civilian CSDP Mission.

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

IV. ADDITIONAL INFORMATION

Selection Process – The candidates considered to be most suitable will be shortlisted and interviewed by phone or VTC by the CPCC/EUBAM Libya before the final selection is made.

Information on the Outcome – Member States will be informed about the outcome of the selection process after its completion, by Mid-August 2021.

Data Protection – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals 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. [Privacy Statement](#).

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| Position: Medical Adviser | Employment Regime: Seconded/Contracted | |
| Ref. number: N/A | Location: Tripoli, Libya | Availability: ASAP |
| Component/Department/Unit: Security & Duty of Care Department/Medical Unit | Security Clearance Level: EU Confidential | Open to Contributing Third States: NO |

1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer

2. Main Tasks and Responsibilities:

- To assist and advise the HoM, Senior Mission Security Officer and Head of Mission Support on all medical/welfare matters, including on the development of a Mission's medical service;
- To develop, organise and monitor the provision of primary care and Basic Life Support to the Mission;
- To co-ordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members and to liaise with Finance and Human Resources on certified sick leaves, uncertified sick leaves – both in and out of theatre;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the Mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To co-ordinate and perform Medical Briefings and Basic Life Support Training for all incoming Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To keep a database on all accidents, incidents and recorded illnesses – and ensure compliance with data protection for sensitive data – in conformity with doctor patient confidentiality;
- To undertake any other related task as requested by the Line Manager(s);
- To organise and deliver basic medical services to the Mission's staff in the Mission's premises;

- To provide advice and guidance to Mission staff on the specific Libyan environment and to ensure Memorandum of Understanding, Contingency and Emergency plans are updated and usable;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To assess on regular basis existing in- and outpatient medical treatment facilities (MF) both of the local health services and other and regularly issue and updated list of available MTF in the areas of operation;
- To be responsible for all budget lines under the Medical unit -both being investments for equipment as well as the generic running expenditure -including but not limited to pharmaceuticals, pharmacy in general, medical kits, trauma bags, etc.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies in medicine 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 Medicine; OR Registered Nurse Bachelor's in Nursing with minimum specialisation in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care, AND License to practise medicine from a recognised Medical School;
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience as follows:
 - a minimum of 3 years of clinical experience, e.g. A&E (Acute and Emergency) or Pre-hospital or Anaesthesia/Intensive Care or Primary Care
 - a minimum of two years of relevant professional experience in the field of medical planning and administrative procedures
- The candidate must be able to provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent national authority.

5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of emergency medicine;
- Knowledge of tropical medicines.

6. Desirable Qualifications and Experience:

- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS) course;
- International medical experience, particularly in crisis areas or in CSDP Missions with multi-national and international organisations;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Experience in CSDP Missions.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of the Mission area and potential health threats;
- High resilience under stress;
- Knowledge of Arabic is an asset.