

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1 - Requirements and Job Descriptions

European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 2-2023 Call for Contributions				
<b>Organisation:</b>	European Union Integrated Border Management Assistance Mission in Libya			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notices:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (11)</u></b>			
	LIBHM03	Executive Officer	Libya	ASAP
	LIBHM08	Reporting Officer	Libya	ASAP
	LIBHM22*	Political Adviser / Press and Public Information Officer (PPIO)	Libya	ASAP
	LIBOP05	Head of Border Management Unit	Libya	ASAP
	LIBOP20	Senior Customs Adviser	Libya	ASAP
	LIBOP39	Border Criminal Intelligence/Analysis Advisor	Libya	ASAP
	LIBOP40	Border Investigation Adviser	Libya	ASAP
	LIBOP42	Border Training Adviser on Organised Crime	Libya	ASAP
	LIBOP43	Border Training Adviser on Counter Terrorism	Libya	ASAP
	LIBOP44	Senior Integrated Border Management-Interoperability Adviser	Libya	ASAP
	LIBSE10**	Medical Adviser	Libya	01 Jan 2024
	<b><u>Seconded/Contracted (3)</u></b>			
	LIBHM10	Planning, Evaluation and Monitoring Officer	Libya	ASAP
LIBAD03	Finance Officer	Tunisia/Libya	ASAP	

	LIBAD04***	Finance Officer	Tunisia/Libya	01 Jan 2024
<b>Deadline for Applications:</b>	<b>Friday, 10 November 2023 at 17:00 hours (Brussels time)</b>			
<b>How to Apply:</b>	<p>1) <b>You have the nationality an EU Member State: you must use Goalkeeper to apply:</b></p> <p>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></p> <p>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>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Jaroslaw WÓJCIK</b>  <a href="mailto:eeas-cpcc-libya@eeas.europa.eu">eeas-cpcc-libya@eeas.europa.eu</a>  +32 (0)2 584 3766</p>			

\* *Pending confirmation of selection.*

\*\* *Pending the approval of extension by the Seconding Authority.*

\*\*\* *Pending the deployment of the incumbent to another Mission.*

### **Low and/or Medium Risk Non-Family Mission**

**EUBAM Libya** currently bears a Low and Medium Risk Non-Family Mission status. The Mission Headquarters is in Tripoli. For security purposes, Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission. The Mission takes no responsibility for family members of Mission Members visiting or habitually residing in the country. Only international Mission Members are covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective Mission Member responsibility.

Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/invited/contributing Third States (Contributing States) will be considered. Contributing 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). Personnel seconded from contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French 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 the EU Member States and Third Contributing States (Contributing States) propose candidates for the following international expert positions for EUBAM Libya, according to the requirements and profiles described below:

## **I. GENERAL CONDITIONS**

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

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission

**Flexibility and Adaptability** – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

## **II. REQUIREMENTS**

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

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

**1. Physical and Mental Health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

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

### **2. Education and Training**

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

### **3. Knowledge**

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

### **4. Skills and abilities**

**Language Skills**<sup>1</sup> – Candidates must have the understanding, speaking, and writing proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the following link available in the footer reference.

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

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

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<sup>1</sup> [Common European Framework of References for Languages](#)

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

**Driving Skills** – 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 of the Mission Area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and Experience of Security Sector Reform (SSR)** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

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

**Language** – Some proficiency in local language(s), depending on the job and responsibilities.

**Driving Licence** – Category C driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

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

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission. If selected candidates could not obtain a Libyan visa before deployment, the EU citizens shall get Tunisian visa at Tunis airport upon arrival, valid for 3 months. After arrival, the Mission will apply for Libyan visa through the Libyan Ministry of Foreign Affairs in Tripoli, to be collected at Libyan Embassy in Tunis.

The issuance of a Libyan VISA can be a lengthy process, which is beyond the Mission's control. This means that it can have a financial impact on the salaries (lower per diem and hardship allowances) of those selected candidates who would be temporarily stationed in Tunis until their visa (or equivalent) is issued and they could be redeployed to Tripoli.

**Education diploma(s)/certificate(s) or/and professional certificate(s)** – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up the duties.

**Required Personnel Security Clearance (PSC)** –Selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreement.

**Certificate/Booklet of Vaccination** –Selected candidates must be in possession of a valid certificate/ booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

**Medical Certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidates, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended).

The Head of Mission reserves 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**

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

**Application Form** – Applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying

for. Candidates seconded by Contributing Third States will apply using the dedicated Application Form returned in Word format.

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

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** – Contributing 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.

**Training** – The selected candidates should complete Missionwise and SAFE<sup>2</sup> modules, which are designed for the delegations or an equivalent course.

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

**HEAT (Hostile Environment Awareness Training)** is currently strongly recommended for Libya. The candidate should undergo a certified HEAT training **not more than five years ago**.

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

## **V. JOB DESCRIPTION**

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 Operation Plan (OPLAN).

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<sup>2</sup> <https://webgate.ec.europa.eu/eeas/security-e-learning>

## SECONDED POSITIONS (11)

<b>Position Name:</b> Executive Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM03	<b>Location:</b> Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission/Chief of Staff	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer reports to Head of Mission.

### 2. Main Tasks and Responsibilities:

- To support the management of the Head of Mission office;
- To maintain a registry of all official contacts with the Mission;
- To coordinate advice and information provided for the Head of Mission by Mission offices and Mission members as required;
- To ensure close cooperation with the Head of Mission office and/or other Mission members, drafting plans, directives, Standard Operating Procedures, orders and instructions to be approved and/or issued by Head of Mission;
- To coordinate and liaise with relevant Mission components as required;
- To maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information;
- To act as a focal point for diplomatic protocol issues;
- To assist in Mission reporting and communication.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Administrative skills (office management, event planning, project management).



**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Knowledge of EU protocol.

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

- Knowledge of Arabic and/or French.

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports;
- To design and implement a Mission-wide reporting system and procedures.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Drafting and editing skills;
- Communication and presentation skills;

- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Political Adviser / Press and Public Information Officer (PPIO)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM22*	<b>Location:</b> Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required;
- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To organise and conduct press conferences, briefings and other media events;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state.

### **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 domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality.

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

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in the field of institutional communication.

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

- Proficiency with social media and graphic design software;
- Local press and media environment awareness;
- Language skills: knowledge of French and Arabic.

<b>Position Name:</b> Head of Border Management Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP05	<b>Location:</b> 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 Head of Border Management Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate 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 the Head of Mission;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- 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;
- To liaise and cooperate closely with other EU, Libyan and international actors (in particular INTERPOL, EUROPOL and FRONTEX);
- To assist Libyan Border agencies as well as any other Libyan institutions or actors involved in border management;
- To support the Mission's activities in the frame of the Libya Sahel Coordination Forum;
- To support the Project Cell in designing and implementing Mission's projects.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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

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

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at management/coordination level, after having fulfilled the education requirements.

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

- Knowledge of EU Justice and Home Affairs (JHA) agencies and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL);
- Expertise in change management, management and implementation of reform programmes
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to manage and coordinate a diversified team.

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

- Experience in leading projects;
- Experience in Integrated Border Management at Strategic level;
- Practical field experience in integrated border management;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic.

<b>Position Name:</b> Senior Customs Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP20	<b>Location:</b> 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 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;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- 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 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, advise and motivate local counterparts;
- Knowledge of border management protocols/customs/prosecution service/prisons service/maritime law etc.
- 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 of designing and delivering capacity building activities;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic.

<b>Position Name:</b> Border Criminal Intelligence/Analysis Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP39	<b>Location:</b> Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Head of Fight against Border Crime and Terrorism Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Border Criminal Intelligence /Analysis Adviser reports to the Head of Fight against Border Crime and Terrorism Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To liaise, with EU, EU Member States and international programs/projects/initiatives in the field of Border Criminal intelligence and analysis, if requested and under control by her/his Line manager
- To conduct, upon request, review of the Border Management and relevant law enforcement agencies structure regarding criminal intelligence;
- To establish and develop working relationships with the Libyan partners in charge of the criminal intelligence aspects of fight against border crimes and terrorism, in particular Human being trafficking and migrant smuggling;
- To assess the needs of the Libyan partners in charge of criminal intelligence;
- To elaborate a training plan addressing operational criminal intelligence and the fight against terrorism and organised crime;
- To design and implement specialized training in analysis and sharing criminal intelligence process;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (Criminal intelligence);
- To coordinate and oversee criminal intelligence training;
- To deliver expertise in terms of criminal intelligence cooperation;
- To report to the Head of Fight against Border Crime and Terrorism Unit on the consistency, complementarity and sustainability of the programs;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.

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

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

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

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

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

- Ability to mentor, advise and motivate local counterparts;
- Expertise in criminal intelligence and analysis within a law enforcement agency, including fight against migrant smuggling and Human being trafficking;
- 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 of designing and delivering capacity building activities;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic language.

<b>Position Name:</b> Border Investigation Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP40	<b>Location:</b> Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Fight against Border Crimes and Terrorism Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Border Investigation Adviser reports to the Head of Fight against Border Crimes and Terrorism Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To provide analysis and recommendations to the Libyan Border and other relevant law enforcement agencies involved in the fight against border crimes, in particular in the fight against Human being trafficking and migrant smuggling;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress/lack of progress;
- To maintain necessary contacts and build relationships with relevant Libyan Border and other relevant law enforcement agencies involved in the fight against border crimes and international stakeholders;
- To ensure compliance with instruction/direction from Mission management;
- To liaise, with EU, EU Member States and international programs/projects/initiatives in the field of Border Investigation, if requested and under control by her/his Line manager.

### 3. General Tasks and Responsibilities:

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

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

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

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

- Ability to mentor, advise and motivate local counterparts;
- Expertise within a law enforcement agency in border investigation, including fight against migrant smuggling and Human being trafficking;
- 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 of designing and delivering training;
- Experience of designing and delivering capacity building activities;
- Experience in project management.
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic.

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

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

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

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

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

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

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

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

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

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

- Knowledge of Arabic.

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;



- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

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

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

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

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

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

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

- Knowledge of Arabic.

<b>Position Name:</b> Senior Integrated Border Management- Interoperability Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP44	<b>Location:</b> 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 Integrated Border Management-Interoperability Adviser reports to the Head of the Border Management Unit.

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

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

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

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

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

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

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

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

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

<b>Position Name:</b> Medical Adviser**	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBSE10	<b>Location:</b> Libya	<b>Availability:</b> 01 Jun 2024
<b>Component/Department/Unit:</b> Head of Mission Office/ Security and Duty of Care	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

Medical Adviser to the Senior Mission Security Officer.

**2. Main Tasks and Responsibilities:**

- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters;
- To deputise for the Senior Medical Adviser (if applicable);
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/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 members especially with regards to operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- 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 Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs, in close cooperation with healthcare providers and the Mission insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all 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.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School;
- The qualification should be in Medicine;

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

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required.

**6. Desirable Qualifications and Experience:**

- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS);
- Training as a General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS) Course;
- Experience in delivering medical training in emergency medicine, trauma and health care.

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

- Valid C or C1 driving license.
- Knowledge of Arabic language

## SECONDED/CONTRACTED POSITIONS (3)

<b>Position Name:</b> Planning, Evaluation and Monitoring Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> LIBHM10	<b>Location:</b> Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office/ Planning, Evaluation and Reporting	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To develop, maintain and regularly update the Mission Implementation Plan (MIP) in close cooperation with the relevant Mission operational elements and other stakeholders;
- To coordinate and provide quantitative and qualitative analysis of inputs originating from the Mission operational and advisory elements on the progress of the operational activities and state of play of mandate implementation;
- To liaise regularly with the Mission operational and advisory elements on one hand and external stakeholders on the other for information exchange, coordination, and cooperation;
- To help prepare Mission coordination meetings on the progress of MIP implementation and ensure that Mission personnel is also regularly updated;
- To contribute to the Mission Project Cell activities by identifying and developing new projects in line with the Mission mandate;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

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

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

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

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. number:</b> LIBAD03 LIBAD04***	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP 01 Jan 2024
<b>Component/Department/Unit:</b> Mission Support/Finance	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Finance Officer reports to the Head of Finance.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Finance in maintaining the financial and accounting operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance;
- To manage the accounts, payments, treasury, financial system, claims and other financial functions;
- To follow up on the reconciliation of bank statements with payroll and accounts;
- To verify the legality and regularity of transactions prior to authorising financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To implement audit recommendations and ensure the effectiveness of internal control;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To assist the Head of Finance in drafting the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;



**6. Desirable Qualifications and Experience:**

- Degree or certificate in Economics/Business Administration/Finance/Banking/Accounting or other related field;
- Member of a corps or body within EU member states public institutions having functions of this nature and/or certification as a Certified Public Accountant or Chartered Accountant;
- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic.