

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya)</b> <b>1-2024 Call for Contributions for Visiting Experts</b> Requirements and Job Descriptions				
<b>Organisation:</b>	<b>European Union Integrated Border Management Assistance Mission in Libya</b>			
<b>Job location:</b>	<b>As indicated below</b>			
<b>Employment regime:</b>	<b>As indicated below</b>			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (3)</u></b>			
	VELIB07	Analytical Coordinator	Tripoli, Libya	January 2025, for 3 months with the possibility of extension, and non-permanent deployment
	VELIB08	Operations Room Operator/Duty Officer	Tripoli, Libya	January 2025, for 3 months with the possibility of extension, and non-permanent deployment
	VELIB09	Expert in Search and Rescue Operations at Sea	Tripoli, Libya	January 2025, for 3 months with the possibility of extension, and non-permanent deployment
<b>Deadline for applications:</b>	<b>Friday, 22 November 2024 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<p><b>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) 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><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.</i></p> <p><i>We are unable to provide contact details of national Seconding Authorities.</i></p>			
<b>Information:</b>	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><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>			

### **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. As such, 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 (Unilateral Declaration of 22 June 2018 of the President of the Presidential Council and the Prime Minister of the Government of National Accord of the State of Libya), 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 responsibility of each staff member. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose to the Civilian Operation Commander, in consultation with the EEAS Security Department, 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 and Invited Third States (Contributing States) will be considered.

The Mission shall cover the Visiting Experts (VE) travel costs to and from the place of deployment and for any duty travel while on deployment.

Contributing States and EU Agencies will bear all personnel-related costs for seconded VE, e.g. salaries and medical coverage (with the exception of the High-Risk insurance), and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Due to the non-permanent nature of VE assignments to Missions, specific provisions may apply with regard to their status, entitlements (e.g. leave days), rights and obligations and security.

**Tour of duty** – The duration of the deployment is indicated in the respective job description, respectively for an initial 3 months with a possible extension for another 3 months, according to the planned schedule.

The Civilian Operations Commander requests that EU Member 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** – 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:

**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.

**Education and training** – Candidates should have a recognised 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>.

**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).

### Skills and abilities

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages 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 advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and interpersonal skills** – 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.

**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 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** – 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 general conditions 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** – 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** – Knowledge of local language(s), depending on the job tasks 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 on route to the Mission.

The Mission initiates the visa procedure for Libya for the selected candidates. If they could not obtain a Libyan visa before deployment, the EU citizens shall get to Tunis, they are allowed to stay in the country for 3 months. Before arriving in Tunis, the Mission will apply for Libyan visa through the Libyan Ministry of Foreign Affairs in Tripoli, to be collected at the Libyan Embassy in Tunis. Supporting documents will be requested (i.e. scan copy of passport, Libyan visa application form).

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) and/or 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 their 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 European Union Classified Information (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 Agreements.

**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. A dental examination is also required to certify 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 candidate, 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 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.

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

#### **IV. ADDITIONAL INFORMATION**

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**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 European Institutions to take this into account when putting forward candidates 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 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. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

**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.

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learnings>.

**HEAT (Hostile Environment Awareness Training)** is currently strongly recommended for Libya. The candidate should have undergone a certified 4-5 day long<sup>1</sup> residential HEAT training **not more than five years ago**.

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

**Data protection** – The EEAS, and its Directorate CPCC, processes 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 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 Operational Plan (OPLAN).

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<sup>1</sup> As per the EEAS HEAT policy reference Ares(2021)7649852 - 10/12/2021.

## VISITING EXPERTS POSITIONS

<b>Position Name:</b> Analytical Coordinator	<b>Employment Regime:</b> Seconded Visiting Expert	
<b>Ref. Number:</b> VELIB07	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> January 2025, for 3 months with the possibility of extension, and non-permanent deployment
<b>Component/Department/Unit:</b> Head of Mission/Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Analytical Coordinator reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To identify, analyse and report on political, operational and security trends and developments in the Area of Responsibility as they apply to the Mission mandate;
- To coordinate the preparation of concise and accurate analytical reports based on various sources of information.
- To advice on political, operational and security issues in coordination with relevant Mission entities;
- To provide analysis and forecasting in support of planning and internal decision-making processes, as well as to adress the operational and reporting requirements of the Mission;
- To conduct and coordinate open-source monitoring and analyse qualitative/quantitative data in accordance with the Mission mandate and specific priorities defined by Senior 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 i.e. 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 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Analytical skills and knowledge of information collection;
- Writing and reporting skills;
- English language skills: minimum level B2 (Independent User).

### 6. Desirable Qualifications and Experience:

- Master's degree in any of the fields of Political Science, International Relations and other related fields;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Proven experience in analysing threats;
- Experience in the use of analytical IT tools;
- Successful completion of open-source intelligence courses.

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

- Knowledge of Arabic.



<b>Position Name:</b> Operations Room Operator/ Duty Officer	<b>Employment Regime:</b> Seconded Visiting Expert	
<b>Ref. Number:</b> VELIB08	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> January 2025, for 3 months with the possibility of extension, and non- permanent deployment
<b>Component/Department/Unit:</b> Head of Operations/Operations Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Operations Room Operator/Duty Officer reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To conduct Search and Rescue (SAR) Training: Deliver comprehensive training to Duty Officers and Operations Room Operators on SAR operations, including protocols, relevant International Maritime Organization (IMO) IMO publications, and the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual, Volumes I and II;
- To advise on SAR Coordination: Provide expert guidance to Duty Officers and Operations Room Operators on the strategic planning, coordination, and execution of SAR operations, ensuring optimal asset allocation and an effective response;
- To provide instruction in IMO Communication: Educate Duty Officers and Operations Room Operators in the use of IMO Standard Marine Communication Phrases, thereby promoting clear and effective communication during maritime operations;
- To produce Comprehensive Reports: Generate precise and detailed reports on developments, recommendations, and lessons learned, ensuring thorough documentation and valuable insights;
- To foster Stakeholder Relationships: Build and maintain strong relationships with key stakeholders, including government agencies, to support effective collaboration and ensure mission success.

### 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 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Skilled in managing maritime emergencies, ensuring compliance with international standards;
- Expertise in planning, coordinating, and executing search and rescue operations, including the strategic allocation of assets;
- Capable of verifying the accuracy of SAR messages and compiling detailed, comprehensive reports;
- Competent in utilizing maritime safety and security platforms such as THETIS, SEA SAFE NET, and PMIS;
- Proficient in applying the principles of IAMSAR Manual Volumes I and II;
- Excellent command of the terminology provided by the IMO Standard Marine Communication Phrases;
- Familiar with operating communication systems such as VHF Radio, MF/HF Radio, GMDSS, SATCOM, INMARSAT, and AIS;
- In-depth knowledge of the international legal frameworks, particularly those related to SAR operations at sea;
- Experienced in drafting, compiling, and distributing detailed and accurate reports.

**6. Desirable Qualifications and Experience:**

- A minimum of 3 years of experience as an operator or coordinator in an operations room, with a solid track record of effective performance;
- Knowledgeable in using Geographic Information System (GIS) tools for reporting and developing statistics;
- Experience in international settings, particularly in crisis areas, working with multinational and international organizations;
- Skilled in navigating and working within diverse, international environments with a strong understanding of intercultural communication;
- Ability to engage effectively with senior officials and work collaboratively in a multicultural and multi-ethnic environment, demonstrating sensitivity and respect for diversity.

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

- Knowledge of Arabic.

<b>Position Name:</b> Expert in Search and Rescue (SAR) Operations at Sea	<b>Employment Regime:</b> Seconded Visiting Expert	
<b>Ref. Number:</b> VELIB09	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> January 2025, for 3 months with the possibility of extension, and non-permanent deployment
<b>Component/Department/Unit:</b> Head of Operations/Operations Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Expert in Search and Rescue Operations at Sea reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To design and develop Search and Rescue (SAR) training programmes: Create and implement training and capacity-building initiatives focused on SAR operations, in accordance with the IAMSAR Manual Volumes II and III. Evaluate trainee performance to ensure adherence to IAMSAR procedures and maintain operational excellence. To instruct on Technology and Tools: Provide training to LMA personnel on the effective use of technology and tools, including Geographic Information Systems (GIS), mapping software, communication systems, and navigation instruments;
- To Provide Practical On-Scene Training and Guidance: Deliver hands-on training and expert advice to national counterparts on managing search and rescue (SAR) operations conducted by naval units in real-time scenarios;
- To produce Comprehensive Reports: Generate precise and detailed reports that encompass incident summaries, safety protocols, risk assessments, and lessons learned, ensuring thorough documentation and valuable insights;
- To foster Stakeholder Relationships: Build and maintain strong relationships with key stakeholders, including government agencies, to support effective collaboration and ensure mission success.

### 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 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Comprehensive understanding of international and national search and rescue (SAR) regulations;

- Proficiency in using communication tools, including radio and satellite systems;
- In-depth knowledge of the international legal framework governing SAR operations at sea, with particular emphasis on IAMSAR Volumes II and III;
- Extensive experience in maritime SAR operations, with expertise in maritime navigation, communication systems, and rescue techniques;
- Proven experience in managing operations involving migrants and vulnerable populations, with a strong emphasis on humanitarian principles;
- Demonstrated experience in training personnel on SAR procedures, including hands-on, onboard training.

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

- A minimum of 3 years of experience in leading and managing SAR teams and operations, demonstrating strong command and coordination skills;
- A minimum of 5 years of experience in commanding Officer of a SAR naval unit including operational management;
- Knowledge to perform inspection of a vessel (verbal/radio challenging of vessel at sea, vessel interdiction, approaching, boarding, document inspection, vessel inspection);
- Experience in international settings, particularly in crisis areas, working with multinational and international organizations;
- Skilled in navigating and working within diverse, international environments with a strong understanding of intercultural communication;
- Ability to engage effectively with senior officials and work collaboratively in a multicultural and multi-ethnic environment, demonstrating sensitivity and respect for diversity;
- Experience managing critical situation at sea (dealing with non-compliant crew);
- Knowledge of legal use of force during MLE activities, knowledge of recording events, knowledge of human right compliance.

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

- Knowledge of Arabic.