

The EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 3-2020 Ordinary Call for Contributions Requirements and Job Descriptions				
Organisation:	EUBAM Libya			
Job Location:	Tunisia/Libya*			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Location:	Availability:
	Seconded (5)			
	LIBHM03	Executive Officer**	Tunisia/Libya	TBD
	LIBHM09	Press and Public Information Officer	Tunisia/Libya	ASAP
	LIBOP06	Migration Adviser	Tunisia/Libya	January 2021
	LIBOP07	Customs Adviser	Tunisia/Libya	January 2021
	LIBOP08	Border Adviser	Tunisia/Libya	January 2021
	Seconded/Contracted (5)			
	LIBHM06	Financial Verification Officer	Tunisia/Libya	ASAP
	LIBAD03	Finance Officer***	Tunisia/Libya	January 2021
	LIBAD09	Logistics Officer	Tunisia/Libya	ASAP
	LIBSE09	Mission Security Officer/Medical and Safety	Tripoli, Libya	ASAP
	LIBSE10	Medical Adviser	Tunisia/Libya	ASAP

Deadline for Applications:	Monday 16 November at 17:00 hours (CEST)
Submission of Application:	https://goalkeeper.eeas.europa.eu/registrar/
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><u>Mr Gianmatteo Arena</u> <u>eeas-cpcc-libya@eeas.europa.eu</u> <u>+32 (0)2 584 3733</u></p>

* The Mission is temporarily relocated in Tunisia conditional to the security situation in Libya.

** The availability of this position is subject to a confirmation of an extension of secondment.

*** The availability of this position is subject to a confirmation of a contract renewal.

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. EU Member States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of 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 contributing States propose candidates for the following international expert positions for EUBAM Libya, according to the requirements and profiles described below:

A. Essential Requirements

EU 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 be citizens of an EU Member State.

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

Negotiation Skills – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

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

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. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing States.

Language Skills¹ – Mission Members must be fully fluent in written and spoken English. Report writing skills are especially needed. Knowledge of Arabic and French will be an asset.

Computer Skills – Skills in word processing, spreadsheet and e-mail are essential. Knowledge of other IT tools will be an asset.

Training – *Missionwise* (replacing BASE) and *SAFE* are mandatory e-learning courses to be completed prior to deployment. HEAT training is another requirement before visiting Libya. The candidate should have completed a Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Education – A recognised academic qualification under the European Qualifications Framework (EQF)² or equivalent, at a level specified in the individual job descriptions.

Driving Licence – The 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 essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable 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.

Knowledge of Maghreb – The 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 (distinct advantage).

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

C. Essential Documents for Selected Candidates

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

Visas – EU Member States and selected candidates will get a visa at the airport upon arrival valid for 3 months. After arrival, the Mission will apply for visa and diplomatic card for the staff through the EU Delegation.

Required 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

¹ [Common European Framework of References for Languages.](#)

² [https://ec.europa.eu/ploteus/content/descriptors-page.](https://ec.europa.eu/ploteus/content/descriptors-page)

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 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 by a competent authority from the EU Member States. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional Information on the Selection Process

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

Application Form – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module (or on the web for Contributing or Invited Third States), indicating which position(s) the candidate is applying for.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone or video conference, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, contributing States will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Data Protection – The EEAS and its Directorate CPCC process personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

E. 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 relevant planning documents.

SECONDED

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. Number: LIBHM03	Location: Tunisia/Libya	Availability: TBD
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To support the CoS in managing the HoM Office;
- To maintain a registry of all official contacts with the Mission;
- To ensure that advice and information provided for the CoS by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the CoS;
- To ensure close cooperation with the CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the CoS;
- Under the direction of CoS, to maintain contacts with local authorities, governmental organisations, non-governmental organisations and other external counterparts to collect and disseminate information;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- Act as best practice and lessons learned officer for the Mission.
- Act as a focal point for diplomatic protocol issues.
- To assist in Mission reporting and communication.

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
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to organise all senior staff work at strategic level;
- Ability to manage and coordinate a diversified and multidisciplinary team of advisers;
- Proactive and stress-resistant;
- Administrative skills (office management, event planning, project management).

6. Desirable Qualifications and Experience:

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French is an advantage.

Position: Press and Public Information Officer	Employment Regime: Seconded	
Ref. number: LIBHM09	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Press and Public Information Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson in the absence of the Head of Press and Public Information;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To develop and implement a defined communication strategy.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Communication Sciences, Public Relations, Business Administration; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Proficiency with social media platforms, website management and design software;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Experience in the field of institutional communication.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge about the local press and media environment;
- Knowledge of Arabic and/or French.

Position: Migration Adviser	Employment Regime: Seconded	
Ref. number: LIBOP06	Location: Libya/Tunisia	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 Migration Adviser reports to the Head of Border Management Unit.

2. General Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- 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 Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Specific Tasks and Responsibilities:

- To support planning efforts addressing immediate requirements to counter Smuggling of Migrants (SoM) and Trafficking in Persons (TiP):
- To liaise with international efforts to fight SoM and TiP, including money-laundering and corruption, as well as with EU Member States and other bilateral efforts;
- To liaise and cooperate closely with other EU missions and International Community actors, as appropriate
- Progressively as they establish, to engage in consultations with and assistance to relevant institutions and governing authorities, both at central and decentralized levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To contribute to inform and develop EU civilian options on Security Sector Reform (SSR) effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
- Establishing professional relationships along the criminal justice chain.

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 and practical experience, after having fulfilled the education requirements;

- Experience in leading and coordinating multi-thematic and multi-layered efforts. National and International experience in the management of border crossings.

5. Essential Knowledge, Skills and Abilities:

- 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 and motivate local counterparts.

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 Arabic is an advantage;
- Knowledge and experience on institutional reforms is an advantage.

Position: Customs Adviser	Employment Regime: Seconded	
Ref. number: LIBOP07	Location: Tunisia/Libya	Availability: January 2021
Component/Department/Unit: Operations Department/Border Management Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. General Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- 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 Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Specific Tasks and Responsibilities:

- To contribute to inform and develop EU civilian options on Customs as part of the overall SSR effort in Libya;
- To support immediate planning requirements regarding Customs services at border crossing points (import, export and transit control);
- To engage in consultations with and assistance to Libyan Customs Service, Libyan LEAs and relevant governing authorities (MoI in particular, but also MoD, MoJ and MoF), both at central and decentralised levels, with particular reference to the UN Convention against Transnational Organised Crime and its Protocols;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL and international community actors, as appropriate and directed by the HoM;
- To conduct strategic SSR analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, for:
 - The provision of strategic advice and assistance to the relevant Libyan partners;
 - The development of relevant Libyan security policies and strategy;
 - The implementation of policies, strategy, relevant institutional architecture and legislation on customs, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders especially World Customs Organisation;
 - Liaising with international efforts to support the Customs operational responses to combat the threat from smuggling, organised crime and corruption;
 - The cooperation with other CSDP engagements in the region;
- To contribute to the Mission's external reporting;
- To contribute to lessons identification.

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 customs or/and police or/and 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;
- Experience in leading and coordinating multi-thematic and multi-layered efforts;
- National and International experience in the management of border crossings.

5. Essential Knowledge, Skills and Abilities:

- 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 engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Knowledge about EU Justice and Home Affairs, EU Fourth Money laundering Directive, FIUs and international work on customs (WCO, INTERPOL, FATF);
- Ability to demonstrate political and diplomatic acumen.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and experience from institutional reforms is an advantage;
- Knowledge of Arabic is an advantage.

Position Name: Border Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP08	Location: Tunisia/Libya	Availability: January 2021
Component/Department/Unit: Operations Department/Border Management Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

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

2. General Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To support planning efforts addressing border management reform, including border security projects in Libya;
- To contribute to inform and develop EU civilian options on SSR effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
 - Assessing the overall status of the Libyan capacity to fight the smuggling of migrants and that of the relevant governing authorities, including analysis of the relevant legislation;
 - Contribute to assessment of overall Libyan detention and readmission policies and capacities;
 - Developing and implementing relevant policies, strategy, institutional architecture and legislation, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders (with particular reference to the UN Convention against Transnational Organised Crime and its Protocols especially the one on smuggling of migrants);
 - Planning and implementing a phased reorganisation of the relevant Libyan capacities and of their governing authorities, including the necessary outreach;
 - Establishing professional relationships with law enforcement and criminal justice chain;
 - Establishing institutional accountability and oversight mechanisms at multiple levels alongside the development of measures to fight the smuggling of migrants.

3. Specific Tasks and Responsibilities:

- To liaise with EU as well as international efforts to fight smuggling of migrants, including money-laundering and corruption, in particular cooperating with FRONTEX, EASO, EUROPOL, UNSMIL, INTERPOL as well as with EU Member States and other bilateral efforts;
- To liaise and cooperate closely with other EU missions (notably ENFM, EUCAP Sahel Niger, EUCAP Sahel Mali, EUTM-Mali), UNSMIL, ICRC/Red Crescent, IOM and other International Community actors, as appropriate;
- Progressively as they establish, to engage in consultations with and assistance to relevant Libyan institutions and governing authorities, both at central and decentralised levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To undertake any other related tasks as requested by the Line Managers.

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.
 - National and International experience in the management of border crossings.

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- 5. Essential Knowledge, Skills and Abilities:**
 - Strong 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 demonstrate political and diplomatic acumen;
 - 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:**
 - Progressive experience in border control checks (examination of travelers and inspection of documents);
 - Progressive experience in border surveillance;
 - Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

- 7. Desirable Knowledge, Skills and Abilities:**
 - Knowledge about EU JHA and international migration policies;
 - Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
 - Knowledge and experience from institutional reforms is an advantage;
 - Knowledge of Arabic is an advantage.

SECONDED/CONTRACTED

Position: Verification Officer	Employment Regime: Secoded/Contracted	Post Category for Contracted: Mission Support Management Level
Ref. number: LIBHM05	Location: Tunisia/Libya	Availability: ASAP
Component/Department/ Unit: Head of Mission Office	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Verification Officer reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer;
- To ensure that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations, for example the Financial Regulations, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) in the area of Finance management and control.

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

5. Essential Knowledge, Skills and Abilities:

- Analytical, research and problem-solving skills;
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems;
- Ability to pay close attention to detail so that work produced is reliable and accurate;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Verification Officer course/training or other related course/training.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Arabic and/or French.

Position: Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support – Management Level (MSML)
Ref. number: LIBAD03	Location: Tunisia/Libya	Availability: January 2021
Component/Department/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head of Finance (HoF).

2. Main Tasks and Responsibilities:

- To assist the HoF in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the HoF;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement;
- To assist the HoF in drafting Mission's budget;
- Identify lessons learnt;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the HoF;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

N/A

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 4 years of relevant professional experience in the field of finance/accounting, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting software.

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Economics or Finance or specialised training/course in finance or other related fields;
- Working experience in EU financial management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French is an advantage.

Position: Logistics Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support – Management Level (MSML)
Ref. number: LIBAD09	Location: Tunisia/Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department/General Support Services Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Logistics Officer reports to the Head of Mission Support Department (HMSD).

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the HMSD.
- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To provide logistical support to all personnel in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Region, ensuring systems in place for replacement and repair;
- To coordinate the provision of material and office space;
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.;
- To build and keep updated the inventory of assets;
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy;
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To assist in managing and maintaining a comprehensive database of expendable and non-expendable items;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to his/her area of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure an effective operation in relation to the Mission's property and buildings in Tunisia and in Libya.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Transport, Logistics, Engineering, Administration or other related fields OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years relevant professional experience, in the field of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related fields, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Awareness of different product and services markets and industrial business networks.

6. Desirable Qualifications and Experience:

- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).

7. Desirable Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of Arabic and/or French is an advantage.

Position Mission Security Officer (MSO) / Medical and Safety	Employment Regime: Seconded/Contracted	Post category for Contracted Mission Support Management Level (MSML)
Ref. number: LIBSE09	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department/Security Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to maintain updated all security related documents;
- To provide comprehensive reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- To assist the SMSO in reviewing the security level and state of alert;
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- To assist the Medical Adviser (MA) in his tasks and replace him when he is absent including but not limited to:
 - Continuity of current medical, emergency and other planning according to the directives given by the Medical Adviser;
 - 24/7 response to medical incidents. Coordinate and monitor the medical evacuation chain with the contracted health care provider and the Mission's insurance provider with the Medical Adviser and in his absence;
- To give advice on all Health and Safety matters to the MA and the SMSO;
- To manage the mission business continuity plan and follow up with the Mission Support Department regarding emergency storage for fuel, water, medical equipment, communications and rations;
- Manage and maintain the status of EUBAM Shelters and safe-rooms;
- Fire Safety Management: assessment and management of fire risks.

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, military, medical and/or fire fighter 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;
- Very good command of English.

6. Desirable Qualifications and Experience:

- The above mentioned professional experience should be acquired in the civilian, military or police sectors and particularly in medical, health and safety, the protection of personnel, facilities, assets and/or business continuity work;
- Firearms trained;
- Validated license for armoured vehicle or civilian driving license class C;
- Experience in planning and implementing projects;
- Previous work experience in the region;
- Successful completion of EU and/or UN Mission Security Officer Certification Course;
- Previous international experience in CSDP Missions or multi-national/international organisations.
- Certificate or diploma in Nursing with practice in emergency medicine or Intensive Care or Anaesthesia and remote area, hostile environment experience as a medical practitioner;
- Occupational Health and Safety certificate or diploma: NEBOSH International General Certificate or equivalent;
- Firefighter course, Fire Safety Management course or equivalent;
- Experience from business continuity planning.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Knowledge of Arabic and/or French is an advantage;
- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures.

Position: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support – Management Level (MSML)
Ref. number: LIBSE10	Location: Tunisia/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, in close relationship with the Head of Mission Support.

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;
- 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).

3. Mission Specific Tasks and Responsibilities:

- 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.

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 specialisation in emergency medicine or Anaesthesia, Intensive Care or Primary Care; **AND**
- 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;
- Experience in assessing medical facilities, including under difficult conditions abroad.

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 with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French is an advantage.