

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

| <p align="center"><b>European Union Border Assistance Mission for the Rafah Crossing Point</b><br/> <b>(EUBAM Rafah)</b><br/> <b>3-2024 Call for Contributions for Visiting Experts</b><br/> Requirements and Job Descriptions</p> |   |                          |                  |                      |
|--|---|--------------------------|------------------|----------------------|
| <b>Organisation:</b>   | <b>European Union Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah)</b>  |                          |                  |                      |
| <b>Job location:</b>   | <b>As indicated below</b>   |                          |                  |                      |
| <b>Employment regime:</b>  | <b>As indicated below</b>   |                          |                  |                      |
| <b>Job titles/<br/>vacancy notice:</b>   | <b>Ref.:</b>  | <b>Name of the post:</b> | <b>Location:</b> | <b>Availability:</b> |
|  | <b><u>Seconded (4)</u></b>  |                          |                  |                      |
|  | VE 03   | Legal Adviser            | Ramat Gan        | As soon as possible  |
|  | VE 06   | Mission Security Expert  | Ramat Gan        | As soon as possible  |
|  | VE 07   | Security Analyst         | Ramat Gan        | As soon as possible  |
|  | VE 08   | Finance Expert           | Ramat Gan        | As soon as possible  |
| <b>Deadline for applications:</b>  | <b>Friday 25 October 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><br/> <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><br/> <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><b>Please note:</b> seconded positions are only available for candidates already validated in the database of their Seconding Authority for more information on applying for vacant seconded positions.<br/> We are unable to 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 align="center"><b>Ms Katrine AAGAARD</b><br/> <b>cpcc.eubamrafah@eeas.europa.eu</b><br/> <b>+32 (0)2 584 21 08</b></p>  |                          |                  |                      |

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

EUBAM Rafah bears a Low and/or Medium to Critical 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 parts of Gaza are rated Critical, while the rest of Israel is Medium, excluding Jerusalem and the West Bank that are High Risk areas.

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 current 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 Rafah, 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.

**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-learning>.

**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).

## VISITING EXPERTS POSITIONS

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|---|---|--|
| <b>Position Name:</b><br>Legal Adviser                      | <b>Employment Regime:</b> Seconded                  |  |
| <b>Ref. Number:</b> VE 03                                   | <b>Location:</b> Ramat Gan                          | <b>Availability:</b> ASAP                    |
| <b>Component/Department/Unit:</b><br>Head of Mission Office | <b>Security Clearance Level:</b><br>EU Confidential | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line

The Legal Adviser reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To provide legal expertise and advice to the Mission management pertaining to the Mission and its legal framework, status and mandate, including on Mission's privileges and immunities;
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues;
- To liaise with international and local stakeholders in legal issues;
- To coordinate and cooperate with EUPOL COPPS, the Civilian Planning and Conduct Capability (CPCC) and the European Commission Foreign Policy Instruments (FPI) on legal matters;
- To advise the Head of Mission on the legal aspects of contracts related to the Mission premises, communications, IT, procurement, including on purchase agreements, service agreements, lease agreements, administrative arrangements, Memorandums of Understanding and special service agreements;
- To advise the Head of Finance and Administration on legal issues related to selection, recruitment, employment contracts and secondment etc.
- To draft agreements with other actors in the Mission areas as required;
- To oversee projects implementation from the legal perspective;
- To provide legal advice, guidance and training to mission members regarding the local legal system;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission Data Protection;
- To act as the Mission Anti-Fraud Contact Point;
- To coordinate access to document requests and draft submissions in the proceedings before the European Ombudsman;
- To monitor the legal internal consistency of policies and their consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Head of Mission 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 area of responsibility;
- To contribute and ensure timely reporting on activities within the 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 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:**

- Expertise as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Expertise 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:**

- Arabic and Hebrew language skills.



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|---|---|--|
| <b>Position Name:</b><br>Mission Security Expert  | <b>Employment Regime:</b> Seconded                  |  |
| <b>Ref. Number:</b> VE 06   | <b>Location:</b> Ramat Gan                          | <b>Availability:</b> ASAP                    |
| <b>Component/Department/Unit:</b><br>Head of Mission Office/<br>Joint Security and Duty of Care | <b>Security Clearance Level:</b><br>EU Confidential | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line

The Mission Security Expert (MSE) reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities:

- To monitor and assess the security situation to provide recommendations and advice for mitigating measures to ensure the security and safety of Mission members and its assets.
- To contribute and coordinate to the drafting, implementation and updating of security policies and procedures; including the Mission Security Plan (MSP) and all security measures related to a possible redeployment of the Mission to the Rafah Border Crossing point complex
- 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 regular reporting and ensure real time reporting during incidents or crisis situations.
- To support the supervision of journey management planning
- 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 develop professional contacts with Security Managers of EU bodies, diplomatic representatives, local police and military units, and international organisations.
- To coordinate security reviews of Mission members' personal protective equipment, transportation, residences and Mission offices as necessary;
- 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.

### 3. General Tasks and Responsibilities:

- To travel to all Mission areas including high risk areas as required;
- To be available to deploy on very short notice, instigate follow up actions and set priorities that deal effectively with unforeseen/unexpected security events or incidents.
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

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

Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Of the 4 years' experience, at least 2 need to be within the field of field/mission security in an international deployed capacity outside of the European Union.

**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;
- Excellent English spoken and written language skills.

**6. Desirable Qualifications and Experience:**

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of a Field Mission Security Officer Course;
- Authorised to carry and use weapons in compliance with the applicable legal framework;
- Valid C or C1 driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of the Mission area and potential security threats;
- Arabic and/or Hebrew language skills.

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|---|---|--|
| <b>Position Name:</b><br>Mission Security Analyst   | <b>Employment Regime:</b> Seconded                  |  |
| <b>Ref. Number:</b> VE 07   | <b>Location:</b> Ramat Gan                          | <b>Availability:</b> ASAP                    |
| <b>Component/Department/Unit:</b><br>Head of Mission Office/<br>Joint Security and Duty of Care | <b>Security Clearance Level:</b><br>EU Confidential | <b>Open to Contributing Third States:</b> No |

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of the Mission area and potential security threats;
- Knowledge of Arabic and/or Hebrew.

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|--|---|--|
| <b>Position Name:</b><br>Finance Officer                     | <b>Employment Regime:</b> Seconded                  |  |
| <b>Ref. Number:</b> VE 08                                    | <b>Location:</b> Ramat Gan                          | <b>Availability:</b> ASAP                    |
| <b>Component/Department/Unit:</b><br>Mission Support/Finance | <b>Security Clearance Level:</b><br>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;
- English skills on professional level.

**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 and/or Hebrew.