

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Border Assistance Mission for the Rafah Crossing Point (EUBAM RAFAH) 1-2025 Call for Contributions Requirements and Job Descriptions				
Organisation:	EUBAM RAFAH			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (14)</u>			
	HOM 02	Deputy Head of Mission/ Chief of Staff	Tel Aviv, Israel	06.11.2025
	HOM 03	Political Adviser	Tel Aviv, Israel	13.09.2025
	HOM 04	Press and Public Information Officer	Tel Aviv, Israel	15.10.2025
	HOM 05	Executive Officer	Tel Aviv, Israel	ASAP
	HR 01	Human Resources Officer	Tel Aviv, Israel	ASAP
	MSD 02	Finance Officer	Tel Aviv, Israel	ASAP
	MSD 03	Procurement Officer	Tel Aviv, Israel	ASAP
	MSD 05	Logistics and Transport Officer	Tel Aviv, Israel	ASAP
	OPS 01	Head of Operations	Tel Aviv, Israel	ASAP
	OPS 03	Border Police - Senior Adviser	Tel Aviv, Israel	01.11.2025
	OPS 04	Border Police - Senior Adviser	Tel Aviv, Israel	ASAP
	OPS 06	Training - Senior Adviser	Tel Aviv, Israel	ASAP
	OPS 07	Transnational Organised Crime - Senior Adviser	Tel Aviv, Israel	ASAP
	PRE 02	Project Manager	Tel Aviv, Israel	ASAP



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	<u>Seconded/Contracted (3)</u>			
	SEC 02	Mission Security Officer	Tel Aviv, Israel	01.01.2026
	SEC 03	Mission Security Officer	Tel Aviv, Israel	ASAP
	SEC 04	Mission Security Analyst	Tel Aviv, Israel	ASAP
Deadline for applications:	Friday 22 August, at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p>Mr. BALDASSARRE Vincenzo vincenzo.baldassarre@eeas.europa.eu +32 (0)2 584 5540</p>			

According to the EEAS Country Threat Assessment (CTA), the current rating of the host country of the Mission is high. Please note that the CTA of the country might change at any time, including during the call for contribution process. It may have an impact on mission members' deployment conditions, in particular financial and leave entitlements.

High Threat Non-Family Mission – EUBAM Rafah bears a High Threat Non-Family Mission status due to the present threat rating of the mission area as high. As such, international seconded and contracted mission members shall at no time receive visits or be habitually accompanied by any family member in the mission area for the duration of their present tour of duty or contract.

Seconded personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel

expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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 EU Member States and Contributing Third States (Contributing 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 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) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

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 Mission is committed to an equal opportunities policy for all its staff and candidates, 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. It aims 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 CivOpsHQ encourages the EU Member States, European Institutions and the European External Action Service 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>s.

HEAT Training - Candidates must have undergone a certified Hostile Environment Awareness Training (four to five days residential training) no more than five years ago.

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

Code of Conduct – As part of the PDT, the selected candidates must complete the session about the Code of Conduct and Disciplinary Procedure for civilian EU CSDP Missions, also complete the e-learning module on the Code of Conduct prior to their deployment and provide the mission with the course certificate which is kept in their personal file.

Data protection – The EEAS, and its Department CivOpsHQ, 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 (14)

Position Name: Deputy Head of Mission/Chief of Staff	Employment Regime: Seconded	
Ref. number: HOM 02	Location: Tel Aviv	Availability: 06.11.2025
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Deputy Head of Mission/Chief of Staff reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To deputise and represent the Head of Mission as required;
- To supervise and manage the project manager;
- To administratively coordinate the advisers to the Head of Mission (Political Adviser, PPIO, Executive Officer);
- To manage the Mission headquarters functions, including Mission Support, ensuring all aspects are globally considered in internal reporting and strategic decision-making.
- To contribute to and participate in the development and implementation of Mission policy, strategy, planning, and reporting;
- To ensure all Mission activities are consistently planned, supported, and executed to a high standard;
- To participate in operational implementation of the Mission mandate while respecting the core role of the Head of Operations;
- To support the Head of Mission in duty of care responsibilities and strategic communications, including work on disinformation;
- To organise and facilitate senior management meetings, all-staff briefings, and periodic Mission implementation meetings;
- To ensure regular internal updates on Mission progress, political/security developments, and resource needs;
- To liaise and coordinate with EU institutions (EU Delegations, CSDP missions, Justice and Home Affairs agencies), Member States, international partners, local authorities, and civil society;
- To act as the responsible authority under the Code of Conduct, including making first-instance disciplinary decisions;
- To ensure that Mission Standard Operating Procedures are 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 duties 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 of 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:

- Arabic/Hebrew skills.

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. number: HOM 03	Location: Tel Aviv	Availability: 13.09.2025
Component/Department/Unit: Head of Mission Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as alternate Mission spokesperson as required;
- To be the point of contact on issues related to the protection of cultural heritage as required.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Arabic/Hebrew skills.

Position Name: Press and Public Information Officer	Employment Regime: Seconded	
Ref. number: HOM 04	Location: Tel Aviv	Availability: 15.10.2025
Component/Department/Unit: Head of Mission Office	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line

The Press and Public Information Officer reports to the Head of Mission and is administratively managed by DHoM/CoS.

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 Head of Press and Public Information;
- 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;
- Arabic/Hebrew skills.

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. number: HOM 05	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Head of Mission/Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Executive Officer reports to Head of Mission and is administratively managed by DHoM/CoS.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Arabic/Hebrew skills.

Position Name: Human Resources Officer	Employment Regime: Seconded	
Ref. Number: HR 01	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Human Resources Office	Level of Security Clearance: N/A	Open to contributing third States: NO

1. Reporting Line

The Human Resources Officer reports to the Deputy HoM/Chief of Staff.

2. Main Tasks and Responsibilities:

- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the CivOpsHQ Point of Contact and follow up on guidance regarding all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the EU CSDP Civilian Mission Job Descriptions Handbook in consultation with line managers and as approved by the CivOpsHQ;
- To coordinate the selection and recruitment process:
- managing vacancies and applications;
- advising and training selection panels;
- preparing selection reports;
- participating in selection panels;
- preparing, updating and maintaining the application and recruitment information databases (Application Tables);
- preparing regular and ad-hoc quantitative and qualitative analysis and reports;
- communicating with candidates;
- conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CivOpsHQ, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CivOpsHQ Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CivOpsHQ policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;

- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CivOpsHQ.

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:

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Expertise in MS Excel, Access and Visio and building databases with similar software.
- Familiarity with HR softwares, ERP.

7. Desirable Knowledge, Skills and Abilities:

- Arabic/Hebrew skills.

Position Name: Finance Officer	Employment Regime: Seconded	
Ref. Number: MSD 02	Location: Tel Aviv, Israel	Availability: ASAP
Component/Department/Unit: Mission Support Department/Finance	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line:

The Finance Officer reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To maintain 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 MSD;
- 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 prepare 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 MSD;
- To support, maintain and make necessary recommendations on the use of the ERP (Enterprise Resource Planning) System;
- To support, maintain and make necessary recommendations on the financial management of Quick Implementation Projects (small projects).

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;

- Proficiency in at least one accounting software and MS software, especially Excel.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- N/A

Position Name: Procurement Officer	Employment Regime: Seconded	
Ref. Number: MSD 03	Location: Tel Aviv, Israel	Availability: ASAP
Component/Department/Unit: Mission Support Department/Procurement	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Mission Support Department.

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 Head of MSD on legal issues related to the procurement cycle (from strategic planning to contract);
- To coordinate the activity of Procurement unit.
- To assist other units with contracting and procurement matters and procedures;
- To prepare and update the Procurement Plan of the Mission, in cooperation with the other sections/departments;
- To draft and review tender dossiers documentation, i.e. Terms of Reference, Technical Specifications;
- To issue contracts to successful tenderers and coordinate with Contract Managers a proper handover of contract management responsibilities;
- 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.

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 financial management of tendering processes and audits, preferably including EU procedures;
- Expertise in the implementation of software used for Procurement activities such as Enterprise Resource Planning (ERP) Systems;
- 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).

Position Name: Logistics and Transport Officer	Employment Regime: Seconded	
Ref. Number: MSD 05	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Mission Support Department / Logistics and Transport	Security Clearance Level: N/A	Open to Contributing Third States: NO

1. Reporting Line:

The Logistics and Transport Officer reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies.
- To provide logistical support to all Mission members for assets required to fulfil their tasks, e.g. computers, vehicles, furniture, telecommunications, stationery, etc.
- To organize and managing inventory, storage, and transportation of goods and assets, including assets registration and compliance with relevant rules;
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the region, ensuring systems are in place for replacement and repair;
- To identify goods and/or services requirements and technically define the requirements to correspond to the process to procure goods and services;
- To receive, review, analyze, assign, process and track certified requisitions submitted for procurement action;
- To conduct market surveys and draft specifications for issuing tenders related to the area of responsibility in addition to market surveys linked to the Mission asset management strategy;
- To support, maintain and make necessary recommendations on the use of the ERP (Enterprise Resource Planning) System;
- To ensure the Mission vehicles are used in accordance with the rules and regulations, and that vehicle usage data for each vehicle is correctly recorded/documented e.g. maintenance, service/repair and usage history;
- To plan work orders, preventive maintenance, vehicle technical inspection reports and determine the maintenance/repair required to ensure the roadworthiness of the Mission fleet;
- To supervise the provision of workshop services, to monitor maintenance and repairs outsourced to external workshops, and to inspect the quality and spare parts following vehicle service performance;
- To maintain a cost control database for analysis of fuel consumption, maintenance, repairs, scheduled services of vehicles and associated costs, and tracking of reimbursement of repairs following accidents;
- To ensure effective management of the transport capability (including liaising with car rental agencies), monitoring the fleet (fuel accountability, damage to the vehicles, road accidents and insurance cover) through Fleet Management Solution;
- To identify/monitor spare parts requirements, workshop equipment and tools to facilitate efficient maintenance and performing quality assurance;
- To ensure inventory control and physical annual checks of vehicles and related equipment;
- To propose withdrawal of vehicles from service if considered not roadworthy;
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports;

- To develop and conduct Mission driving orientation briefings to ensure all Mission members are familiar with road/traffic conditions and traffic rules/regulations;
- To maintain a file of all driver related documents and records;
- To coordinate and implement a Mission air and land movement plan;
- To ensure necessary storage, distribution and allocation of motor vehicles and associated equipment;
- To provide advice, support and train Mission members on transport related matters and guidelines.

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 implement good environmental practices in the line of work;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree (the qualification should be in any of the fields of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or other related field) 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:

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Knowledge of using electronic logistics platforms or ERP software.

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Procurement, Inventories like an Enterprise Resource Planning (ERP) System;
- Knowledge of fleet management systems and practical experience in fleet monitoring and management;
- International experience, particularly in crisis areas, with multinational and international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic language skills;
- C1/C driving license.

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. number: OPS 01	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Head of Operations reports to the Head of Mission.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Arabic/Hebrew skills.

Position Name: Border Police - Senior Adviser (2 posts)	Employment Regime: Seconded	
Ref. Number: OPS 03 OPS 04	Location: Tel Aviv	Availability: 01.11.2025 ASAP
Component/Department/Unit: Operations Department	Level of Security Clearance: N/A	Open to contributing third States: NO

1. Reporting Line:

The Border Police –Senior Adviser reports to Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To provide capacity-building support including advising and mentoring counterparts and designing and delivering training in the area of responsibility;
- To support the development of the local institution Palestinian Authority - General Administration for Borders and Crossings (PA GABC) in the field of border police related matters through activities including capacity building aspects;
- To be a key interlocutor on PA GABC border police capacity building process;
- To develop policies in line with the local institutions to support institutional reform and border police alignment with best international standards;
- To build and maintain operational contacts and relationships with relevant local counterparts as well as international stakeholders related to border police matters;
- To maintain, update and refine operational plans and contribute to training courses on border policing.

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training in border policing;
- Knowledge of field of expertise as appropriate, e.g. border policing.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Security Sector Reform concepts and practices, especially related to the Mission Area;
- Arabic/Hebrew skills.

Position Name: Training - Senior Adviser	Employment Regime: Seconded	
Ref. Number: OPS 06	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Operations Department	Level of Security Clearance: N/A	Open to contributing third States: NO

1. Reporting Line:

The Training Senior Advisor reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions, in close cooperation with all of the Mission's advisers;
- To identify required reforms and support to be provided by the Mission, including advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP), related training plan and agreed external training curricula;
- To contribute to the Mission's internal and external reporting against benchmarking, assess the consistency and sustainability of the Mission's training activities and provide recommendations for improvement;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To advise Mission Management on training matters in accordance with CivOpsHQ guidelines, instructions and Mission priorities.

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

5. Essential Knowledge, Skills and Abilities:

- Presentation skills and experience drafting materials used for training;
- Ability to draft policies, guidelines, and communicate to a broad audience;

- Experience in managing, coordinating and conducting interactive training and/or adult learning programmes including programme planning, design, implementation, management, monitoring and evaluation;
- Ability to plan, multitask and manage time effectively.

6. 6. Desirable Qualifications and Experience:

- Professional training qualification/certification from recognised institute/academy;
- Experience in the design and implementation of training materials, including the development of manuals, tools, and conducting interactive capacity building activities;
- Experience in gender and human rights mainstreaming in training content planning and project implementation;
- Experience with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multinational and international organisations.

7. 7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational, analytical and administrative skills;
- Arabic/Hebrew skills.

Position Name: Transnational Organised Crime - Senior Adviser	Employment Regime: Seconded	
Ref. Number: OPS 07	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Operations Department	Level of Security Clearance: N/A	Open to contributing third States: NO

1. Reporting Line:

The Transnational Organised Crime – Senior Adviser reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the Palestinian Authority General Authority for Borders and Crossings (GABC) in the field of combating transnational organised crime through mentoring and advising;
- To be a key interlocutor at strategic and operational level with the General Authority for Borders and Crossings (GABC) in the area of responsibility;
- To promote the development and implementation of specific concepts and policies to counter Transnational Organised Crime.

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;

- Experience of designing and delivering training;
- In-depth understanding of organised crime (theories, typologies, international and trans-national organised crime trends) and knowledge of relevant legislation, standards and frameworks (such as FATF recommendations, UNTOC).

6. Desirable Qualifications and Experience:

- Understanding of intelligence and analytical frameworks (such as intelligence cycle, data integrity, risk assessment);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Arabic/Hebrew skills.

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: PRE 02	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Planning, Reporting and Evaluation Office/Project Cell	Level of Security Clearance: N/A	Open to contributing third States: NO

1. Reporting Line

The Project Manager reports to the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities:

- To manage the planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission mandate and coordinated internally and externally;
- To act as the interface between PRE/Project Cell and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with other relevant Mission elements.

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:

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;
- Arabic/Hebrew skills.

Seconded/ Contracted (3)

Position Name: Mission Security Officer (2 positions)	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: SEC 02 SEC 03	Location: Tel Aviv	Availability: 01.01.2026 ASAP
Component/Department/Unit: Security and Health Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Security Officer reports to the Head of Security and Health Department (SMSO).

2. Main Tasks and Responsibilities:

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

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, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Planning and time-management skills;
- Analytical skills;
- Valid license for armoured vehicles or C or C1 Driving license.

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 Certification Course or equivalent;
- 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;
- Arabic/Hebrew skills.

Position Name: Mission Security Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: SEC 04	Location: Tel Aviv	Availability: ASAP
Component/Department/Unit: Security Security and Health Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Security Analyst reports to the Head of Security and Health Department (SMSO).

2. Main Tasks and Responsibilities:

- To assist the Mission Security Officer to collect/process information and update the contingency plans for implementation in emergencies that require relocation/evacuation of Mission members;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To assist the Head of Security and Health Department 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 Head of Security and Health Department 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);
- Valid license for armoured vehicles or C or C1 Driving license.

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- 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/Hebrew skills.