



**Annex 1 - Requirements and Job Descriptions – Amendment 1**

<b>European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 2-2021 Call for Contributions</b>				
Organisation:	EUBAM Libya			
Job Location:	Tripoli, Libya			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notices:	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b>Seconded (11)</b>			
	LIBHM02	Chief of Staff*	Tripoli, Libya	ASAP
	LIBHM07	Gender Adviser	Tripoli, Libya	ASAP
	LIBHM15	Head of Planning, Evaluation and Reporting Office	Tripoli, Libya	ASAP
	LIBHM17	Senior Border Analyst	Tripoli, Libya	ASAP
	LIBOP02	Senior Strategic IBM Adviser	Tripoli, Libya	ASAP
	LIBOP15	Head of Criminal Justice Unit	Tripoli, Libya	ASAP
	LIBOP18	Senior Border and Migration Adviser	Tripoli, Libya	ASAP
	LIBOP19	Border Adviser Land	Tripoli, Libya	ASAP
	LIBOP20	Senior Customs Adviser	Tripoli, Libya	ASAP

	LIBOP23	Judicial System Adviser	Tripoli, Libya	ASAP
	LIBOP24	Corrections and Justice System Adviser	Tripoli, Libya	ASAP
	<b>Seconded/Contracted (6)</b>			
	LIBHM10, LIBHM16	Planning, Evaluation and Monitoring Officer	Tripoli, Libya	ASAP
	LIBHM14	Financial Verification Officer	Tripoli, Libya	ASAP
	LIBSE01	Senior Mission Security Officer	Tripoli, Libya	ASAP
	LIBSE07 LIBSE10	Medical Adviser	Tripoli, Libya	ASAP
Deadline for Applications:	12 August 2021 at 17:00 hours (CEST)			
How to Apply:	<p>1) <b>You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b>  a) <b>You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a>  b) <b>You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>2) <b>You do not have the nationality of an EU Member State:</b> only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered); please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Mr John Lux  <a href="mailto:eeas-cpcc-libya@eeas.europa.eu">eeas-cpcc-libya@eeas.europa.eu</a>  +32 460842407</p>			

\*pending confirmation of Seconding Staff

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:

## **1. GENERAL CONDITIONS**

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.

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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

## **II. REQUIREMENTS**

### **II.A Essential Requirements**

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

#### **1. Education and Training**

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

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.

#### **2. Knowledge**

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

**3. Skills and abilities Language Skills<sup>2</sup>** – Spoken and written proficiency in the working language of the Mission (English). Certain positions may require higher language skills further specified in the individual job descriptions.

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

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

<sup>2</sup> [Common European Framework of References for Languages.](#)

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

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

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.

## **II.B Desirable Requirements**

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).

## **III. Essential Documents and requirements 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 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. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the

medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

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

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment (Annex 2 - List of Recommended Security Equipment sent to the Contributing States).

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

#### **IV. Additional Information on the Selection Process**

Gender balance - 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.

Accommodation - Mission Members will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

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

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.

## **V. Job Descriptions**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the relevant planning documents.

## SECONDED POSITIONS

<b>Position:</b> Chief of Staff*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM02	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Chief of Staff reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To manage and oversee day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To support the Head of Mission in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead and manage the work of the Head of Mission Office;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the MIP, and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To liaise externally with international organisations, agencies and interlocutors as appropriate;
- To ensure drafting of reports and other correspondence on behalf of the HoM as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity within HoM's Office;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);



- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure effective communication between organisational units;

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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 first 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 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs, etc.).

### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of and experience in strategic management and/or public administration;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Strong managerial track record;
- Ability to mentor and motivate staff.

### **6. Desirable Qualifications and Experience:**

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multi-national and international organisations.

### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic.

<b>Position Name:</b> Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBHM07	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> YES

1. **Reporting Line:** The Gender Adviser reports to the Head of Mission (HoM)

2. **Main Tasks and Responsibilities:**

- To act as the Mission focal point for gender equality, mainstreaming and Women Peace and Security (WPS) related dimensions;
- To advise on the integration of a gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-sensitive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan
- To monitor and analyse the gender situation and gender relations in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To assist and advice on vetting/profile procedures mainly related to Mission's operational tasks.

### **3. General Tasks and Responsibilities:**

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

### **4 Essential Qualifications and Experience:**

- Successful completion of university studies 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 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Successfully completed one of the established training courses for gender advisors.

### **5 Essential Knowledge, Skills and Abilities:**

- Analytical skills and ability to conduct gender analysis;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Pedagogical/training skills.

### **6 Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anticorruption, 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.
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.
- Experience in designing and delivering capacity building activities.

### **7 Desirable Knowledge, Skills and Abilities:**

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya.
- High resilience under stress;

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

**1. Reporting Line:** The Head of Planning, Evaluation and Reporting reports to the Chief of Staff (CoS).

## **2. Main Tasks and Responsibilities:**

- To lead, direct and manage the work and staff of the Unit, so as to produce the Mission's Implementation Plan (MIP), reports and analysis, including, but not limited to, the Weekly, the Intermediate, the Six-Monthly Report and Special Reports;
- In coordination with the Mission's Operations and Cooperation/Coordination sectors to ensure and support internal and external technical coordination and cooperation on planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies;
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with Mission's operational elements and other concerned Mission's sectors, the monitoring of its execution, including through benchmarking, analysis and evaluation of outcomes, providing regular reports to the Mission's Senior Management;
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Identified/Learned;
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To ensure that analysis is conducted with an integrated gender perspective, when required.
- To undertake any other related tasks as requested by the Line Manager(s).
- To supervise the development of a system, including through the use of technologic solutions, to gather, collect and analyse information from the Mission's interested sectors to update, monitor and evaluate the implementation Mission's mandate.
- To supervise the monitoring and evaluation, providing regular reports to the Mission's Senior Management, of:
  - the implementation of the Mission's projects as part of the MIP,

- the contribution of the Mission to the implementation of EU programs/projects implemented in the framework of the EU Integrated approach.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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 3 years at management level;
- Operational planning/reporting and evaluation experience, in a national or international context;

### **5. Essential Knowledge, Skills and Abilities:**

- Report compilation, drafting and editing skills;
- Analytical capability and profound knowledge of information collection and analytical methods
- Drafting skills, self-driven and ability to work in a methodical manner

### **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anticorruption, 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;
- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR.
- Experience in designing and delivering capacity building activities
- Experience in planning, monitoring, evaluation or reporting in CSDP Missions.
- Project management training, such as APM, PPM, PRINCE2, or equivalent;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

### **7. Desirable Knowledge, Skills and Abilities:**

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

- Knowledge of Arabic.

<b>Position Name:</b> Senior Border Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBHM17	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Senior Border Analyst reports to the Head of Mission (HoM)

**2. Main Tasks and Responsibilities:**

- To conduct quantitative and qualitative analysis of inputs and information concerning land, sea, and air Libyan borders, particularly on security and border management sectors, including integrated Border Management (IBM) and drafting related reports for the Senior Management;
- To conduct quantitative and qualitative analysis of inputs and information of the regional border and security contexts in which Libya is situated, including on cross-border cooperation state of play and possible developments.
- To support Mission's Operations and Cooperation/Coordination sectors to ensure and support internal and external technical coordination and cooperation on border relates issues, including on IBM, with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies
- 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 on border management related matters;
- To liaise regularly with other Mission operational elements;
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate;
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities;
- To undertake any other related tasks as requested by the Line Manager(s).
- To support the Mission in identifying and coordinating possible projects/programs/initiatives on border related issues, including on IBM, both at national and regional levels, able to create useful synergies with the Mission's mandate in the framework of the EU integrated approach.

**3. General Tasks and Responsibilities:**

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

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 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 7 years of relevant professional experience on border management and security related issues, including Operational planning/project management experience, in a national or international context, after having fulfilled the education requirements.
- Extensive experience on border management and security, including on Integrated Border Management (IBM).

#### **5. Essential Knowledge, Skills and Abilities:**

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills as well as database management;

#### **6. Desirable Qualifications and Experience:**

- Previous experience in CSDP Missions.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations

#### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position Name:</b> Senior Strategic IBM Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP02	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

1. **Reporting Line:** The Strategic IBM Adviser reports to the Head of the Border Management Unit.

## 2. **Main Tasks and Responsibilities:**

- To support the implementation of Libyan institutional reforms on Border Security and Management process led by the Libyan authorities, including related capacity building aspects;
- 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 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 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 be key interlocutor regarding the implementation of the reforms, in close conjunction with all the relevant Libyan authorities and agencies involved in border security, management and trade facilitation;
- To support and assist the development operational concepts in line with national and international legislation on IBM.
- Support the coordination and cooperation with relevant regional and international organisations, CSDP missions, as well as third countries and neighbouring countries with a focus on border security and management;
- To ensure that human rights and gender perspectives are integrated into the reforms and into relevant Mission's tasks and activities, policy and plans according with international human rights, in consultation with and supported by the Mission's Human Rights & Gender Advisers.
- To liaise, if requested, with EU, EU Member States and international programs/projects/initiative in the framework of the EU integrated approach on Libya's IBM capacity building;
- To identify best practice and lessons learned within the field of responsibility;
- To design training activities, as appropriate;



### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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, including operational and strategic level experience within an SSR context, notably on Border Security and Management and IBM, after having fulfilled the education requirements.
- Extensive experience on border management and security, including on Integrated Border Management (IBM).

### **5 Essential Knowledge, Skills and Abilities:**

- Planning and coordination skills;
- Capacity to analyse and structure information;
- Networking and mediation skills;
- Ability to engage with senior officials/ governmental level decision makers;

### **6 Desirable Qualifications and Experience:**

- Experience in leading and coordinating international efforts to support host state reforms in the area of SSR;
- Knowledge and experience of leading multi-thematic and multi-layered security, rule of law or stabilisation related programmes;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- Experience in designing and delivering capacity building activities
- Experience in project management

### **7 Desirable Knowledge, Skills and Abilities:**

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



<b>Position:</b> Head of Criminal Justice Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP15	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Criminal Justice Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Head of Head of Criminal Justice Unit reports to the Head of Operations.

**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);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- 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 ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To support the development of the Ministry of Justice (MoJ), the Supreme Judicial Council, as well as other justice actors in the field of civilian SSR through mentoring, monitoring and advising.
- To be the key interlocutor with the MoJ's senior management level as well as with the Supreme Judicial Council and other judicial institutions
- To coordinate, lead and manage the work of the Criminal Justice Unit, to ensure the unit delivers on the mission mandate and its tasks within the area of the rule of law and criminal justice, as set out in the planning documents, the MIP and instructions issued by Head of Mission (HoM);
- To support planning efforts addressing immediate Rule of Law and criminal justice issues in Tripoli and across Libya;
- To advise on the promotion of Rule of Law and criminal justice aspects among Libyan state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.

- To contribute to the mapping of the Libyan and international community actors who are relevant to the Libyan stabilisation process, most particularly in the area of the Rule of Law and criminal justice fields.
- 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 area of the Rule of Law and criminal justice;
- To ensure, at operational level, co-ordination with other relevant operational Units within the mission.
- To liaise and cooperate closely with other relevant international actors including other EU and UN agencies, representatives of EU member states, NGOs and other interested international community actors, as appropriate and directed by the HoM;
- To act, as appropriate, as the representative of the Unit and the mission in contacts with external interlocutors;
- To ensure compliance with instructions/directions from the mission management and to issue instructions to the members of the Unit.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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. The qualification should be in Law; **AND**
- At least 8 years of relevant professional experience, out of which at least 3 at a management level;
- Experience as a prosecutor, and/or judge and/or defence lawyer and/or Ministry of Justice official working in the Rule of Law and criminal justice fields;
- Experience in working on international standards and instruments related to the Rule of Law and criminal justice.

### **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;
- Extensive knowledge of the Rule of Law and criminal justice areas, in particular in post-conflict scenarios in developing countries;
- 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;
- Knowledge about EU Justice and Home Affairs (JHA) and international police cooperation.

## **6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, at national and/or international level;
- Experience in national or international assignments in a staff function notably in a law enforcement agency, in particular planning and organisation of crisis management Missions;
- Experience in designing and delivering capacity building activities;
- Experience in project management.

## **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Senior Border & Migration Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP18	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Border & Migration 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 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).
- To assist the Strategic IBM Adviser on the implementation of Libyan institutional reforms on Border Security and Management process led by the Libyan authorities, including related capacity building aspects;
- To support the development of the Libyan Border & Migration authorities in the field of SSR through mentoring, monitoring and advising;
- To advise the Libyan Border & Migration authorities on the management and development of border control regimes, introducing working methods aimed at maximising the efficiency of customs and border security checks, whilst ensuring movement of persons and effective trade facilitation;
- To advise the Libyan Border authorities on the development of a common strategy with Tunisia to enhance the effectiveness of their IBM approach;
- To assist in supporting the Libyan authorities to implement activities with international actors, including CSDP Sahel missions and RACC in the Sahel, aimed at securing Libyan southern borders.

- To analyse and identify opportunities for further EU engagement in support of the Libyan needs in the Border management area;
- To contribute to the implementation of memorandums of understanding, agreements/protocols related to the exchange of information between border agencies, both national and international;
- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans according with international human rights, in consultation with and supported by the Mission's Human Rights & Gender Advisers.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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, including operational and strategic level experience within SSR context, after having fulfilled the education requirements.
- Experience in implementing the concept of IBM, with a comprehensive knowledge of IBM strategies and operational tasks.

### **5. Essential Knowledge, Skills and Abilities:**

- Sound knowledge of border management and migration protocols and procedures, including of relevant acquis communitarian provisions, EU legislation, and best practices, in terms of management of external borders;
- Ability to mentor and motivate local counterparts;
- Mediation skills.

### **6. Desirable Qualifications and Experience:**

- Practical experience with border controls, inter-agency/international cooperation and exchange of information at national and international level;
- Experience in leading and coordinating international efforts to support host state reform in the area of SSR;
- Experience in strategic analyses, planning and reporting
- Experience in designing and delivering capacity building activities
- Experience in project management.

### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position Name:</b> Border Adviser land	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP19	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States: YES</b>

1. **Reporting Line:** The Border 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);
- 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).
- To assist the Strategic IBM Adviser on the implementation of Libyan institutional reforms on Border Security and Management process led by the Libyan authorities, including related capacity building aspects;
- To liaise, if requested, with EU, EU Member States and international programs/projects/initiatives in the framework of the EU integrated approach on Libya's IBM capacity building;

**3. General Tasks and Responsibilities:**

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



#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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.
- National and International experience in the management of border crossings.

#### **5. Essential Knowledge, Skills and Abilities:**

- Sound knowledge of border management and migration protocols and procedures, including of relevant acquis communitarian provisions, EU legislation, and best practices, in terms of management of external borders;
- 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:**

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

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge and experience from institutional reforms 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;
- Knowledge of the Mission area and potential security threats;
- High resilience under stress;
- Knowledge of Arabic.

<b>Position Name:</b> Senior Customs Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP20	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> OPS Department/Border Management Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Senior Customs 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 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 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).
- To assist the Strategic IBM Adviser on the implementation of Libyan institutional reforms on Border Security and Management process, particularly on customs related matters, led by the Libyan authorities, including related capacity building aspects;
- To liaise, if requested, with EU, EU Member States and international pograms/projects/initiatives in the framework of the EU integrated approach on Libya's IBM capacity building;

**3. General Tasks and Responsibilities:**

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

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements;

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Knowledge of border management protocols/customs/prosecution service/prisons service/maritime law etc.
- 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:**

- Experience of designing and delivering capacity building activities;
- Experience in project management.

#### **7. Desirable Knowledge, Skills and Abilities:**

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

<b>Position:</b> Judicial System Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP23	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Criminal Justice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Judicial System Adviser reports to the Head of 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 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 judges and their respective counterparts/institutions including the Libyan MoJ and Supreme Judicial Council and to propose solutions for strengthening same;
- To design, implement a contribute to deliver training, workshops and seminars to support capacity building activities for Judges;
- To provide advice and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts 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).
- 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 enhance coordination and facilitate interactions between various judicial actors under MoJ, Supreme Judicial Council and Prosecution Office
- To support the reform of the criminal justice sector by advising and strengthening the role of the Supreme Judicial Council 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 with a focus on judges by facilitating training and other activities in thematic areas agreed as priorities;
- To develop a training curriculum for enhancement of skills and knowledge for the Criminal Justice actors with a focus on Judges;
- 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 Coordination/Project Cell.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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; **AND**
- Experience as a prosecutor, and/or judge and/or defence lawyer and/or Ministry of Justice official working in the Rule of Law and criminal justice fields;
- Experience in working on international standards and instruments related to the Rule of Law and criminal justice;
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Knowledge of EU Justice and Home Affairs (JHA) agencies and international justice and police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL; EUROJUST);
- Mediation skills;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- 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:**

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Experience of CSDP mission(s) is desirable;
- Experience in designing and delivering capacity building activities
- Experience in project management

### **7. Desirable Knowledge, Skills and Abilities:**

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



<b>Position:</b> Corrections and Justice System Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP24	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Criminal Justice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Corrections and Justice System Adviser reports to the Head of 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 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).
- To support the development of the Libyan Correctional Services in the field of CSSR through mentoring, monitoring and advising;
- To be the key interlocutor with the Libyan Correctional Services and other relevant local authorities/agencies;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission's efforts to address areas of structural weaknesses; including in the areas of potential political interference, accountability, corruption, human rights, etc.
- To ensure that human rights and gender perspectives are integrated into relevant Mission's tasks and activities, policy and plans according with international human rights, in consultation with and supported by the Mission's Human Rights & Gender Advisers.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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, Criminology or other related university studies; **AND**
- A minimum of 5 years of relevant professional experience, within the field of penitentiary systems, after having fulfilled the education requirements.
- Experience in/ sound knowledge of the criminal justice field, in particular in a post-conflict environment/ civilian SSR process;
- Experience as Ministry of Justice official, and/or Prison Service official working with justice/penitentiary reform, and having relevant training;
- Professional experience in working on international standards and instruments related to criminal justice.

### **5. Essential Knowledge, Skills and Abilities:**

- Practical understanding of legal reform process including the development of legal policy and legislation;
- Ability to mentor local counterparts;
- Mediation skills.

### **6. Desirable Qualifications and Experience:**

- Experience in national or international assignments in a staff function notably in a criminal justice agency, in particular planning and organisation of crisis management Missions;
- Experience in criminal justice/penitentiary reform either domestically or internationally.
- Experience in designing and delivering capacity building activities
- Experience in project management

### **7. Desirable Knowledge, Skills and Abilities:**

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



## SECONDED/ CONTRACTED POSITIONS

<b>Position Name:</b> Planning, Evaluation and Monitoring Officer	<b>Employment Regime:</b> Secoded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level
<b>Ref. number:</b> LIBHM10, LIBHM16	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit</b> Head of Planning, Evaluation and Reporting Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Planning, Evaluation and Monitoring Officer reports to the Head of Planning, Evaluation and Reporting.

### **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 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).
- To support the development of a system, including through the use of technologic solutions, to gather, collect and analyse information from the Mission's interested sectors to update, monitor and evaluate the implementation Mission's mandate.
- To monitor and evaluate the state of implementation of the Mission's projects as part of the MIP as well as the contribution of the Mission to the implementation of EU programs/projects implemented in the framework of the EU Integrated approach, providing inputs for regular reports to the Mission's Senior Management;

### **3. General Tasks and Responsibilities:**

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

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies 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 in a national or international context, after having fulfilled the education requirements;

#### **5. 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;

#### **6. Desirable Qualifications and Experience:**

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

#### **7. Desirable Knowledge, Skills and Abilities:**

- Analytical and drafting capability and profound knowledge of information collection and analytical methods;
- 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;
- High resilience under stress;
- Knowledge of Arabic

<b>Position:</b> Financial Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level
<b>Ref. number:</b> LIBHM14	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> 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).
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) in the area of Finance management and control.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies 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;
- 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;
- High resilience under stress;
- Knowledge of Arabic

<b>Position Name:</b> Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. number:</b> LIBSE01	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Senior Mission Security Officer (SMSO) reports to the Head of Mission (HoM) and liaises closely with the CPCC Security / Duty of Care Office (SDoC Office).

**2. Main Tasks and Responsibilities:**

- To lead, direct and manage the Mission's Security and Duty of Care Department, as per the relevant Annex of the OPLAN;
- To monitor and assess the security situation and to provide security analyses, recommendations and advice to HoM, Senior Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To provide advice and implement measures in order to ensure the security and safety of Mission's members;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and Six-Monthly Reports as appropriate and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide timely advice and guidance to Mission members as required;
- To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that Private Security Provider complies with ToRs and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct and Discipline;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To direct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;

- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and secure communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to High Risk areas, if required, and to conduct security duties, in liaison with the CPCC SDoC Office;
- To collaborate with and report to CPCC SDoC Office on all relevant security related matters and ensure the implementation of their security recommendations;
- To regularly convene the Security Management Team of the Mission;
- To undertake any other tasks as required by the Line Manager(s).
- To monitor and assess the security situation, and to provide security analyses, recommendations and reports;
- To ensure that personal security advice is given to Mission members as required;
- To identify staff training needs in security related areas;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 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 8 years of relevant professional experience acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets, 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:**

- Ability to contribute to the development of security policies and procedures;
- Planning and time-management skills.

### **6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- University/Master degree in security studies (Security Studies, Security and Defence Studies, International Security Studies, Peace and Conflict Studies, Intelligence, International Sciences, Political Sciences or other related studies);
- Successful completion of an EU Mission Security Officer Certification Course;

- Civilian driving licence class C or validated driving license for armoured vehicles.

**7. Desirable knowledge, skills and abilities:**

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

<b>Position:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level
<b>Ref. number:</b> LIBSE07 - LIBSE10	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security & Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States: YES</b>

**1. Reporting Line:** The Medical Adviser reports to the Senior Mission Security Officer

**2. Main Tasks and Responsibilities:**

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



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

### **3. General Tasks and Responsibilities:**

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

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies in medicine of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area e.g. Bachelor's degree. The qualification should be in Medicine; **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;

### **6. Desirable Qualifications and Experience:**

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

## **7. Desirable Knowledge, Skills and Abilities:**

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