

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>EU Partnership Mission in Moldova</b> <b>2-2024 Call for Contributions</b> Requirements and Job Descriptions				
<b>Organisation:</b>	<b>EU Partnership Mission in Moldova</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
Job Titles/ Vacancy Notice:	Ref.:	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (7)</u></b>			
	MOL 02	Deputy Head of Mission / Chief of Staff	Chisinau	30 September 2024
	MOL 06	Legal Adviser	Chisinau	01 August 2024
	MOL 07	Press and Public Information Officer	Chisinau	14 October 2024
	MOL 11	Head of Hybrid threats and Cyber security Component	Chisinau	ASAP
	MOL 14	Strategic Adviser on Hybrid threats and/or Cyber Security	Chisinau	02 December 2024
	MOL 17	Strategic Adviser on Civilian Crisis Management Structures	Chisinau	ASAP
	MOL 39	Strategic Adviser on Cyber Security	Chisinau	ASAP
	<b><u>Seconded/Contracted (2)</u></b>			
	MOL 24	Senior Mission Security Officer	Chisinau	14 October 2024
	MOL 29*	Procurement Officer	Chisinau	01 September 2024
<b>Deadline for Applications:</b>	<b>Friday 26 July 2024 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	1) <b>You have the nationality of an EU Member State:</b> you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a> b) You do not have a Goalkeeper account or an EU Login: <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><b>2) 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><b>Please Note:</b> <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>
<p><b>Information:</b></p>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Mr Filippo MANGIONE</b>  <a href="mailto:CPCC-EUPM-MOLDOVA@eeas.europa.eu">CPCC-EUPM-MOLDOVA@eeas.europa.eu</a>  +32 460 84 46 70</p>

\* Availability of post is subject to the End of Mission confirmation / resignation.

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

The European Union Partnership Mission in Moldova (EUPM Moldova) bears a Low and Medium Risk Non-Family Mission status. 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 (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 staff 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 language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that Contributing States propose candidates for the following international expert positions for the EU Partnership Mission in Moldova, according to the requirements and profiles described below:

## I. GENERAL CONDITIONS

**Citizenship** – 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. The 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** – The 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** – The 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 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.

**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>.

**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).

## SECONDED POSITIONS

<b>Position Name:</b> Deputy Head of mission / Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MOL 02	<b>Location:</b> Chisinau	<b>Availability:</b> 30 September 2024
<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 Deputy of Head of Mission / Chief of Staff reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

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

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

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;  
AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

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

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

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

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

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

- Knowledge of Romanian or/and Russian language.



<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MOL 06	<b>Location:</b> Chisinau	<b>Availability:</b> 01 August 2024
<b>Component/Department/Unit:</b> Deputy Head of Mission / Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Planning and Conduct Capability and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, Memorandums of Understandings and special service agreements;
- To advise the Deputy Head of Mission/Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts and secondment etc.;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinates with other relevant domestic bodies concerning legal matters;
- To advise on Mission Data Protection;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission/Chief of Staff on disciplinary matters;
- To deliver training material on legal issues to the Mission and other organisations.

### 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 in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree;  
AND

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

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

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Excellent drafting skills.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Romanian or/and Russian language.

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MOL 07	<b>Location:</b> Chisinau	<b>Availability:</b> 14 October 2024
<b>Component/Department/Unit:</b> Deputy Head of Mission / Chief of Staff Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Press and Public Information Officer reports to the Deputy Head of Mission / Chief of Staff.

### 2. Main Tasks and Responsibilities:

- 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 on request of the Deputy Head of Mission / Chief of Staff;
- 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Communications, Political studies, International Relations, Humanities, Social sciences or other related field;  
AND
- A minimum of 4 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.

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Local press and media environment awareness;
- Knowledge of Romanian or/and Russian language.

<b>Position Name:</b> Head of Hybrid threats and Cyber security Component	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MOL 11	<b>Location:</b> Chisinau	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Hybrid threats and Cyber security Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Hybrid threats and Cyber security Component reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To develop strategies in the field of responsibility and setting corresponding priorities for the Component;
- To coordinate the work of staff in the field of advising on hybrid and cyber modus operandi, including responses and preventive aspects;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To facilitate liaison with Member States' and like-minded agencies;
  - To act as the representative of the Component with external interlocutors as required;
  - To deputise for the Head of Operations when so appointed by the Head of Operations;
  - To identify, manage and report the risks arising from the specific processes, systems and 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 and/or military education or training or an award of an equivalent rank;  
AND
- A minimum of 7 years of relevant professional experience preferably acquired in a civilian governmental agency or equivalent, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination management/supervisory level.

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

- Knowledge of civilian structures involved with prevention of and responses to antagonistic hybrid- and cyber modus operandi;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

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

- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analysis, in a governmental agency/Ministry or equivalent, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis, post-crisis or transitory areas with multinational and international organisations.

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

- Knowledge of Romanian or/and Russian language.

<b>Position Name:</b> Strategic Adviser on Hybrid threats and/or Cyber Security	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MOL 14	<b>Location:</b> Chisinau	<b>Availability:</b> 02 December 2024
<b>Component/Department/Unit:</b> Operations Department/ Hybrid threats and Cyber security Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategic Adviser on Hybrid threats and/or Cyber Security reports to the Head of Hybrid threats and Cyber Security Component

### 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 levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice and assistance to the relevant Moldovan partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To facilitate support and liaison of Member States and like-minded state institutions countering hybrid threats and/or enhancing cyber security;
- According to operational needs, liaison with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Moldovan partners on the capacity and training opportunities on hybrid threats, including foreign information manipulation and interference, and/or cyber security;
- To support the relevant Moldovan partners in identifying the appropriate equipment and infrastructure needed to strengthen resilience to hybrid threats;
- To manage, lead and facilitate projects and interventions on hybrid threats/cyber security;
- To advise, support and facilitate the relevant Moldovan partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on hybrid threats and cyber security;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g.

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

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

- Good knowledge of hybrid threats and/or cybersecurity, including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Mission experience, e.g., CSDP, UN, OSCE etc.
- Experience in developing strategies, policies and/or operational plans on hybrid threats and/or cybersecurity;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- For cybersecurity: international recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- For cybersecurity: experience on international security standards e.g. NIST Cyber Security Framework, ISO27000 series, CIS Security Controls or similar.

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

- Knowledge of Russia's hybrid strategies;
- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats, or for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Romanian or/and Russian language.



<b>Position Name:</b> Strategic Adviser on Civilian Crisis Management Structures	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MOL 17	<b>Location:</b> Chisinau	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Head of Crisis Management Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategic Adviser on Civilian Crises Management Structures reports to the Head of Crisis Management Component

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers as appropriate;
- To contribute to the strategic development of the Moldovan National Architecture in the sphere of civilian crises management;
- To advise on policy and strategy development of Moldovan owned implementation plans, in particular on preparedness, contingency planning, protection of critical infrastructures, information sharing tools and protocols, crisis decision-making, internal coordination tools and protocols, coordination with other actors (civil society, other countries, international organisations), exercises;
- To provide advice to senior Moldovan civilian crises management counterparts which contributes to leadership development;
- To promote context specific civilian crises management concepts;
- To ensure coherence and cooperation with international partners;
- To ensure Moldovan progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Moldovan counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training needs.

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

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

- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training;
- Knowledge of strategic civilian crises management at ministerial level.

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

- Mission experience, e.g. CSDP, UN, OSCE etc.
- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in developing civilian crises management Policy and Strategy;
- Experience in working with EU JHA/ civilian crises management policies, relevant EU JHA agencies and international initiatives/policies;
- Field and management experience in intelligence operations, e.g. surveillance and source handling;
- Experience in coordination and information sharing between law enforcement agencies and intelligence/security services, nationally and internationally;
- Managing experience in the production processes of intelligence, e.g. collection, collation and/or analysis (advanced technical knowledge advantageous).

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

- Sound knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation;

Knowledge of Romanian or/and Russian language.

<b>Position Name:</b> Strategic Adviser on Cyber Security	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MOL 39	<b>Location:</b> Chisinau	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Hybrid threats and Cyber security Component	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Strategic Adviser on Cyber Security reports to the Head of Hybrid Threats and Cyber Security Component

### 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 levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice, operational support and assistance to the relevant Moldovan partners to strengthen their strategic and operational cyber security abilities, as well as their resiliency and capacity to respond to malicious cyber activities and give particularly conceptual assistance in the transformation of the Moldovan cyber security landscape;
- To facilitate support and liaison of Member States and like-minded state institutions to prevent, detect and countering hybrid threats and cyber-attacks in line with EU and international security standards;
- According to operational needs, liaison with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Moldovan partners on taking the appropriate and proportionate strategic organisational measures to continuously prevent, discourage, deter and respond to malicious cyber activities
- To identify and advise the relevant Moldovan partners on the capacity and training opportunities on cyber security, particularly relating to legislation, policy and structural design;
- To evaluate the capabilities of the structures responsible for cyber security;
- To support the relevant Moldovan partners in identifying the appropriate equipment and infrastructure needed to strengthen cyber security capabilities;
- To manage, lead and facilitate projects and interventions on cyber security;
- To advise, support and facilitate the relevant Moldovan partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on cyber security;
- To provide analysis and recommendations to the local counterpart in the area of responsibility.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the Line Manager.

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

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

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

- Proven knowledge of cyber security at strategic level, including relevant experience on strategic and operational levels gained in a governmental agency or equivalent;
- Good knowledge of cyber security architecture requirements, EU good cyber practices, and technical solutions;
- Knowledge of technical solutions to protect systems, networks and programs from digital attacks
- Experience on international security standards e.g. NIST Cyber Security Framework, ISO27000 series, CIS Security Controls or similar.
- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training.

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

- Mission experience, e.g., CSDP, UN, OSCE etc.
- Experience in developing strategies, policies and/or operational plans on cyber security;
- International recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- Cyber Security Authority experience (operationally as well as conceptually).

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

- Knowledge of Russia's hybrid strategies;
- Knowledge of EU policy framework for enhancing for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Romanian or/and Russian language.

## SECONDED/CONTRACTED POSITIONS

<b>Position Name:</b> Senior Mission Security Officer	<b>Employment Regime:</b> Secoded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> MOL 24	<b>Location:</b> Chisinau	<b>Availability:</b> 14 October 2024
<b>Component/Department/Unit:</b> Security and Duty of Care	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Mission Security Officer (SMSO) reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Security and Duty of Care Unit;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To lead, direct and manage the staff and work of Mission Security and Duty of Care Department, as per the relevant document of the Operation Plan;
  - To monitor and assess the security situation and provide security analyses, recommendations and advice to the Head of Mission, Senior Management and Mission members on all security related matters that affect the Mission, its assets, personnel and information;
  - To provide advice and implement measures to ensure the security and safety of Mission members;
  - To be responsible, in line with EU Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
  - To contribute and coordinate to the drafting of security policies and procedures;
  - To be responsible for the protection of EU classified information (EUCI) within the Mission and to ensure information is handled in accordance with EU rules;
  - To produce security inputs to daily Situational Reports, Weekly Operational Summary, Monthly and Six Monthly Reports and ensure real time reporting from potential trouble spots;
  - To be responsible for the supervision of journey management planning and provide timely advice and guidance to Mission members;
  - To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
  - To ensure that regular security drills, communication tests and evacuation exercises are conducted;
  - To ensure that Contracted Guard complies with the agreed Terms of Reference and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct;
  - To ensure an effective system of security reviews in relation to the Missions' property and buildings and recommend changes if necessary;
  - To develop professional contacts with Security Managers of EU bodies, diplomatic representatives, military missions, local police and international organisations.
- To coordinate security reviews of Mission members' personal protective equipment, transport, Mission members residences and Mission offices as necessary;
- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and be available to deploy 24/7, to provide security direction, follow up action and set priorities to effectively manage foreseen/unforeseen security events or incidents;

- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;
- To ensure the policy on security clearances for Mission members is correctly applied;
- To travel to all Mission areas including high risk areas as required;
- To collaborate with and report to Civilian Planning and Conduct Capability (CPCC) Security / Duty of Care Office on all security related matters and ensure the implementation of their security recommendations;
- To regularly convene with the Mission Security Management Team;
- 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 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Organisational, planning, and time management skills.

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

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Course;
- Valid license for armoured vehicle or C/C1 driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Romanian or/and Russian language.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management level (MSML)
<b>Ref. Number:</b> MOL 29	<b>Location:</b> Chisinau	<b>Availability:</b> 1 September 2024*
<b>Component/Department/Unit:</b> Mission Support	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Procurement Officer reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Mission Support on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices;
- To assist the Head of Mission Support with other administrative tasks.

### 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:

- Analytical skills and financial acumen;
- Ability to establish, plan and review priorities;
- Experience in using legally established professional and transparent procurement policies, rules and procedures.

### 6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System.
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG);
- Knowledge of Romanian or/and Russian language.