

The EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 3-2022 Call for Contributions Requirements and Job Descriptions					
Organisation:	EUBAM Libya				
Job Location:	Libya				
Employment Regime:	As indicated below				
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Location:	Availability:	
	Seconded (7)				
	LIBHM02	Chief of Staff	Libya	ASAP	
	LIBHM05	Human Rights Adviser	Libya	ASAP	
	LIBOP01	Head of Operations*	Libya	01/05/2023	
	LIBOP04	Counter-Terrorism Strategic Adviser	Libya	ASAP	
	LIBOP09	Maritime Border Adviser	Libya	ASAP	
	LIBOP18	Senior Border and Migration Adviser	Libya	ASAP	
	LIBOP19	Border Adviser Land	Libya	ASAP	
	Seconded/Contracted (4)				
	LIBAD11	CIS Officer	Tunisia/Libya	ASAP	
	LIBSE05 LIBSE06	Mission Security Analyst	Libya	ASAP	
	LIBSE09	Mission Security Officer	Tunisia/Libya	15/03/2023	
	Deadline for Applications:	Friday, 13 January 2023 at 17:00 hours (Brussels time)			

<p>How to Apply:</p>	<p>1) You have the nationality an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State: 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>
<p>Information:</p>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Dominique Brozak eeas-cpcc-libya@eeas.europa.eu +32 460 842407</p>

(*): Pending extension from MS

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 and Contributing Third 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 or of a Contributing Third 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.

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

II. REQUIREMENTS

II.A Essential Requirements

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

Education and Training

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

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.

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).

Skills and abilities Language Skills² – 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

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).

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

² <https://europa.eu/europass/en/common-european-framework-reference-language-skills> (Common European Framework of References for Languages)

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 – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software

module, indicating which position(s) the candidate is applying for. Candidates seconded by Invited Third States will apply using the Application Form in **Annex 3**.

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 as well as in the Goalkeeper system.

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

Position Name: Head of Operations*	Employment Regime: Seconded	
Ref. Number: LIBOP01	Location: Tripoli, Libya	Availability: 01/05/2023
Component/Department/Unit: Head of Mission Office / Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Operations reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To supervise the conduct of Mission operational activities and ensure orientation and operational coherence;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or and military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Understanding of peace stabilisation mechanisms and conflict prevention;

6. Desirable Qualifications and Experience:

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Mission area(s)

Position Name: Chief of Staff	Employment Regime: Seconded	
Ref. Number: LIBHM02	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To supervise the Office of the Chief of Staff and the following units: Planning, Reporting and Evaluation, Legal Advice and Human Resources;
- To administratively coordinate the advisers to the Head of Mission (Legal, Political, Human Rights, Gender and Environment), the Mission Analytical Capability and the Project Cell on aspects related to human resources management;
- To manage the Mission headquarters functions including Mission Support ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;

6. Desirable Qualifications and Experience:

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Mission area(s)

Position Name: Human Rights Adviser	Employment Regime: Seconded	
Ref. Number: LIBHM05	Location: Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the

European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor Degree; **OR** equivalent and attested police and/or and military education or training or an award of an equivalent rank; **AND**

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations;

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Mission area(s)

Position Name: Counter-Terrorism Strategic Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP04	Location: Libya	Availability: ASAP
Department: Operations Department/ Law Enforcement Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

The Counter-Terrorism 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) on the strategic and operational level;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose relevant solutions;
- To maintain necessary contacts and build relationships with relevant local actors on counter terrorism;
- To liaise closely with other Mission horizontal advisers;
- To contribute to inform and develop EU civilian options on SSR effort in Libya;
- To assess the overall status of the Libyan capacity to counter terrorism and that of the relevant governing authorities, including through the analysis of the relevant legislation;
- To assist in developing a law enforcement approach on counter-terrorism (rule of law based approach) and implementing relevant counter-terrorism policies, strategy, institutional architecture and legislation, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders (with particular reference to the implementation of UNSCR 1371, 1267, 2178, UN Instruments in combating terrorism signed by Libya and UN Global Counter-terrorism Strategy);
- To assist Libyan Authorities in implementing a counter-terrorism strategy (establishing a CT Fusion Cell);
- To assist in the development of an approach and measures related to counter-radicalisation and recruitment of terrorists/countering violent extremism;
- To contribute to mapping the relevant Libyan and International Community actors in regard to counter-terrorism;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL, CTITF, UNCTED and other International Community actors (Global Counter-terrorism Forum, Interpol);
- To engage in consultations with and assistance to relevant Libyan institutions and governing authorities, both at central and decentralised levels.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge about EU Counter-terrorism work (Member States, EEAS, European Commission, EUROPOL, CTPG) and international CT cooperation– UN (UNCTITF and CTED), Global Counter-Terrorism Forum, FATF; a law-enforcement background is essential;
- Ability to mentor and motivate local counterparts.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies.

7. Desirable Knowledge, Skills and Abilities:

- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic language.

Position Name: Maritime Border Adviser	Employment Regime: Seconded	Post Category:
Ref. Number: LIBOP09	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Border Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: YES

1. Reporting Line:

The 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) 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 propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart on maritime border management;
- To progressively be embedded within the national/local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress/lack of progress;
- To collect and collate statistics on 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 Mission Advisers as appropriate;
- To design and deliver training, as appropriate.
- To be the key interlocutor and support the capacity building of the Ministry of Interior (General Administration for Coastal Security and General, Ministry of Defence (Libyan Coast Guard and Port Security & Port Authority) and Ministry of Transport in the field of CSSR through mentoring, monitoring and advising;
- To support and assist the development policies on maritime strategies and operational concepts in line with national and international legislation;
- To liaise with EU as well as international efforts of EUNAVFOR, FRONTEX, EASO, EUROPOL, UNSMIL, INTERPOL as well as with EU Member States and other bilateral efforts on Libya's maritime capacity building;
- To develop policies in line with Border Management.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to engage with senior officials, to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of international migration policies and maritime border surveillance;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in Excel and PowerPoint;
- Experience in management projects;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies;
- Experience in management of strategic analyses and understanding of strategic and operational considerations for the design of national security sector related reforms.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Senior Border and Migration Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP18	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Operations Department/Border Management Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: YES

1. Reporting Line:

The Senior Border and 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 on 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 Mission Advisers as appropriate;
- To design and deliver training, as appropriate;
- 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;

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of border management and migration protocols and procedures, including relevant acquis communitarian provisions, EU legislation, and best practices, in management of external borders;
- Understanding of IBM at strategic and operational level in SSR context;
- Knowledge of IBM concept strategies and operational tasks;
- 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.

7. Desirable Knowledge, Skills and Abilities:

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

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

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/lack of progress;
- To collect and collate statistics on 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 Mission advisers as appropriate;
- To design and deliver training, as appropriate;
- 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, with EU, EU Member States and international programs/projects/initiatives in the framework of the EU integrated approach on Libya's IBM capacity building if requested.

3. **General Tasks and Responsibilities:**

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

4. **Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Ability of designing and delivering training;
- Knowledge of border management and migration protocols and procedures, including relevant acquis communitarian provisions, EU legislation, and best practices, in management of external borders;
- Organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

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

SECONDED/CONTRACTED POSITIONS

Position Name: Communication and Information Systems (CIS) Officer	Employment regime: Seconded/Contracted	Post category for Contracted Mission Support Management Level (MSML)
Ref. Number: LIBAD11	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:

The Communication and Information Systems (CIS) Officer reports to Head of Mission Support.

2. Main Tasks and Responsibilities:

- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To conduct the maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality, radio network,
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;
- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs;
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Understanding of Windows Active Directory domain services;
- Strong analytical and problem-solving skills;
- Drafting and writing skills;

6. Desirable Qualifications and Experience:

- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Knowledge of hardware performance and specifications;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Category C driving license and experience driving vehicles with manual transmission;

Position Name: Mission Security Analyst	Employment Regime: Seconded/Contracted	Post category for Contracted Mission Support Management Level (MSML)
Ref. Number: LIBSE05 LIBSE06	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Security and Duty of Care Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To assist the Mission Security Officer to collect/process information and update the contingency plans for implementation in emergencies that require relocation/evacuation of Mission members;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union;
- To assist the Senior Mission Security Officer in the development, implementation, and updating of the Mission Security Plan, as well as supporting security and safety instructions and procedures;
- To assess the security situation and to analyse all relevant information;
- To produce incident and travel security advisories;
- To prepare daily, weekly, monthly security working papers, and other reports as required;
- To produce long-term assessments and forecasts of the security situation;
- To assist the Senior Mission Security Officer in maintaining continuity of security information analysis;
- To gather comprehensive information regarding events/actions that may affect the safety and security of Mission members and assets within the Mission area, generate reports and make recommendations;
- To conduct risk analysis' and threat assessments on security developments for persons and assets;
- To provide briefings to new Mission members on the security situation and ensure all members are prepared for emergencies;
- To ensure the quick dissemination of security related information;
- To assist and support the Information Security Officer in the management of EU Classified Information and security clearances;
- To deputise in the absence of the Information Security Officer as required;
- To perform security reviews of personal protective security equipment, transport and residences and Mission offices;
- To liaise and cooperate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives on security matters;
- To provide assistance to Mission members and ensure all necessary actions are taken, particularly in emergency cases;
- To provide timely, precise and accurate reports, analyses

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, out of which a minimum of 2 years of experience in security analysis, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to contribute to the development of security policies and procedures;
- Reporting skills;
- Presentation skills (preparing and delivering presentations);

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats

Position Name: Mission Security Officer (MSO)	Employment Regime: Seconded/Contracted	Post category for Contracted Mission Support Management Level (MSML)
Ref. Number: LIBSE09	Location: Tripoli, Libya	Availability: 15/03/2023
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) / Medical and Safety reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Planning, and time-management skills;
- Analytical skills;

6 Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

7 Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;