

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 1-2019 Ordinary Call for Contributions			
Organisation:	EUBAM Libya		
Job Location:	Tunisia/Libya		
Employment Regime:	As indicated below		
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Availability:
	Seconded (10)		
	LIBHM08	Reporting Officer	ASAP
	LIBHM09	Press and Public Information Officer	ASAP
	LIBHM10	Planning and Evaluation Officer	ASAP
	LIBOP03	Organised Crime Strategic Adviser	ASAP
	LIBOP16	Criminal Justice Adviser	ASAP
	LIBOP21	Senior Maritime Adviser	ASAP
	LIBOP22	Financial Crime Adviser	ASAP
	LIBOP26	Head of Project and Coordination Cell	ASAP
LIBOP27	Project Coordinator	ASAP	

	LIBOP28	Project Coordinator	ASAP
Seconded/Contracted (10)			
	LIBHM06	Verification Officer	ASAP
	LIBAD03*	Finance Officer	ASAP
	LIBAD05	Head of Finance	ASAP
	LIBAD09*	Logistics Officer	ASAP
	LIBAD13	Head of Procurement	ASAP
	LIBAD14	Head of Human Resources	ASAP
	LIBAD15	Movement Control Officer	ASAP
	LIBAD16	Movement Control Officer	ASAP
	LIBSE08	Mission Security Officer	ASAP
	LIBSE09	Mission Security Officer/Medical and Safety	ASAP
Deadline for Applications:	Friday, 8th March 2019, 17:00 hours (CET)		
E-mail Address to send the Job Application Form to:	https://goalkeeper.eeas.europa.eu/registrar/ (for seconded and contracted candidates by EU Member States only) or eeas-cpcc-libya@eeas.europa.eu (for Third States candidates only)		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Béatrice Neven eeas-cpcc-libya@eeas.europa.eu +32 (0)2 584 3574		

* The availability of this post is subject to the outcome of the Brexit negotiations.

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 – eHest or equivalent. HEAT training is a requirement before visiting Libya.

Education – A recognised academic qualification under the European Qualifications Framework (EQF)²² 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 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.

¹ Common European Framework of References for Languages.

² <https://ec.europa.eu/ploteus/content/descriptors-page>.

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 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 standard Application Form (Annex 2) to be returned in Word format, and 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, 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.

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.

Position: Reporting Officer	Employment Regime: Seconded	
Ref. number: LIBHM08	Location: Tripoli, 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 Reporting Officer reports to the Chief of Staff.

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 on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To design and implement a Mission-wide reporting system and procedures.

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 in operational planning and evaluation/project management, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills;
- 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: N/A

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic is an advantage.

Position: Press and Public Information Officer	Employment Regime: Seconded	
Ref. number: LIBHM09	Location: Tripoli, 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 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: Planning and Evaluation Officer	Employment Regime: Seconded	
Ref. number: LIBHM10	Location: Tripoli, 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 Planning & Evaluation Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To liaise regularly with the Mission's operational elements and other components, as well as other external stakeholders as directed for optimised information exchange, coordination, and cooperation;
- To contribute, in support of the Mission's Project & Coordination Cell, to identify and develop new projects according to the objectives of the Mission's mandate;
- To develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- To support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities and state of play on mandate implementation;
- To support and contribute to timely and accurate periodic and ad-hoc reports;
- To support and contribute to the collection of the Mission's Lessons Learned observations;
- To prepare and give presentations;
- To undertake any other related tasks as requested by the Line Manager(s).

3. 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 in operational planning and evaluation/project management, after having fulfilled the education requirements.

4. Essential Knowledge, Skills and Abilities:

- Analytical and research skills;
- Time management and ability to prioritise multiple tasks;
- Self-motivated person able to work without close supervision;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

5. Desirable Qualifications and Experience:

- University and/or Master's Degree in business administration/project management or other related topics;
- Experience in leading and communicating change management initiatives to diverse audiences;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

6. Desirable Knowledge, Skills and Abilities:

- Analytical and drafting capability and profound knowledge of information collection and analytical methods.

Position Name: Organised Crime Strategic Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP03	Location: Tripoli, Libya	Availability: ASAP
Department: Law enforcement Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Organised Crime Strategic Adviser reports to the Head of the Law Enforcement 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 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. Mission Specific Tasks and Responsibilities:

- To assess the current modalities of operations of the Organised Crime Coordination Panel (OCCP) in order to identify gaps and overlaps and advice accordingly;
- To support Libyan authorities in exploring possibilities to include other actors into the OCCP;
- To support and assist the MoI in drafting relevant guidelines on information sharing;
- To provide training for relevant Libyan actors on collecting, collating, analysing and sharing of information;
- To provide relevant training based on CID and ANGA identified needs;
- To liaise with international efforts to fight organised crime, including money-laundering and corruption, in particular cooperating with INTERPOL, FATF as well as with EU Member States and other bilateral efforts;
- To liaise and closely cooperate with other EU, Libyan and international actors (e.g. INTERPOL, UNODC);
- To ensure human rights and gender perspectives are integrated into all border management Mission tasks and activities, policy and plans according with international human rights standards and obligations;
- To act as a project leader in coordination with the Coordination/Project Cell.

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;

4. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Knowledge of EU Justice and Home Affairs (JHA) agencies and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL);
- Mediation skills;
- Cultural sensitivity;
- Experience in leading projects.

6. Desirable Qualifications and Experience:

- Practical field experience of international policing;
- Experience of CSDP mission(s) is desirable.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic is an advantage.

Position: Senior Maritime Adviser	Employment Regime: Seconded	
Ref. number: LIBOP21	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 Maritime 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 counterpart(s) on the strategic and operational level as appropriate;
- 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 and other international actors;
- 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. Mission Specific Tasks and Responsibilities:

- To assist the Strategic IBM Senior Adviser in supporting the Libyan Maritime Sub Working Group (MSWG) on the drafting of a roadmap and plans to support the development of the maritime strategy in line with the "White Paper";
- To assist on the development of the maritime strategy including delineation of responsibilities between Libyan maritime law enforcement agencies;
- To support the maritime law enforcement agencies to assess their current modalities of operations to identify gaps/overlaps and to advice accordingly;
- To support the General Administration for Coastal Security (GACS) in improving its human resources and information technology management;
- To support the GACS on the development of needs assessments, training programs, training curricula and training activities;
- To collaborate with international partners to develop a "Joint Pilot Training (Frontex-Italy-EUBAM) action in support of GACS;
- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans according with international human rights standards and obligations, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To act as a project leader in coordination with the Project & Coordination Cell;
- Under the instructions of the Head of Unit, to direct, coordinate and supervise the work of the Maritime Advisers.

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, including operational and strategic level experience within a SSR context, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge on relevant international maritime law;
- Knowledge about integrated border management concepts and border management cooperation and protocols;
- Ability to mentor and motivate local counterparts;
- Mediation skills;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Experience in leading projects.

6. Desirable Qualifications and Experience:

- Experience of CSDP mission(s) is desirable.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic is an advantage.

Position: Financial Crime Adviser	Employment Regime: Seconded	
Ref. number: LIBOP22	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Operations Department/Law Enforcement Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: Yes

1. Reporting Line:

The Financial Crime Adviser reports to the Head of Law Enforcement 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 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 and other international actors;
- 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. Mission Specific Tasks and Responsibilities:

- To Liaise with UNSMIL counterparts, on a regular basis, and ensure coordination on financial crime related tasks and outputs;
- To support UNSMIL and the Libyan authorities in tracing and building illicit financial flows, in investigating financial crimes, and on advising on tools or mechanisms for the implementation of 'targeted' sanctions and punitive actions.
- To liaise with EU institutions and Member States, notably EU Justice and Home Affairs (JHA) agencies on anti-money laundering and counter terrorist financing activities. Facilitate information-sharing and knowledge exchange from the EU families on anti-corruption efforts to be shared and coordinated with the wider international community and Libyan authorities;
- To engage, in coordination with UNSMIL and Libyan counterparts, with other initiatives focusing on illicit financial activities, including the Chatham House-UNSMIL political economy dialogue series and research project; and various INGO activities. Facilitate implementation and follow-up on the findings and recommendations emerging from these initiatives as it pertains to financial crimes;
- To facilitate coordination with relevant EU member states and EU relevant institutions with the Panel of Experts in identifying individuals implicated in financial crimes.
- To provide advice to Libyan authorities responsible for promoting financial accountability and transparency, including the National Audit Bureau, the Administrative Oversight Authority, and the Attorney General's Office to improve financial control mechanisms.

- To assist, in coordination with UNSMIL counterparts, in developing financial best practice examples and support the adoption and dissemination of said practices within targeted beneficiaries (governmental entities, state-owned enterprises, national financial institutions and others).
- To provide recommendations for capacity-building activities designed to help national institutions to compile cases of financial crimes for punitive action;
- To develop a training curriculum for increased financial investigation skills and capacity of the relevant national institutions.

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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Law, Political Sciences or equivalent discipline; OR equivalent and attested police 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.
- Documented working experience with financial crimes, possibly acquaintance with international entities expressly Financial Investigation Unit (FIU).

5. Essential Knowledge, Skills and Abilities:

- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Ability to mentor and motivate local counterparts;
- Mediation skills.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating international efforts to support host state reform in the area of SSR;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience of designing and delivering training;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of and/or experience in Libya;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR;
- Knowledge of Arabic.

Position: Criminal Justice Adviser	Employment Regime: Seconded	
Ref. number: LIBOP16	Location: Tripoli, Libya	Availability:
Component/Department/Unit: Operations Department/Criminal Justice Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line

The Criminal Justice Adviser reports to the Head of the Criminal Justice 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 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. Mission Specific Tasks and Responsibilities:

- To support the Ministry of Justice (MoJ) to develop policies and plans which support institutional reform and all constituent parts of the Rule of Law (RoL) system within the Mission's areas of engagement;
- To support the Libyan authorities to facilitate new legislative reform and human rights compliance projects within the Mission's areas of engagement;
- To support the reform of the criminal justice sector by advising and strengthening the role of the High Judicial Institute (HJI) and its partners working in the criminal justice sector to deliver improved services;
- To support the enhancement of skills and knowledge, and identify priorities of criminal justice actors by facilitating training and other activities in thematic areas agreed as priorities;
- To enhance coordination and facilitate interactions between various judicial actors under MoJ, prosecution and law enforcement agencies in efforts to disrupt organised criminal and terrorist networks,
- To ensure human rights and gender perspectives are integrated into all border management Mission tasks and activities, policy and plans according with international human rights standards and obligations in liaison with the Gender and Human Rights adviser;
- To act as a project leader in coordination with the Project & Coordination Cell.

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:

- Knowledge of EU Justice and Home Affairs (JHA) agencies and international justice and police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL);
- Mediation skills;
- Ability to mentor and motivate local counterparts;
- Cultural sensitivity.

6. Desirable Qualifications and Experience:

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Experience of CSDP mission(s) is desirable;
- Experience in leading projects.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic is an advantage.

Position: Head of Project & Coordination Cell	Employment Regime: Seconded	
Ref. number: LIBOP26	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Operations Department/Project & Coordination Cell	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Project & Coordination Cell reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Project & Coordination Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's operational component and unit heads in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with operational component and unit heads and Mission's Finance Office;
- To establish and maintain contacts with International Organisations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- Upon project completion, to ensure that post-project reporting and evaluation have been completed;
- To maintain and develop project management procedures;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts;
- To ensure that the Mission's activities are closely coordinated with all EU and international actors with a view to ensuring mutual awareness, avoiding duplication and achieving a comprehensive approach and coordination in the field of Security Sector Reform;
- To facilitate the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society on the other;
- To support the Mission's contribution to the EU regional approach;
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable;
- To supervise the Unit input to the development and regular updating of the Mission Implementation Plan;
- To supervise the Coordination and Cooperation Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To follow-up on the efficiency of the small scale projects regarding the international standards and the Libyan legitimate wishes and needs;
- To map other EU instruments, EU Member States and agencies of relevance to the Mission's areas of engagement;
- To monitor the alignment of implemented projects against EU principles of gender mainstreaming, human rights standards and EU Human Rights and Due Diligence policies (HRDDP), in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- Establish and maintain effective and regular liaison, reciprocal and transparent information exchange with EUDEL and UNSMIL;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).

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 AND
- A minimum of 7 years of relevant professional experience, including experience in planning, implementation and evaluation of projects (such as development cooperation), out of which a minimum 3 years of experience at management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Team management skills;
- Leadership, analytical and problem solving skills;
- Negotiation and risk management skills;
- Project management skills;
- 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:

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of and/or experience in working with EU Financial Regulations;
- Knowledge of Arabic is an advantage.

Position: Project Coordinator	Employment Regime: Seconded	
Ref. number: LIBOP27/LIBOP28	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Operations Department/ Project & Coordination Cell	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Project Coordinator reports to the Head of Project & Coordination Cell.

2. Main Tasks and Responsibilities:

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals, and make recommendations on the feasibility and sustainability of projects;
- To advise project leaders (within Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learnt;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action;
- To undertake any other related tasks as required by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To closely coordinate with the Mission's operational components/units to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To facilitate liaison and coordination between Mission operational components/units and relevant Stakeholders;
- To contribute to the development and regular updating of the Mission Implementation Plan;
- To contribute to Mission's internal and external reporting against benchmarking.

4. Essential Qualification 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 professional experience, in the field of planning, implementation and evaluation of projects, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Teamwork capabilities;
- Time management skills;

- Problem solving skills;
- Project management skills.

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

7. Desirable Knowledge, Skills and Abilities:

- Familiarity with the EU Financial Regulations;
- Knowledge of Arabic and/or French.

SECONDED/CONTRACTED

Position: Verification Officer	Employment Regime: Seconded/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: Tripoli, Libya	Availability: ASAP
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 ensures 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 the Mission budget;
- To contribute to lessons identification;
- 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. Education 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.

4. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting software.

5. 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.

6. Desirable Knowledge, Skills and Abilities:

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

Position: Head of Finance	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. number: LIBAD05	Location: Tunisia/Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Finance Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Finance reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Finance Unit;
- To ensure the sound and effective financial management of the CSDP Mission and the development of the essential internal policies and procedures for finance;
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting;
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors;
- To ensure the presence of external audits and implement audit recommendations;
- To liaise with CPCC and FPI for coming mandates budget preparation and facilitate the internal budget process in the mission;
- To identify needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as required 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 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 7 years of relevant professional experience (finance, budget or related working experience), after having fulfilled the education requirements, out of which a minimum of 3 years of experience at management level.

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge of accounting software;
- Knowledge of the EU Financial Rules;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- 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:

- University and/or Master's degree in Economics/Finance/Banking/Accounting and/or specialized training/course in finance/accounting or other related field;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Knowledge and/or experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French.

Position: Logistics Officer*	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support – Management Level (MSML)
Ref. number: LIBAD09	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department/General Supporting 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: Head of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert level
Ref. number: LIBAD13	Location: Tunisia/Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line: 1. Reporting Line:

The Head of Procurement reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Procurement Unit;
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related with all contracting and procurement matters;
- To develop professional relationships and work partnership with the EU Commission in the field of contracting and procurement for the Mission;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- 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 Procurement management.

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 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at management level;

5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- 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:

- Specialised training/course in the field of procurement;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French.

Position: Head of Human Resources	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: LIBAD14	Location: Tunisia/Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department/ Human Resources Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Human Resources reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the Human Resources Unit;
- To be responsible for the implementation of all relevant Council/Commission legislation and instructions, as well as for the setting up and implementation of relevant Mission internal strategies, policies and procedures;
- To ensure an effective and transparent Human Resources planning and recruitment process;
- To ensure a fair, effective and transparent performance appraisal process;
- To ensure an effective and efficient Human Resources administration process;
- To support the Mission management in implementing the Mission's mandate in accordance with the Mission key documents and ensuring effective training activities for staff members and other relevant support during their tenure;
- To ensure that line managers of the Mission get the necessary advice and support in Human Resources matters;
- To coordinate as appropriate with the EEAS (CPCC) and the EU Commission (FPI) as well as with the Brussels Support Element on all issues pertaining to his/her portfolio;
- To ensure timely reporting to the Mission management and the EEAS (CPCC) on Human Resources related issues;
- To act as a key interlocutor with staff and their representatives, such as the Staff Committees and National Contingent Leaders/National Points of Contact, on matters affecting staff members, and to facilitate bringing closer the concerns of staff to the Senior Management;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- 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 Human Resources management.

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 second 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 human resources management working experience, in the field of human resources management field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Problem solving skills;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- 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:

- University and/or Master's Degree in human resources management, leadership or management or/and an international certification in human resources management;
- Knowledge and/or experience in strategic management and/or public administration.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French.

Position: Movement Control Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted staff: Mission Support - Management Level (MSML)
Ref. number: LIBAD15	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department/ General Supporting Services Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Movement Control 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 assist the HMSD in the planning, analysis, design, program and implementation of all aspects of movement of goods and passengers, in coordination with other Units/Departments as required;
- To ensure safe, effective and economical management of the movement of cargo and personnel in the mission, including air transport, road transport and logistic shipping movement resources;
- To plan, manage and monitor charter flight contracts;
- To be responsible for the organisation of charter flights, including preparing passengers lists, administrative permits, liaising with local authorities at airport, check-in and reception of passengers, etc.;
- To be responsible for the management of the full range of freight forwarding services, including movement scheduling, customs brokerage, monitor and control services, cost optimization;
- To implement freight forwarding framework contracts in coordination with the EEAS/CPCC Mission Support Platform and the Central Warehouse Operator;
- To ensure the operation and the maintenance of the fleet of vehicles and other transport equipment (including use of vehicles, fuel accountability, plan and implement maintenance programmes, monitor and perform quality assurance for outsourced workshops, control damages to the vehicles, road accidents and insurance cover, etc.);
- To plan, manage and monitor short-term car rental contracts;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to units and/or Mission members;
- To conduct inventories and physical annual checks of relevant facilities and equipment, in coordination with the Logistics Section;
- To prepare reports and makes recommendations as necessary on various transport matters within her/his area of competence, including recommendations for risk reductions and quality/ cost improvements;
- To provide advice, support and train Mission staff on transport related matters and guidelines;
- 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 undertake any other related task 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 movement 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. The qualification should be in any of the fields of Transport, Logistics, Engineering, Administration or other related fields OR equivalent and attested police and/or military education or training or equivalent rank; AND
- A minimum of 4 years relevant professional experience, in the field of movement control, multi-modal transportation, airline operations logistics management or any other related field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of Movement and Transportation Management, and awareness of products, services, and markets;
- Knowledge of Movement Control related procedures and related safety requirements, including knowledge of International Rules and Regulations for the movement of cargo and personnel by air and sea;
- 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:

- Certification in freight forwarding and or aviation related to airfreight and passenger transport;
- Experience with international organisation in the field of movement control.

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;
- Project management and implementation skills;
- Knowledge of Arabic and/or French.

Position: Movement Control Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted staff: Mission Support - Management Level (MSML)
Ref. number: LIBAD16	Location: Tunisia/Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department/ General Supporting Services Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Movement Control 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 assist the HMSD in the planning, analysis, design, program and implementation of all aspects of movement of goods and passengers, in coordination with other Units/Departments as required;
- To ensure safe, effective and economical management of the movement of cargo and personnel in the mission, including air transport, road transport and logistic shipping movement resources;
- To plan, manage and monitor charter flight contracts;
- To be responsible for the organisation of charter flights, including preparing passengers lists, administrative permits, liaising with local authorities at airport, check-in and reception of passengers, etc.;
- To be responsible for the management of the full range of freight forwarding services, including movement scheduling, customs brokerage, monitor and control services, cost optimization;
- To implement freight forwarding framework contracts in coordination with the EEAS/CPCC Mission Support Platform and the Central Warehouse Operator;
- To ensure the operation and the maintenance of the fleet of vehicles and other transport equipment (including use of vehicles, fuel accountability, plan and implement maintenance programmes, monitor and perform quality assurance for outsourced workshops, control damages to the vehicles, road accidents and insurance cover, etc.);
- To plan, manage and monitor short-term car rental contracts;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to units and/or Mission members;
- To conduct inventories and physical annual checks of relevant facilities and equipment, in coordination with the Logistics Section;
- To prepare reports and makes recommendations as necessary on various transport matters within her/his area of competence, including recommendations for risk reductions and quality/ cost improvements;
- To provide advice, support and train Mission staff on transport related matters and guidelines;
- 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 undertake any other related task 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 movement 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. The qualification should be in any of the fields of Transport, Logistics, Engineering, Administration or other related fields OR equivalent and attested police and/or military education or training or equivalent rank; AND
- A minimum of 4 years relevant professional experience, in the field of movement control, multi-modal transportation, airline operations logistics management or any other related field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of Movement and Transportation Management, and awareness of products, services, and markets;
- Knowledge of Movement Control related procedures and related safety requirements, including knowledge of International Rules and Regulations for the movement of cargo and personnel by air and sea;
- 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:

- Certification in freight forwarding and or aviation related to airfreight and passenger transport;
- Experience with international organisation in the field of movement control.

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;
- Project management and implementation skills;
- Knowledge of Arabic and/or French.

Position: Mission Security Officer	Employment Regime: Seconded/Contracted	Post category for Contracted Mission Support Management Level (MSML)
Ref. number: LIBSE08	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 produce briefings and presentations relating to his/her sphere of work for the benefit of the mission;
- 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 act as a representative for the SMSO if assigned to a separate duty station from the SMSO.

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 or/and 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;
- 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:

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Firearms trained;
- Sea rider trainer for Rigid Hull Inflatable Boat (RHIB);
- License/certificate validating competence to operate boats for offshore navigation without restriction on the area of navigation;
- 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 Mission Security Officer Certification Course;
- Previous international experience in CSDP Missions or multi-national/international organisations.

7. Desirable Knowledge, Skills and Abilities:

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