

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Integrated Border Management Assistance Mission in Libya EUBAM LIBYA 1-2026 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Integrated Border Management Assistance Mission in Libya			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (25)</u>			
	LIBAD17	Finance Officer	Tripoli/Libya	ASAP
	LIBHM12	Deputy Head of Mission	Tripoli/Libya	ASAP
	LIBHM14	Financial Verification Officer	Tripoli/Libya	ASAP
	LIBHM27	Human Resources Officer	Tripoli/Libya	ASAP
	LIBHM31	Records/Document Management Officer	Tripoli/Libya	ASAP
	LIBHM32	Environmental Adviser	Tripoli/Libya	ASAP
	LIBHM33	Project Coordinator	Tripoli/Libya	ASAP
	LIBOP09	Maritime Border Adviser	Tripoli/Libya	ASAP
	LIBOP21	Senior Maritime Adviser	Tripoli/Libya	ASAP
	LIBOP40	Border Investigation Adviser	Tripoli/Libya	ASAP
	LIBOP47	Border Adviser on Search and Rescue	Tripoli/Libya	ASAP
	LIBSE14, LIBSE15, LIBSE16, LIBSE17, LIBSE18, LIBSE19, LIBSE20, LIBSE21, LIBSE22, LIBSE23, LIBSE24, LIBSE25, LIBSE26, LIBSE27	Armed Protection Operator	Tripoli/Libya	ASAP
Job titles/ vacancy notice:	<u>Seconded/Contracted (3)</u>			
	LIBAD18	Procurement Officer	Tripoli/Libya	ASAP
	LIBAD19	Cyber Security Officer	Tripoli/Libya	ASAP
	LIBSE09	Mission Security Officer/ Medical & Safety	Tripoli/Libya	27/04/2026

Deadline for applications:	FRIDAY, 20 FEBRUARY 2026, 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>2) You do not have the nationality of an EU Member State: 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 Moha CHARKI CivOpsHQ-HR-EUBAM-Libya@eeas.europa.eu +32 (0) 2 584 2571</p>

Please note that the Country Threat Assessment (CTA) of the country might change at any point during the call for contribution cycle. It may have an impact on mission members' working conditions, including financial and leave entitlements. The CTA mentioned in this call for contribution is valid on the date of its publication.

High/Critical Threat Non-Family Mission

EUBAM Libya bears a High/Critical Threat Non-Family Mission status due to the present threat rating of the mission area as high/critical. 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 ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Seconded personnel from Contributing Third States – Based on a political decision, Contributing or Invited Third States may be considered. Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to Council Documents ST 7291/09 (10 March 2009), as amended by ST 9084/13 (30 April 2013) and by ST 14108/25 (30 October 2025).

Contracted personnel – Council Decisions establishing civilian CSDP missions stipulate that the missions will consist primarily of staff seconded by EU Member States or EU institutions and the

EEAS. International and local staff may exceptionally be recruited on a contractual basis if the functions required cannot be provided by personnel seconded by EU Member States.

The OPLAN and the employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high/critical threat insurance policy.

In line with the policy on increasing the presence of secondment experts in civilian CSDP to strengthen the ownership of EU Member States over missions, the overall duration of subsequent contracts with one mission cannot exceed a maximum cumulative period of six years.

Moreover, the duration of any contract cannot exceed the duration of the mandate of the mission and that there is no legitimate expectation or a right for a new contract. This rule will apply to all types of missions (low, moderate, significant, high and critical threat missions).

Once the maximum cumulative period of subsequent contracts of six years in a mission has been exhausted, the international contracted staff will not be eligible for a post in that mission and cannot be offered a new contract in that mission. However, she or he may apply to other missions.

Specificities for high or critical threat missions

International contracted staff having exhausted their maximum cumulative period of six years of subsequent contracts in one or more high or critical threat missions can apply for posts in other high or critical threat missions only after a period of one year has passed since the end of the last contract with a high or critical threat mission (“cooling off period”) at the date of their application. For the purpose of this paragraph, consecutive contracts are defined as contracts between which the time elapsed is less than one year.

Should the threat assessment of a mission change during the contract of an international contracted staff from lower, moderate or significant to high or critical or vice versa, only the high or critical threat periods will be accounted for the maximum cumulative period of six years. The period will be counted from the date when the Civilian Operations Commander (CivOpsCdr) informs the respective mission about the change in the threat level.

Contracted candidates for which the selection procedure and/or deployment would result in exceeding the maximum cumulative period as described above, preventing a full twelve month deployment, will not be eligible.

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 Operation Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUBAM Libya, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

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

Integrity – 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.

The Mission initiates the visa procedure for Libya for selected candidates through the Libyan Ministry of Foreign Affairs in Tripoli. Visas are to be collected from the Libyan embassy or consulate in home countries. Supporting documents will be requested (i.e. scan copy of passport, Libyan visa application form). The issuance of a Libyan visa can be a lengthy process, which is beyond the Mission's control.

The employment contracts and secondments will be conditional on obtaining a valid Libyan visa. After deployment, during the visa renewal process, the staff might be requested to be temporarily reassigned to their country of habitual residence/fiscal residence, which might have financial implications (decreased allowances). If the necessary visa cannot be obtained within the defined

period of time, the specific rules on visa requirements mentioned in the Mission's Standard Operation Procedure (SOP) will be applied.

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.

Weapons – Some jobs require the candidates to carry firearm authorised by the local authorities. In these jobs, this authorisation is an essential requirement to fulfil the contract. Therefore, the contract of contracted candidate will be considered conditional on obtaining the necessary permits.

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 and Civilian CSDP Missions are committed to an equal opportunities policy for all its staff and applicants for posts. The EEAS and Civilian CSDP missions are committed to promoting gender equality and to preventing discrimination on any grounds. They actively welcome 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 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 via 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>.

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 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/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. Mission handles personal data whilst respecting the Standard Operating Procedure on the protection of personal data (CivOpCdr Instruction 12-2018 as amended).

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

Position Name: Finance Officer	Employment Regime: Seconded	
Ref. number: LIBAD17	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Mission Support/Finance	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Finance Officer reports to the Head of Finance.

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic language.

Position Name: Deputy Head of Mission	Employment Regime: Seconded	
Ref. Number: LIBHM12	Location: Tripoli/Libya	Availability: ASAP
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 reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To deputise and represent the Head of Mission as required;
- To participate in the development of the overarching Mission policy and implementation strategy;
- To participate in the development and overall planning of the Mission activities and the development of Mission reports in cooperation with the Chief of Staff;
- To participate in the implementation of the Mission mandate following up on operational activities, with due respect to the core function of the Head of Operations;
- To support the Head of Mission in the duty of care of Mission members and contribute as required;
- To support the advancement of Human Rights and Gender related aspects with relevant Mission internal and external stakeholders, including civil society actors, in close coordination with the Mission's Human Rights and Gender advisers;
- To support the Mission efforts to coordinate and collaborate with EU representatives (notably EU Delegations, military Common Security Defence Policy (CSDP) Missions and Operations and EU Justice and Home Affairs agencies), Member States and other international actors in line with the integrated approach;
- To support the Head of Mission in delivering strategic communications including targeted work on disinformation;
- To fulfil the role of responsible authority in the framework of the Code of Conduct and take disciplinary decisions in the first instance;
- To ensure Mission Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To provide instructions and review reports delegated by the Head of Mission;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Language skills: knowledge of Arabic

Position Name: Financial Verification Officer	Employment Regime: Seconded	
Ref. Number: LIBHM14	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Head of Mission Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Verification Officer reports to the Head of Mission and is independent of the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units;
- To ensure each expense is in line with criteria of eligibility and requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members 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 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, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications, especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks.

6. Desirable Qualifications and Experience:

- Degree or certificate in economics/business or public administration/management/accounting or other related field;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Arabic language.

Position Name: Human Resources Officer	Employment Regime: Seconded/contracted	
Ref. Number: LIBHM27	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: HoM Office/Human Resources Section	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To support the Head of Human Resources in leading, managing and coordinating the Human Resources Office;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Brussels Support Element–Human Resources and Liaison Officer in 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 Civilian Mission Handbook in consultation with line managers and CivOpsHQ;
- To coordinate the selection and recruitment process in:
 - 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;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic language.

Position Name: Records/Document Management Officer	Employment Regime: Seconded	
Ref. Number: LIBHM31	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Document Management Officer reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To develop, implement and manage a comprehensive records management programme/Mission filing plan for (a) unclassified/classified documents and (b) paper and electronic files, in accordance with European Union External Action Service (EEAS) Information Security and Data Protection regulations, EEAS Archives and Document Management standards;
- To be responsible for the collection, filling and preservation of manual and electronic records (classified and registered access material) to ensure timely access of documents, quality control measures are in place and metadata is introduced;
- To draft and review the Mission Document Management Standard Operating Procedures in accordance with EEAS, Civilian Operations Headquarters (CivOpsHQ) Information Security and Data Protection regulations and Document Management standards;
- To recommend and implement new technology applications for archiving and document management;
- To provide advisory services on recordkeeping practices including needs and business process analysis;
- To apply retention policies, ensure registration, physical aspects of records storage and transfers meet established standards;
- To promote the importance of documents and archiving management as key Mission resources and provide information management expertise to Mission projects and programmes;
- To participate in budget drafting and facilitate procurement activities;
- To supervise the closure of files and the preparation of the transfer of Mission's archives to EEAS and the European Commission/Foreign Policy Instrument (FPI) by the end of the mandate or when required (including destruction of non-official documents);
- To ensure the correct transfer of the Mission archive to EEAS/FPI;
- To act as a backup to the Executive Officer when requested.

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:

- Ability to develop policies and procedures to comply with legislation and good practice.

6. Desirable Qualifications and Experience:

- Knowledge of EEAS Security Regulations, Data Protection Legislation, and Council Archives and records management standards;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic language.

Position Name: Environmental Adviser	Employment Regime: Seconded	
Ref. Number: LIBHM32	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Head of Mission/Chief of Staff Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: YES

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental and climate issues;
- To provide advice to the Head of Mission and Mission management on the implementation of the EU policy on environment and climate within the Mission mandate;
- To assist in the operationalisation and integration of climate and environment perspectives and mainstreaming issues within the Mission;
- To provide ad hoc advice on technical and managerial solutions to improve the Mission environmental performance;
- To raise awareness and provide training on environmental and climate issues;
- To support the development of environmental and climate analysis related to the implementation of the Mission mandate including policy development, duty of care aspects, security analysis, Mission footprint and environmental health issues etc.;
- To establish mechanisms for monitoring, implementing and evaluating EU and international instruments for environment and climate including deliverables on the “EU Green Deal” and the “EU Climate Law”;
- To carry out analysis on the security nexus, climate and environmental situation in the host state and potential implications on the Mission mandate;
- To advise on the development and content of strategic communications with regard to climate and environmental dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating climate and environmental perspective;
- To liaise with the local and international entities involved in the promotion of environmental sustainability;
- To ensure Mission management and Mission members are up to date on sustainability, environmental considerations and smart climate approaches;
- To establish long-term working relationships with environmental organisations in line with the Sustainable Development Goals’ agenda.

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 fields of environmental health, environmental science, natural resources management, sustainability approaches or other related fields; AND

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

5. Essential Knowledge, Skills and Abilities:

- Analytical skills and ability to conduct environmental assessments and analysis;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Training skills;
- Knowledge of the Sustainable Development Goals and the Paris Agreement content and their applications.

6. Desirable Qualifications and Experience:

- Knowledge of climate footprint analysis, green engineering, environmental management systems, environmental assessments etc.;
- Technical knowledge on environmental and climate mitigation/adaptation;
- International experience, particularly in crisis areas with multinational and international organizations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic language.

Position Name: Project Coordinator	Employment Regime: Seconded	
Ref. Number: LIBHM33	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Chief of Staff/Planning, Reporting and Evaluation Section/Project Cell	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line

The Project Coordinator reports to the Head of Project Cell.

2. Main Tasks and Responsibilities:

- To assist in project 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 programmes and coordinated internally and externally;
- To act as the interface between project leaders 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 the Mission Coordination and Cooperation capability;
- To utilise IT tools and technologies such as the Enterprise Resource Planning (ERP) System for contract management related tasks.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Teamwork skills;
- Time management skills;

- Problem solving skills;
- Project management skills.

6. Desirable qualifications and experience

- Certificate in Prince2 and/or PM2;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;
- Knowledge of Arabic language.

Position Name: Maritime Border Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP09	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Border Management Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Maritime Border Adviser reports to the Head of Border Management Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart on maritime border management;
- To progressively be embedded within the national/local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress/lack of progress;
- To collect and collate statistics on workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Mission (horizontal) Advisers as appropriate;
- To design and deliver training, as appropriate;
- To be the key interlocutor and support the capacity building of the Ministry of Interior (General Administration for Coastal Security and General, Ministry of Defence (Libyan Coast Guard and Port Security & Port Authority) and Ministry of Transport in the field of Civilian Security Sector Reform (CSSR) through mentoring, monitoring and advising;
- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans according with international human rights standards and obligations, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To support and assist the development policies on maritime strategies and operational concepts in line with national and international legislation;
- To liaise with EU as well as international efforts of EUNAVFOR, FRONTEX, EUROPOL, UNSMIL, INTERPOL as well as with EU Member States and other bilateral efforts on Libya's maritime capacity building;
- To develop policies in line with Border Management.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Ability to engage with senior officials, to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of international migration policies and maritime border surveillance;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to mentor and motivate staff.

6. Desirable Qualifications and Experience:

- Experience of designing and delivering training;
- Experience in Excel and PowerPoint;
- Experience in project managements;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies;
- Experience in management of strategic analysis and understanding of strategic and operational considerations for the design of national security sector related reforms.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic language;
- Knowledge of Mission area(s).

Position Name: Senior Maritime Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP21	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations/Border Management Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Maritime Adviser reports to the Head of Border Management Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level, as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international actors;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other (horizontal) advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To assist the Strategic IBM Senior Adviser in developing a maritime roadmap and strategy aligned with the White Paper;
- To contribute to the maritime strategy, including clarification of roles among Libyan maritime law enforcement agencies;
- To advise maritime agencies by assessing operational modalities and identifying gaps and overlaps;
- To support GACS in strengthening human resources, IT management, and training (needs assessments, curricula, and delivery);
- To coordinate with international partners on a Joint Pilot Training initiative (Frontex–Italy–EUBAM Libya);
- To ensure integration of human rights and gender perspectives in line with international standards;
- To act as project lead in coordination with the Project & Coordination Cell;
- To supervise and coordinate the work of Maritime Advisers under the Head of Unit's guidance.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge on relevant international maritime law;
- Knowledge about integrated border management concepts and border management cooperation and protocols;
- Ability to mentor and motivate local counterparts;
- Mediation skills;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Experience in designing and delivering training;
- International experience, particularly in crisis areas with multinational and international Organisations;
- Experience in leading projects.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic.

Position Name: Border Investigation Adviser	Employment Regime: Seconded	
Ref. Number: LIBOP40	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations Department/ Cross Border Crime and Counter Terrorism Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Border Investigation Adviser reports to the Head of Cross Border Crime and Counter Terrorism Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To support Libyan counterparts in identifying training needs and capacity in the area of border management and criminal investigations;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress/lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal Advisers;
- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans according with international human rights standards and obligations, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To advise the Libyan counterparts at all their levels on relevant methods of analysing, assess and counter measures on border related/cross border crimes according to Libya's border environment;
- To advise the Libyan counterparts on the development of relevant Libyan investigations policies and strategies and on the respective implementation including relevant institutional architecture and legislation, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

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

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience in facilitating inter-agency cooperation and information sharing.

6. Desirable Qualifications and Experience:

- Experience in combating financial crime, preferably within a financial intelligence unit (FIU), law enforcement agency, regulatory body (e.g.,:- Central Bank), or an international organization;
- Experience in developing and implementing strategies and policies to counter financial crime;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of AML/CTF principles, international standards (FATF Recommendations), and best practices;
- Strong understanding of financial investigation, including asset tracing, and forfeiture procedures;
- Knowledge of the political, cultural and security situation of the mission area;
- Knowledge of Arabic language.

Position Name: Border Adviser on Search and Rescue (SAR)	Employment Regime: Seconded	
Ref. Number: LIBOP47	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Operations Department/ Border Management Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Border Adviser on Search and Rescue (SAR) reports to the Head of Border Management Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of Search and Rescue Operations;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To conduct thorough training needs assessments among target border agencies to identify specific knowledge and skill gaps;
- To design and develop relevant, practical, and engaging training curricula, modules, and materials on various aspects of SAR;
- To deliver high-quality, interactive training sessions to border officials in various formats (classroom-based, practical exercises, on-the-job coaching, workshops);
- To develop and maintain up-to-date training materials, including presentations, handouts, practical guides, and visual aids;
- To liaise closely with other horizontal advisers;
- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans in accordance with international human rights standards and obligations, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To liaise and coordinate with relevant border agencies and other stakeholders to ensure the relevance and effectiveness of training programs.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under

the framework of qualifications of the European Higher Education Area, e.g.: Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- In-depth knowledge of travel and identity document security features, fraud detection techniques, and relevant international standards and best practices;
- Familiarity with relevant national and international SAR guidelines, protocols, and legal frameworks;
- Strong practical skills in areas such as first aid, navigation, communication, and the use of SAR equipment.

6. Desirable Qualifications and Experience:

- Experience in developing simulation exercises and scenarios for SAR training;
- Knowledge of GIS and mapping software relevant to SAR operations;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the political, cultural and security situation of the mission area;
- Knowledge of Arabic language.

Position Name: Armed Protection Operator	Employment Regime: Seconded	
Ref. Number: LIBSE14, LIBSE15, LIBSE16, LIBSE17, LIBSE18, LIBSE19, LIBSE20, LIBSE21, LIBSE22, LIBSE23, LIBSE24, LIBSE25, LIBSE26, LIBSE27	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Security and Health Department	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Armed Protection Operator (APO) reports to the Armed Protection Coordinator.

2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To be responsible for Armed Protection operations;
 - To contribute to the armed protection security set up of Mission members;
 - To carry out daily administration and operational planning for Armed Protection;
 - Unit activities;
 - To assist in the development of Mission Armed Protection policies and procedures;
 - To provide comprehensive procedural documents concerning Armed Protection activities;
 - To contribute to identifying staff personal security training requirements and deliver training as required under the supervision of the Armed Protection Coordinator;
 - To provide personal security advice to Mission members;
 - To maintain operational effectiveness and equipment husbandry;
 - To develop professional contacts with the local police, military, and security managers of other international organisations;
 - To liaise with civilian and military organisations to assess current and future threats;
 - To carry out threat assessments to ensure appropriate security measures are in place in a timely and effective manner.

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 secondary education attested by diploma OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Trained in basic life support (medical training);
- Ability to operate a variety of communication systems;
- Advanced driving training (defensive driving);
- Valid license for armoured vehicles or C or C1 driving license;
- Pistol and rifle certification/accreditation from a recognised institution.

6. Desirable Qualifications and Experience:

- Trained and certified in close protection techniques (theory and practice);
- Trained and certified in powered boats coaxing (theory and practice EU Standards);
- Industry standard First Aid Qualification;
- Experience driving Armoured vehicles;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in close protection operations as a member of international organisations or Diplomatic institutions/Agencies e.g. National embassies, EU, UN, and NATO.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies;
- Ability to perform under pressure and in difficult circumstances in high risk locations;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Discreet, diplomatic, and flexible;
- Knowledge of Arabic language.

SECONDED/CONTRACTED POSITIONS

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support – Management Level (MSML)
Ref. number: LIBAD18	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Mission Support/Procurement	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: NO

1. Reporting Line:

The Procurement Officer reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Mission Support on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To assist Head of Mission Support in drafting the Procurement Acquisition Plan and regularly monitor the Mission's procurement implementation in close cooperation with the concerned other units identifying potential risks and issues;
- To identify and promote opportunities for environmental sustainability in procurement processes from sourcing to contract management, in line with EU policies;
- To deliver trainings on procurement guidelines and prepare training materials for colleagues and senior management;
- To organise procurement procedure debriefs and lesson learned sessions, manage the file of the tender procedures and ensure that files are complete for audit as well as assist the auditors;
- 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 any other related field;
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- Knowledge of sustainable public procurement;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Cyber Security Officer	Employment Regime: Seconded/contracted	Post category for Contracted: Mission Support Management Level (MSML)
Ref. Number: LIBAD19	Location: Tripoli/Libya	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Cyber Security Officer reports to the Head of Mission Support Department.

2. Main Tasks and Responsibilities:

- To install, administer and troubleshoot cloud, system, and network security solutions, updating software with latest security patches and ensuring the proper defences are present for each network and system resource;
- To conduct vulnerability and penetration tests, identifying and defending against threats;
- To set up and manage SIEM solution for event aggregation and/or ensure continuous log monitoring is in place, monitor network traffic for suspicious behaviour, implement IT security metrics, and provide periodic status reports;
- To research, evaluate, recommend, and introduce new IT security tools, techniques, services, and technologies to improve and innovate the Mission's IT security solutions portfolio;
- To support development and participate in the Mission's Cybersecurity Incident Response Team and work closely with stakeholders involved with Cybersecurity issues;
- To conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to risk owners;
- To identify budgetary requirements, and support in the preparation of requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions, and services;
- To install, configure, and maintain the use of security tools (i.e. firewalls, data encryption, security certificates, IDS, IPS, SIEM) and services, to protect the Mission's data, electronic information, systems, and infrastructure;
- To prepare and provide training, advice and easy to follow user guidelines on increasing IT and cybersecurity awareness;
- To provide Communication and Information Systems first-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To coordinate with the Security and Health Department ensuring inter-departments awareness about adoption of instructions and/or processes related to cybersecurity.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills, and Abilities:

- Knowledge of industry best practices in network, application, hardware and OS platform security and global security standards;
- Problem solving skills and the ability to understand and analyze complex technical end-users' problems and requests and successfully manage and solve them daily.

6. Desirable Qualifications and Experience:

- Possess current/valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security;
- Experience with Microsoft Windows/Linux server, Microsoft Active Directory and Group Policies, Microsoft 365 Security platform (i.e. Defender ATP), network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions;
- Professional experience in managing IT security and hands-on experience with related technologies, i.e. Firewalls, SIEM, IDS/IPS, NAC, MFA, Endpoint Security, and security hardening of networks, systems, and services;
- A combination of professional and relevant expertise and/or certifications in Microsoft, Cisco, Palo Alto, VMware, EMC products and technologies;
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial;
- Background and familiarity with IT infrastructure methodologies, processes, and practices (i.e. ITSM/ ITIL);
- International experience, particular in crisis areas with multi-national and international organisations;
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (i.e. SPLUNK, Sentinel, MISP, Snort, Nessus, or similar).

7. Desirable Knowledge, Skills, and Abilities:

- Good knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000) and have practical hands-on experience investigating and remediating active threats;
- Project management skills and practical experience with project management tools;
- Good knowledge of problem solving and analytical ability to analyze complex IT systems configuration.

Position: Mission Security Officer/Medical and Safety	Employment Regime: Seconded/contracted	Post category for Contracted: Mission Support Management Level (MSML)
Ref. number: LIBSE09	Location: Tripoli/Libya	Availability: 27/04/2026
Component/Department/Unit: Security and Duty of Care Department/Security Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Mission Security Officer/Medical and Safety reports to the Senior Mission Security Officer (SMSO).

2. Main Tasks and Responsibilities:

- To assist the Senior Mission Security Officer 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 Senior Mission Security Officer 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 (Libya) high-risk areas as required;
- Continuity of current medical, emergency and other planning according to the directives given by the Medical Adviser;
- To manage the mission business continuity plan and follow up with the Mission Support Department regarding emergency storage for fuel, water, medical equipment, communications and rations;
- To manage and maintain the status of EUBAM Shelters and safe-rooms;
- Fire Safety Management: assessment and management of fire risks.

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.

6. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- International experience, particularly in crisis areas with multinational and international organisations;
- Certificate in CPCC/MSB MEDSEC course;
- Certificate in Tactical Combat Casualty Care (TCCC) OR equivalent;
- Certificate in Major Incident Medical Management and Support (MIMMS) course OR equivalent; MEDEVAC experience.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats.