

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 2-2024 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Integrated Border Management Assistance Mission in Libya			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (13)</u>			
	LIBHM05	Human Rights Adviser	Tripoli/Libya	15 June 2024
	LIBHM08	Reporting Officer	Tripoli/Libya	ASAP
	LIBHM15	Head of Planning, Evaluation and Reporting Office	Tripoli/Libya	ASAP
	LIBHM19	Head of Project Cell	Tripoli/Libya	ASAP
	LIBHM26	Migration Adviser	Tripoli/Libya	ASAP
	LIBOP26	Border Technology Adviser	Tripoli/Libya	ASAP
	LIBOP34	Border Land and Air Adviser	Tripoli/Libya	ASAP
	LIBOP35	Border Training Adviser Land and Air	Tripoli/Libya	ASAP
	LIBOP42	Border Training Adviser on Organised Crime	Tripoli/Libya	ASAP
	LIBOP43	Border Training Adviser on Counter Terrorism	Tripoli/Libya	ASAP
	LIBOP44	Senior Integrated Border Management-Interoperability Adviser	Tripoli/Libya	ASAP
	LIBSE04	Mission Security Officer	Tripoli/Libya	18 August 2024
	LIBSE07	Medical Adviser	Tripoli/Libya	ASAP
	<u>Seconded/Contracted (2)</u>			
	LIBHM28	Human Resources Officer	Tripoli, Libya/ Tunis, Tunisia	01 June 2024
LIBSE10	Medical Adviser	Tripoli/Libya	ASAP	

Deadline for applications:	Friday, 7 June 2024 at 17:00 (Brussels time)
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Jaroslaw WÓJCIK eeas-cpcc-libya@eeas.europa.eu +32 (0)2 584 3766</p>

Low and/or Medium Risk Non-Family Mission

EUBAM Libya currently bears a Medium Risk Non-Family Mission status. The Mission Headquarters is in Tripoli. For security purposes, international Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission. As such, the Mission takes no responsibility for family members of international mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

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, including 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.

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 12 months.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUBAM Libya, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected 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 – 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 – 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.

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

II. REQUIREMENTS

II.A Essential requirements

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

Physical and mental health – 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 seconded/contracted 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.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

Knowledge – 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 – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified

in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving skills – 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 general conditions may result in repatriation/termination of the secondment/contract.

II.B Desirable requirements

Knowledge of the Mission area – 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, as applicable.

Knowledge and experience of Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing 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 on route to the Mission.

The Mission initiates the visa procedure for Libya for the selected candidates. If they could not obtain a Libyan visa before deployment, the EU citizens shall get to Tunis, they are allowed to stay in the country for 3 months. Before arriving in Tunis, the Mission will apply for Libyan visa through the Libyan Ministry of Foreign Affairs in Tripoli, to be collected at Libyan Embassy in Tunis. Supporting documents will be requested (i.e. scan copy of passport, Libyan visa application form).

The issuance of a Libyan VISA can be a lengthy process, which is beyond the Mission's control. This means that it can have a financial impact on the salaries (lower per diem and hardship allowances) of

those selected candidates who would be temporarily stationed in Tunis until their visa (or equivalent) is issued and they could be redeployed to Tripoli.

Education diploma(s)/certificate(s) and/or professional certificate(s) – 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 their duties.

Required Personnel Security Clearance (PSC) – 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 European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/booklet of vaccination – 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 Area of Operation of the Mission.

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be 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 Heads of Mission reserve the right to reject the recruitment 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 requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

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 dedicated application form returned in Word format.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

Information on the outcome – Contributing 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 e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

HEAT (Hostile Environment Awareness Training) is currently strongly recommended for Libya. The candidate should have undergone a certified 4-5 day long¹ HEAT training **not more than five years ago**.

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, bodies, offices and agencies and on the free movement of such data. 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).

¹ As per the EEAS HEAT policy reference Ares(2021)7649852 - 10/12/2021.

SECONDED POSITIONS

Position Name: Human Rights Adviser	Employment Regime: Seconded	
Ref. Number: LIBHM05	Location: Tripoli, Libya	Availability: 15 June 2024
Component/Department/Unit: HoM Office/Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: YES

1. Reporting Line

The Human Rights Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 Degree; OR equivalent and attested police and/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:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations;
- Excellent knowledge of the English language (level C1 or higher).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and French

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: LIBHM08	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Chief of Staff Office/Planning, Evaluation and Reporting Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Reporting Officer reports to the Head of Planning, Evaluation and Reporting Office.

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 contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports;
- To design and implement a Mission-wide reporting system and procedures.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;

- Political awareness and understanding.
- Excellent knowledge of the English language (level C1 or higher).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic;
- Driving licence C

Position Name: Head of Planning, Evaluation and Reporting Unit	Employment Regime: Seconded	
Ref. number: LIBHM15	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Planning, Evaluation and Reporting reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Unit, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Report compilation, drafting and analytical skills;
- Excellent knowledge of the English language (level C1 or higher).

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and French language.

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. Number: LIBHM19	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Project Cell reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Unit, operational elements and Heads of Unit;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).
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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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Project management skills;
- Good knowledge of the English language.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position: Migration Adviser	Employment Regime: Seconded	
Ref. number: LIBHM26	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office/Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States No

1. Reporting Line:

The Migration Adviser reports to the Head of Mission and is administratively line managed by the Chief of Staff.

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) on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To ensure compliance with instruction/direction from Mission management;
- To support the Mission on regional cooperation activities
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To liaise with international actors fighting Smuggling of Migrants (SoM) and Trafficking in Persons (TiP), as well as with EU Member States and other bilateral projects;
- To liaise and cooperate closely with other EU missions and International Community actors, as appropriate;
- To contribute to Mission external reporting;
- To contribute to lessons identification.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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/military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional and practical experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Expertise in leading and coordinating multi-thematic and multi-layered efforts;
- Good knowledge of management of border crossings;

- International migration policies;
- Integrated border management concept, nationally and internationally;
- International border management cooperation and protocols;
- Conventions and protocols against transnational organised crime;
- Strong organisational 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 mentor, advise and motivate local counterparts;
- Good knowledge of the English language.

6. Desirable Qualifications and Experience:

- At least 3 years of experience of combating SoM and TiP out of 5 years mentioned above;
- Knowledge about EU JHA and international organised crime policies (in particular on SoM and TiP and their implementation (FRONTEX, EUROPOL, EASO, UNODC, INTERPOL));
- Ability to demonstrate political and diplomatic acumen.

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;
- Knowledge of French and Arabic;
- Knowledge and experience on institutional reforms.

Position Name: Border Technology Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP26	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations Department/ Border Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Border Technology Adviser reports to the Head of Border Management Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts in a structured manner;
- To support the Mission efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To conduct assessment of the border infrastructures and equipment present at the Libyan Border Crossing Points and the area between the BCP;
- To advise and support Libyan counterparts on development and implementation of new technologies for more effective Libyan Border Crossing Points and to enhance the surveillance of the border between BCP's;
- To ensure timely monitoring and reporting on activities within the field of responsibility as per planning documents, in particular progress/lack of progress;
- To maintain necessary contracts and build relationships with relevant local counterparts;
- To support the Mission in liaising and coordinating with EU institutions and international partners in the field of expertise;
- To ensure compliance with instruction/direction from Mission management;
- To design, plan and deliver projects of borders surveillance system and information technologies;
- Defining technical specifications for the borders' surveillance infrastructures and technologies.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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/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:

- Ability to mentor, advise and motivate local counterparts;
- Ability of designing and delivering training;
- Knowledge of modern technologies to support effective control at the borders;

- Project management skills;
- Mediation skills.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering capacity building activities;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Border land and air Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP34	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Operations Department / Border Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Border land and air Adviser reports to the Head of Border Management Unit.

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 counterparts on the strategic and operational level;
- To support the Mission's efforts to address areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress/lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international actors;
 - To support the Mission in developing regional approach in land and air border management
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To map the international support to Libyan air border and identify areas of complementarity
- To assist the Strategic IBM-Interoperability Adviser on the Libyan Border Security and Management process led by the Libyan authorities, including related capacity building aspects;
- To liaise, with EU, EU Member States and international programs/projects/initiatives in the framework of the EU integrated approach on Libya's IBM capacity building if requested.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of border management and migration protocols and procedures, including relevant acquis communitarian provisions, EU legislation, and best practices, in management of external borders;
- 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 engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Experience in border control checks (examination of travellers and inspection of documents);
- Experience in border surveillance;
- Experience of designing and delivering capacity building activities;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic language;
- Knowledge of Mission area(s).

Position Name: Border Training Adviser land and air	Employment Regime: Seconded	
Ref. number: LIBOP35	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations Department/ Border Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Border Training Adviser land and air reports to the Head of Border Management Unit.

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 counterparts on a strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To support Libyan counterparts in identifying training needs and capacity among Libyan counterparts in the area of land and air border management.
- To support, together with other advisers, the Libyan counterparts in the development of training strategies/policies/plans/curricula/training institutions on land border management (surveillance, criminal intelligence, trafficking/smuggling, as directed by the Line Manager;
- To plan and facilitate Training of Trainers (ToT) for Libyan counterparts in coordination with EU institutions and international partners;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To liaise closely with other Mission horizontal advisers;
- To ensure that Human Rights and Gender perspectives are integrated into training curricula and activities, in accordance with international Human Rights standards and obligations.
- To provide input to the development and regular updating of the MIP in the field of training;
- To plan and conduct Mission direct training activities according to the MIP and the relevant agreed internal and external training curricula;
- To support the Mission in liaising if requested and coordinate with EU institutions and international partners in the field of expertise;
- To support the Mission in developing regional approach in border management;
- To support the Unit's contribution to the Mission's internal and external monitoring and reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To design, plan and deliver trainings to relevant Libyan counterparts' coordination with other Mission's experts;
- To support host state authorities in training data collection.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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:

- Thorough knowledge of land border authorities' tasks related, land and air border control, customs activities, border law enforcement;
- Proven experience in designing and delivering training on land border management;
- Advising skills;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Professional Training Qualification/Certification;
- Professional Training of Trainers (ToT) Qualification/Certification;

6. Desirable Qualifications and Experience:

- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic language;
- Knowledge of Libyan context.

Position Name: Border Training Adviser on Organised Crime	Employment Regime: Seconded	
Ref. Number: LIBOP42	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations Department/ Fight against Border Crimes and Terrorism Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Border Training Adviser on Organised Crime reports to the Head of Fight against Border Crimes and Terrorism Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- 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 as per planning documents;
- 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 Mission horizontal advisers;
- To design and deliver training;
- To establish and develop working relationships with the Libyan partners in charge of fight against organised crime and training;
- To conduct, upon request, review of the Libyan Border and relevant law enforcement agencies involved in fight against cross border crimes structure regarding organised crime;
- To assess the training needs of the Libyan Border and relevant law enforcement agencies in charge of fight against organised crime;
- To elaborate or update a training plan addressing fight against organised crime and adapt it to each Libyan Border and relevant law enforcement agencies;
- To coordinate with EU, EU funded and other relevant international stakeholders any training in fight against organised crime;
- To design and implement specialized training in fight against organised crime for the benefit of Libyan Border agencies and other relevant agencies involved in fight against cross border crimes;
- To contribute if requested to develop curricula in order to implement cooperation programs in the field of organised crime;
- To report to the Head of Fight against Border Crimes and Terrorism Unit on the consistency, complementarity and sustainability of the programs;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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:

- Ability to mentor, advise and motivate local counterparts;
- Expertise acquired within a law enforcement agency of fight against organised crime, including fight against migrant smuggling and Human being trafficking;
- Experience of designing and delivering training;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good knowledge of English language.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering capacity building activities;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Border Training Adviser on Counter Terrorism	Employment Regime: Seconded	
Ref. Number: LIBOP43	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations Department/ Fight against Border Crimes and Terrorism Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Border Training Adviser on Counter Terrorism reports to the Head of Fight against Border Crimes and Terrorism Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To establish and develop working relationships with the Libyan partners in charge of counter terrorism and training;
- To assess the training needs of the Libyan National Team for Counter Terrorism;
- To elaborate or update a training plan addressing counter terrorism and adapt it to the NTCT as well as other Libyan Border and relevant law enforcement agencies involved in counter terrorism;
- To coordinate with EU, EU funded and other relevant international stakeholders any training in the field of counter terrorism;
- To design and implement specialized training in counter terrorism for the benefit of the NTCT and Libyan Border agencies and other relevant agencies involved in counter terrorism;
- To contribute if requested to develop curricula in order to implement cooperation programs in the field of counter terrorism, in particular in coordination with CEPOL, EUROPOL and commission projects;
- To identify the target audience for the training courses;
- To monitor and implement evaluation of the training;
- To report to the Head of Fight against Border Crimes and Terrorism Unit on the consistency, complementarity and sustainability of the programs;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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:

- Ability to mentor, advise and motivate local counterparts;
- Expertise acquired within a counter-terrorism agency pertaining to law enforcement institution, as well as good training skills;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Experience in training the trainers.
- Experience of designing and delivering capacity building activities;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Senior Integrated Border Management Interoperability Adviser	Employment Regime: Seconded	
Ref. number: LIBOP44	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations Department/Border Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Senior Integrated Border Management-Interoperability Adviser reports to the Head of the Border Management Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support as requested, the drafting of the Libyan Border Security strategy and its action plan in coordination with all relevant internal and external actors;
- To advise on operationalising the interoperability between Border Management Agencies internally and externally;
- To provide advice to senior Libyan counterparts which contributes to the interoperability of the law enforcement actors pursuant to the objective of a sustainable border management;
- To be key interlocutor regarding the implementation of the reforms, in close conjunction with all the relevant Libyan authorities and agencies involved in border security, management and trade facilitation;
- Support the coordination and cooperation with relevant regional and international organisations, CSDP missions, as well as third countries and neighbouring countries with a focus on border security and management;
- To ensure that human rights and gender perspectives are integrated into the reforms and into relevant Mission's tasks and activities, policy and plans according with international human rights, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To liaise, if requested by the Head of Unit with EU, EU Member States and international programs/projects/initiative in the framework of the EU integrated approach on Libya's IBM capacity building.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Operational and strategic level expertise within an SSR context, notably on Border Security and Management and IBM
- Extensive knowledge and expertise on border management and security, including on Integrated Border Management (IBM).
- Planning and coordination skills;
- Capacity to analyse and structure information;
- Ability to engage with senior officials/ governmental level decision makers.

6. Desirable Qualifications and Experience:

- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in designing and delivering capacity building activities;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

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 security threats;
- Knowledge of Arabic.

Position Name: Mission Security Officer	Employment Regime: Seconded	
Ref. Number: LIBSE04	Location: Tripoli, Libya	Availability: 18 August 2024
Component/Department/Unit: Security and Duty of Care Department/Medical Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer in the development, implementation and updating of the Mission Security Plan and all supporting security and safety documents, instructions and procedures;
- To assess the security situation and to provide comprehensive reports to the Senior Mission Security Officer on all incidents affecting Mission members;
- To assist the Senior Mission Security Officer in reviewing the security phases;
- To work in close cooperation with the Mission Support Department in matters related to the procurement of security related equipment and services;
- To elaborate in-depth planning and execution of security operations;
- To support in the identification, development, delivery and auditing of security training requirements;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To perform security reviews of personal protective equipment, transport and residences and Mission Offices;
 - To ensure all security and communications equipment is operational and ready to use;
 - To conduct regular security drills, communication tests and evacuation exercises;
 - To provide briefings and presentations to Mission members on matters related to safety and security to ensure staff are prepared for emergencies;
 - To liaise and cooperate with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
 - To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
 - To travel to all Mission areas including high-risk areas as required.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills;
- Knowledge of English language min. B2.

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security;
- Knowledge of Arabic and French.

Position: Medical Adviser	Employment Regime: Seconded	
Ref. number: LIBSE07	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Security and 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 Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To advise the Head of Mission on personal medical information regarding members of the Mission;
- To organise, deliver basic medical services and First Aid to the Mission's staff in the Mission's premises and ensure availability of medical supplies and proper functioning of medical equipment;
- To respond and manage medical emergencies within the Area of operations, ensure prompt and effective response to critical situations and coordinate with emergency medical service, if required;
- To provide health education to employees on various topics, including preventive health measures e.g. vaccinations, lifestyle modifications etc.;
- To collaborate with other health care professionals and medical specialists in the Area of operations for specialist referrals, consultations and further medical investigations;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs;
- To organise/support the use of MEDEVAC capabilities inside or outside the areas of operation;
- To coordinate and perform Basic Life support training besides other medical training as required for all Mission members;
- To regularly assess existing local in- and out-patient Medical Treatment Facilities (MTF) and update the list of available MTF accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To maintain and process accurate medical records and confidentiality of Mission members health information;
- To participate in the drafting and implementation of plans and policies on all medical issues/health matters for the duty station/Mission including incident management and medical emergency evacuation plan;
- To support and participate in the budget preparation regarding medical equipment as well as the generic running expenditure -including but not limited to pharmaceuticals, pharmacy in general, medical kits, trauma bags, etc.;
- To be a permanent member of the security management team.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;

- To have a current license to practice medicine in Europe from a recognised Medical School; The qualification should be in Medicine;
OR
- 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 in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine (Pre-hospital / Acute and Emergency) or Anaesthesia, Intensive Care or Primary Care and related fields;
AND
- A minimum of 4 years relevant clinical experience, e.g. Acute and Emergency or Pre-hospital or Anaesthesia/Intensive Care or Primary Care and related fields, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Fluent written and spoken English language skills;
- Highly resilient and willing to work extra hours when required;
- Knowledge of tropical medicines.

6. Desirable Qualifications and Experience:

- Contract management and procurement procedures;
- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS);
- 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 delivering medical training in emergency medicine, trauma and health care;
- Experience in CSDP Missions.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Presentation skills to wider audiences;
- Knowledge of the Mission area and potential health threats;
- High resilience under mental pressure;
- Valid C or C1 driving license;
- Knowledge of Arabic and/or French.

SECONDED/CONTRACTED POSITIONS

Position Name: Human Resources Officer	Employment Regime: Seconded/contracted	Post Category for Contracted: Mission Support – Management Level (MSML)
Ref. Number: LIBHM28	Location: Tripoli, Libya/Tunis, Tunisia	Availability: 01 June 2024
Component/Department/Unit: Chief Staff Office/Human Resources	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Brussels Support Element–Human Resources and Liaison Officer in all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the Civilian Mission Handbook in consultation with line managers and Civilian Planning and Conduct Capability (CPCC);
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CPCC, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CPCC Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CPCC policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;

- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CPCC.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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 an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills;
- Excellent knowledge of the English language (level C1 or higher).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and French language.

Position: Medical Adviser	Employment Regime: Seconded/contracted	Post Category for Contracted: Mission Support – Management Level (MSML)
Ref. number: LIBSE10	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Security and 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 Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To advise the Head of Mission on personal medical information regarding members of the Mission;
- To organise, deliver basic medical services and First Aid to the Mission’s staff in the Mission’s premises and ensure availability of medical supplies and proper functioning of medical equipment;
- To respond and manage medical emergencies within the Area of operations, ensure prompt and effective response to critical situations and coordinate with emergency medical service, if required;
- To provide health education to employees on various topics, including preventive health measures e.g. vaccinations, lifestyle modifications etc.;
- To collaborate with other health care professionals and medical specialists in the Area of operations for specialist referrals, consultations and further medical investigations;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs;
- To organise/support the use of MEDEVAC capabilities inside or outside the areas of operation;
- To coordinate and perform Basic Life support training besides other medical training as required for all Mission members;
- To regularly assess existing local in- and out-patient Medical Treatment Facilities (MTF) and update the list of available MTF accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To maintain and process accurate medical records and confidentiality of Mission members health information;
- To participate in the drafting and implementation of plans and policies on all medical issues/health matters for the duty station/Mission including incident management and medical emergency evacuation plan;
- To support and participate in the budget preparation regarding medical equipment as well as the generic running expenditure -including but not limited to pharmaceuticals, pharmacy in general, medical kits, trauma bags, etc.;
- To be a permanent member of the security management team.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School; The qualification should be in Medicine;
- OR
- 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 in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine (Pre-hospital / Acute and Emergency) or Anaesthesia, Intensive Care or Primary Care and related fields;
- AND
- A minimum of 4 years relevant clinical experience, e.g Acute and Emergency or Pre-hospital or Anaesthesia/Intensive Care or Primary Care and related fields, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Fluent written and spoken English language skills;
- Highly resilient and willing to work extra hours when required;
- Knowledge of tropical medicines.

6. Desirable Qualifications and Experience:

- Contract management and procurement procedures;
- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS);
- 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 delivering medical training in emergency medicine, trauma and health care;
- Experience in CSDP Missions.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Presentation skills to wider audiences;
- Knowledge of the Mission area and potential health threats;
- High resilience under mental pressure;
- Valid C or C1 driving license;
- Knowledge of Arabic and/or French.