



Annex 1

European Union Support Mission in Lebanon EUSM Lebanon 1-2026 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Support Mission in Lebanon			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (22)</u>			
	LEH 02*	Deputy Head of Civilian Pillar/Chief of Staff	Beirut	ASAP
	LEH 03*	Executive Officer	Beirut	ASAP
	LEH 04*	Political Adviser	Beirut	ASAP
	LEH 05*	Legal Adviser	Beirut	ASAP
	LEH 06*	Senior Police Adviser to the Head of Military Pillar	Beirut	ASAP
	LEH 08*	Environmental Adviser	Beirut	ASAP
	LEH 09*	Spokesperson / Press and Public Information	Beirut	ASAP
	LEH 13*	Head of Project Cell	Beirut	ASAP
	LER 01*	Head of Planning, Reporting and Evaluation Unit	Beirut	ASAP
	LER 03*	Reporting Officer	Beirut	ASAP
	LEO 01*	Head of Operations	Beirut	ASAP
	LEO 03*	Liaison Coordination Officer	Beirut	ASAP
	LEO 05*	Security Sector Coordination Officer	Beirut	ASAP
	LEOP 01*	Head of Port Security Governance Unit	Beirut	ASAP
	LEOP 02*	Senior Customs Adviser	Beirut	ASAP
	LEOP 07*	Senior Adviser on ISPS and Port Security	Beirut	ASAP

Job titles/ vacancy notice:	LEOT 01*	Head of ISF Training and Capacity Development Unit	Beirut	ASAP
	LEOT 02*	Senior Police Adviser	Beirut	ASAP
	LEOT 07* / 08* (two positions)	Senior Police Training, Planning and Delivery Adviser	Beirut	ASAP
	LES 01*	Head of Mission Support Department	Beirut	ASAP
	LEHR 01*	Head of Human Resources	Beirut	ASAP
	<u>Seconded/Contracted (11)</u>			
	LESH 01*	Head of Security and Health Department	Beirut	ASAP
	LESH 03*	Mission Security Officer	Beirut	ASAP
	LESH 06*	Mission Security Analyst	Beirut	ASAP
	LESH 07*	Medical Adviser	Beirut	ASAP
	LES 14*	Cyber Security Officer	Beirut	ASAP
	LEH 10*	Verification Officer	Beirut	ASAP
	LES 04*	Finance Officer	Beirut	ASAP
	LES 07*	Procurement Officer	Beirut	ASAP
	LES 12*	Communication and Information Systems Officer	Beirut	ASAP
	LES 09*	Logistics and Transport Officer	Beirut	ASAP
	LEHR 02*	Human Resources Officer	Beirut	ASAP
*Availability of the post is pending further operational assessment, subject to political decisions and budget approval; Location of deployment to be confirmed; Exact deployment date subject to political decisions and operational needs.				
Deadline for applications:	Monday, 05 October 2026, at 17:00 (Brussels time)			
Applications must be submitted to:	You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do Please note: <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i>			
Information:	For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ): Mr Thomas KRUEGER / Mr Vincenzo BALDASSARRE CivOpsHQ-HR-EUSM-Lebanon@eeas.europa.eu +32 (0)2 584 5920			

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

European Union Support Mission in Lebanon 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).

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 CivOpCdr 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 EUSM Lebanon, 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 (English). 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 Heads of Security and Health 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 (CivOpCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal protection equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

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

IV. ADDITIONAL INFORMATION

Equal opportunities – The EEAS 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 the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

Application form – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for.

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-learnings>.

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: Deputy Head of Civilian Pillar / Chief of Staff	Employment Regime: Seconded	
Ref. Number: LEH 02*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Deputy of Head of Civilian Pillar / Chief of Staff reports to the Head of Civilian Pillar.

2. Main Tasks and Responsibilities:

- To deputise the Head of Civilian Pillar as required;
- To coordinate and integrate the work of horizontal advisors (e.g., legal, political, PPIO), internal control, planning and cooperation with the military pillar, etc. in order to provide cohesive and timely support to the Head of Civilian Pillar and senior leadership;
- To administratively coordinate the Human Resources Section, the Security and Duty of Care Office and the Mission Support Department;
- To contribute and to participate in the development and implementation of Mission policy, implementation strategy, planning, and reporting;
- To ensure all Mission activities are consistently planned, supported, and executed to in a qualitative manner;
- To participate in operational 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 Civilian Pillar in duty of care responsibilities and contribute as required;
- To support the Head of Civilian Pillar in the field of and strategic communications, including targeted work on disinformation;
- To organise and facilitate senior management meetings, all-staff briefings, and periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political/security developments in the Mission area;
- To support the Mission efforts to liaise and coordinate with the Military Pillar, EU institutions (EU Delegations, CSDP missions, Justice and Home Affairs agencies), Member States, international partners, local authorities, and civil society in line with the integrated approach;
- To fulfil the role of responsible authority in the framework of the Code of Conduct, including making first-instance disciplinary decisions;
- To ensure that Mission Standard Operating Procedures are developed, implemented, and periodically reviewed in line with the applicable policies and guidelines;
- 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, human rights and environmental sustainability aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Executive Officer	Employment Regime: Seconded	
Ref. number: LEH 03*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Executive Officer reports to Head of Civilian Pillar and is administratively managed by Deputy Head of Civilian Pillar/Chief of Staff.

2. Main Tasks and Responsibilities:

- To support the management of the Head of Civilian Pillar/Deputy Head of Civilian Pillar/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 Civilian Pillar/Deputy Head of Civilian Pillar/Chief of Staff office by Mission offices and Mission members as required;
- To ensure close cooperation with the Head of Civilian Pillar/Deputy Head of Civilian Pillar/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:

- Knowledge of Arabic and/or French language.

Position Name: Political Adviser	Employment Regime: Seconded	
Ref. number: LEH 04*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar/Deputy Head of Civilian Pillar Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Political Adviser reports to the Head of Civilian Pillar and is administratively line managed by the Deputy Head of Civilian Pillar/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 Civilian Pillar and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Civilian Pillar and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the Military Pillar, 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 Civilian Pillar 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:

- Knowledge of French and/or Arabic language.

Position Name: Legal Adviser	Employment Regime: Seconded	
Ref. Number: LEH 05*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities:

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

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To plan and carry out training related to general legal issues;

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma in law **OR** a qualification in the National Qualifications Framework in law which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area in law, e.g. master's degree; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

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

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Senior Police Adviser to the Head of Military Pillar	Employment Regime: Seconded	
Ref. Number: LEH 06*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Senior Police Adviser to the Head of Military Pillar reports to the Head of the Civilian Pillar.

2. Main Tasks and Responsibilities:

- To provide expert strategic advice to the Head of Military Pillar on police-related matters, ensuring alignment between military operations and civilian law enforcement objectives in line with national law, mission priorities, and EU guidelines;
- To support the integration of police perspectives into military planning, operations, and transition strategies, particularly in contexts where internal security responsibilities are shared or transferred between military and police forces (e.g., LAF to ISF handover);
- To advise on the development of joint police-military strategies, policies, and procedures, with a focus on coordinated security management, rule of law, and community policing in post-conflict or transition environments;
- To facilitate coordination and synergies between the Military Pillar and civilian police structures (e.g., ISF, Beirut Police, Gendarmerie), ensuring complementarity and avoiding duplication in support efforts;
- To represent the civilian police perspective within the Military Pillar, acting as the primary liaison on police-military cooperation, including in joint operations, training, and institutional development;
- To contribute to the operationalisation of the Mission's mandate, as outlined in the Mission Implementation Plan (MIP), with a focus on police-military interface and transition planning;
- To establish and maintain strategic relationships with key stakeholders;
- To direct, design, or support the development of joint training programmes, exercises, or capacity-building initiatives that bridge military and police operational needs;
- To monitor and report on the implementation of police-military coordination mechanisms, identifying gaps, risks, and recommendations for improvement;
- To ensure compliance with Mission management directives and issue guidance to relevant units on police-military integration matters;
- To undertake any other related duties as assigned by the Line Manager.

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:

- Expertise in police-military coordination, including doctrine, joint operations;
- Analytical and strategic planning skills, with the ability to develop practical solutions for complex security challenges.
- Ability to advise senior military and police leadership on operational, tactical, and strategic levels, including transition planning and reform processes.
- Experience in designing or supporting joint training programmes, exercises, or capacity-building initiatives for mixed military-police units.
- Excellent communication and negotiation skills, with the ability to engage effectively with high-level military, police, and governmental stakeholders.
- Fluency in English (written and spoken); strong report-writing and presentation skills.
- Ability to operate in high-pressure environments, demonstrating resilience, adaptability, and political awareness.

6. Desirable Qualifications and Experience:

- Experience in leading or coordinating international SSR or rule-of-law missions;
- Background in maritime security, border management, or hybrid security structures
- Experience in strategic analysis, planning, and reporting, with a sound understanding of operational and tactical considerations;
- Prior deployment in EU CSDP missions, UN peacekeeping, or multinational operations, particularly in crisis or post-conflict areas;
- Knowledge of Lebanese or regional security dynamics.

7. Desirable Knowledge, Skills and Abilities:

- In-depth understanding of security sector reform (SSR), rule of law, and civilian-military relations.
- Knowledge of EU SSR frameworks, CivOpsHQ guidelines, and international policing standards.
- Familiarity with Lebanese or Middle Eastern security institutions (e.g., LAF, ISF) and cultural/political sensitivities.
- Knowledge of Arabic and or French language;

Position Name: Environmental Adviser	Employment Regime: Seconded	
Ref. number: LEH 08*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Environmental Adviser reports to the Head of Civilian Pillar and is administratively line managed by the Deputy Head of Civilian Pillar/Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental and climate issues;
- To assist in the operationalisation and integration of climate and environment perspectives and mainstreaming issues within the Mission;
- To carry out analysis on the nexus of security, climate and environmental situation in the host state and potential implications on the Mission mandate;
- To provide advice to the Head of Civilian Pillar and Mission management on addressing environment and climate-related security aspects relevant to the Mission mandate, in line with EU policy and guidance;
- To provide advice on technical and managerial solutions to improve the Mission environmental performance, in close collaboration with mission support functions;
- To support environmental and climate analysis related to policy development, duty of care aspects, security analysis, Mission footprint and environmental health issues etc.;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures aiming at integrating climate and environmental perspective;
- To raise awareness and provide training on environment, climate and security issues, and ensure that Mission management and Mission members are up to date on sustainability, environmental considerations and climate smart approaches;
- To advise on the development and content of strategic communications with regard to climate and environmental dimensions;
- To liaise with the local and international entities involved in environmental security and the promotion of environmental sustainability;

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

5. Essential Knowledge, Skills and Abilities:

- Ability to conduct environmental assessments and analyses;
- 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 organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Spokesperson / Press and Public Information	Employment Regime: Seconded	
Ref. number: LEH 09*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line

The Spokesperson Press and Public Information reports to the Head of Civilian Pillar.

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 produce an annual mission communication plan
- To establish and uphold the visual identity of the mission
- To establish and maintain a mission crisis communication 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 Lines To Take (LTTs), press releases, public statements, articles and features;
- To produce regular audiovisual output for external audiences
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items;
- To be the focal point for press and public information work;
- To coordinate with the press offices of the Military Pillar and 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 and/or public relations;
- Proficiency with social media and graphic design software and audio-visual production;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Local press and media environment awareness;
- Knowledge of Arabic and/or French language.

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. Number: LEH 13*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Deputy Head of Civilian Pillar/Chief of Staff Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Head of Project Cell reports to the Deputy Head of Civilian Pillar/Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission with the Military Pillar and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Unit, operational elements and Heads of Unit;
- To establish and maintain contacts, in coordination with the Military Pillar, with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality, human rights aspects and environmental sustainability 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, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- 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:

- Knowledge of Arabic and/or French language.

Position Name: Head of Planning, Reporting and Evaluation Unit	Employment Regime: Seconded	
Ref. number: LER 01*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Deputy Head of Civilian Pillar/Chief of Staff Office / Planning, Reporting and Evaluation Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of the Planning, Reporting and Evaluation Unit reports to the Deputy Head of Civilian Pillar/Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the section, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan (MIP) in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with the Military Pillar and all relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Operations Headquarters, EU Member States and other international stakeholders;
- To supervise the Project Cell's project development and implementation, ensuring that projects are in line with the Mission's mandate and priorities as defined in the Mission's OPLAN and MIP;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- 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.
- To support the Mission's operational elements in their application of tools, systems and procedures for planning as well as for progress monitoring and evaluation.

3. General Tasks and Responsibilities:

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

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, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Report compilation, drafting and analytical skills.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Reporting Officer	Employment Regime: Seconded	
Ref. Number: LER 03*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Deputy Head of Civilian Pillar/Chief of Staff Office/Planning, Reporting and Evaluation Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Reporting Officer reports to the Head of Planning, Reporting and Evaluation Unit.

2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the Military Pillar, the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility;
- To communicate with key Mission members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Military Pillar, Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations, produce talking points, speeches and presentations for various purposes and contexts, and draft meetings reports.

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

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: LEO 1*	Location: Beirut	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 Civilian Pillar.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Operations Department, 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 in close coordination with other Mission departments;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management is regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure 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/Mission Analytical Capability Analyst and the Security and Health Department;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute Mission operations 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 and to regularly report on benchmarking
- 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 the Project Cell on funding required for the execution of Mission activities within the area of responsibility;
- 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 complaints and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective areas of responsibility;
- To contribute and ensure timely reporting on activities within the respective areas 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 stabilization mechanisms and conflict prevention;
- Ability to advise senior Lebanese partners on institutional reforms within the civilian domain of Security Sector Reform (SSR).

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:

- Knowledge of Arabic and/or French language.

Position Name: Liaison and Coordination Officer	Employment Regime: Seconded	
Ref. Number: LEO 03*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Liaison and Coordination Officer reports to Head of Operations Department.

2. Main Tasks and Responsibilities:

- To contribute to the coherent planning and implementation of the coordination and cooperation activities of the Mission, including but not limited to the internal coordination between Military and Civilian Pillars;
- To contribute to the development of the Mission Implementation Plan for Civilian Pillar related to the cooperation and coordination activities, based on inputs received from operational functions, and monitor its execution through analysis and evaluation;
- To contribute to mapping and assessment of ongoing bilateral and multilateral cooperation activities;
- To ensure that Mission's Civilian Pillar activities are closely coordinated with
 - The Military Pillar;
 - all EU and relevant international governmental and non-governmental bilateral and multilateral actors and the national civil society to achieve mutual awareness, a comprehensive approach and avoid duplication;
- To support the Mission's Civilian Pillar contribution to the EU regional approach;
- To develop guidelines to ensure coherence and coordination of Mission's Civilian Pillar contacts with international and civil society actors;
- To contribute to the development and periodic review of relevant Mission Standard Operational Procedures;
- To contribute to the training of Mission's Civilian Pillar 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 or relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Analytical and problem solving/negotiation skills;
- Diplomatic acumen
- 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:

- Knowledge of Arabic and/or French language.

Position Name: Security Sector Coordination Officer	Employment Regime: Seconded	
Ref. Number: LEO 05*	Location: Beirut	Availability:
Component/Department/Unit Operations Department	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Security Sector Coordination Officer reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission's Civilian Pillar mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising local counterparts at 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 Mission's management and local counterparts in the area of coordination between various actors in the internal security sector domain;
- To maintain necessary contacts and build relationships with relevant local and international counterparts;
- To liaise closely with other operational and horizontal advisers;
- Lead relevant projects and organise events to progress and support security sector coordination with counterparts;
- To be the key interlocutor with the EU Delegation, EU Member States, UNSCOL, and other international partners on coordination of support to ISF and other key security entities performing law enforcement tasks in close coordination with the Liaison and Coordination Officer;
- To promote and employ EU and international effective practices that contribute to donor coordination;
- To support the Mission's coordination and information sharing 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 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;
- Knowledge of Security Sector Reform (SSR) Programming, and Processes;
- Knowledge of analytical tools and techniques.
- Critical thinking and active listening skills;
- Experience on working with or among law enforcement/security authorities at national and international levels;
- Diplomatic acumen.

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of French or/and Arabic.

Position Name: Head of Port Security Governance Unit	Employment Regime: Seconded	
Ref. Number: LEOP 01*	Location: Beirut	Availability: ASAP
Department/Component/Unit: Operations Department/ Port Security Governance Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line

The Head of Port Security Governance Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities

- Lead and coordinate the Unit responsible for supporting local counterparts in aligning national port security laws and plans as well as port security governance procedures and practices with international standards, including ISPS/IMO/EU compliance;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Civilian Pillar;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- 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 Qualification 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 6 years of relevant professional experience, out of which a minimum of 2 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;
- Sound knowledge of international protocols in maritime domain.
- Sound knowledge of international standards and practices in maritime ports security governance domain;

6. Desirable Qualifications and Experience

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- French or/and Arabic language skills.

Position Name: Senior Customs Adviser	Employment Regime: Seconded	
Ref. Number: LEOP 02*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Operations/Port Security Governance Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Customs Adviser reports to the Head of Port Security Governance Unit

2. Main Tasks and Responsibilities:

- To provide expert advice and strategic guidance to host-state customs authorities on policy development, institutional reform, and operational best practices, in line with EU and international standards;
- To assess the current customs framework, identifying gaps, weaknesses, and areas for improvement in legislation, procedures, and enforcement mechanisms;
- To support the development and implementation of customs strategies, policies, and action plans, ensuring alignment with mission objectives and EU guidelines;
- To design and deliver capacity-building initiatives, including training programmes, workshops, and mentoring for customs officials, with a focus on sustainable institutional development;
- To coordinate with other Mission Components and horizontal Advisers;
- To contribute to the development and updating of the Mission Implementation Plan (MIP) in the field of customs, ensuring coherence with broader border management and security objectives;
- To facilitate coordination and cooperation between host-state customs authorities and other relevant stakeholders, including law enforcement, border security, and international partners;
- To monitor and evaluate the effectiveness of customs reforms and capacity-building activities, providing data-driven recommendations for improvement;
- To advise Mission Management on customs-related matters, including risk management, compliance, and anti-corruption measures, in accordance with CivOpsHQ guidelines and mission priorities;
- To identify, assess, and report on risks associated with customs operations, including smuggling, fraud, and security threats, and propose mitigation strategies;
- To contribute to internal and external reporting on customs-related activities, ensuring accuracy, timeliness, and alignment with mission requirements;
- To promote gender equality and human rights considerations in all customs-related tasks and initiatives.

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 Qualification 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 6 years of relevant professional experience, 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;
- Diplomatic acumen
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of security policy, law enforcement strategies, reform of customs service organisations and customs administrative functions.
- Knowledge of French and/or Arabic.

Position Name: Senior Adviser on ISPS and Port Security	Employment Regime: Seconded	
Ref. Number: LEOP 07*	Location: Beirut	Availability: ASAP
Component/Department/Unit Operations Department/ Port Security Governance Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Adviser on ISPS (International Ship and Port Facility Security Code) and Port Security reports to the Head of Port Security Governance Unit.

2. Main Tasks and Responsibilities:

- Advise on ISPS/IMO/EU compliance, aligning national port security laws and Port Facility Security Plans (PFSPs) with international standards.
- Advise on maritime port security threat/risk assessments, identifying vulnerabilities in infrastructure, access control, and cyber-physical systems.
- Coordinate support to multi-agency port security governance, bridging port authorities, customs, coast guard, and private sector stakeholders.
- Develop and oversee ISPS training programmes, certifying Port Facility Security Officers (PFSOs) and security personnel.
- Design and evaluate port security exercises, including ship/port interface drills and emergency response simulations.
- Mentor host country counterparts, building sustainable capacity for ISPS audits and compliance monitoring.
- Monitor and report on port security performance, recommending corrective actions for gaps or non-compliance.
- Review/amend port security legislation to meet ISPS/IMO/EU requirements.
- Conduct port vulnerability audits and advise on mitigation (e.g., access control, surveillance).
- Chair port security working groups with government, industry, and international partners.
- Deliver ISPS training/ToT for PFSOs, customs, and maritime police.
- Plan and execute tabletop/field exercises (e.g., terrorism, smuggling, cyber incidents).
- Draft strategic reports on compliance progress and emerging threats.
- Liaise with IMO/EU inspectors during audits and certification processes;
- To coordinate with other Mission Components and horizontal Advisers.

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:

- Sound knowledge of relevant ISPS/IMO/EU laws, regulations, procedures etc.;
- Ability to mentor, advise and motivate local counterparts;
- Experience in operational and/or strategic-level critical incident/crises management and leadership
- Experience of operational and/or strategic-level major event/major emergency planning, and management and leadership;
- Experience with teamworking and/or team leadership
- Diplomatic acumen
- Experience of designing trainings;
- Knowledge of current best international practices in the fields of command, control and crisis management.

6. Desirable Qualifications and Experience:

- ISPS Code Auditor/Instructor (e.g., IMO Model Course 3.19/3.20).
- Port Facility Security Officer (PFSO) or Company Security Officer (CSO) certification.
- EU/NATO maritime security training (e.g., ESDC, FRONTEX, or SHAPE courses).
- Cybersecurity for Ports (e.g., IMO 2021 guidelines, ISO 27001).

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Head of ISF Training and Capacity Development Unit	Employment Regime: Seconded	
Ref. Number: LEOT 01*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Operations Department	Security Clearance Level: NOT REQUIRED	Open to contributing Third States: No

1. Reporting Line:

The Head of ISF Training and Capacity Development Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To identify systemic gaps and reform priorities in ISF (Internal Security Forces) training systems, proposing evidence-based solutions (e.g., curriculum redesign, institutional restructuring, or policy adjustments) to enhance long-term capacity.
- To oversee the design, delivery, and evaluation of direct training activities, ensuring alignment with the Mission Implementation Plan (MIP), EU guidelines, and international best practices.
- To provide strategic advice to Mission Management on all training-related matters, including resource allocation, risk management, and compliance with CivOpsHQ standards.
- To develop and update training materials, including manuals, tools, and interactive modules, in collaboration with subject-matter experts and host-state counterparts.
- To establish monitoring and evaluation mechanisms to assess the effectiveness, sustainability, and impact of training programmes, providing data-driven recommendations for continuous improvement.
- To lead internal and external reporting on training progress, challenges, and lessons learned, ensuring alignment with mission KPIs and donor requirements.
- To identify, assess, and mitigate risks associated with training implementation, including operational, political, or security-related challenges.
- To facilitate knowledge transfer and mentoring to host-state institutions, ensuring local ownership and sustainable capacity development.
- To represent the mission in high-level forums, working groups, and coordination meetings with EU, UN, and bilateral partners on security sector reform (SSR) and capacity-building initiatives.
- To ensure all training activities integrate gender mainstreaming, human rights, and ethical standards, in line with EU policies.
- To supervise and mentor training advisers and support staff, fostering a cohesive, high-performing team.
- 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 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

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. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Excellent interpersonal and teamwork skills;
- Organisational, analytical and administrative skills;
- Knowledge of Arabic and/or French Language.

Position Name: Senior Police Adviser	Employment Regime: Seconded	
Ref. Number: LEOT 02*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Operations Department/ISF Training and Capacity Development Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Police Adviser reports to the Head of ISF Training and Capacity Development Unit.

2. Main Tasks and Responsibilities:

- To advise the Internal Security Forces (ISF) on the development of civilian law enforcement capacities in line with the Lebanese national law and relevant strategies;
- To provide strategic guidance and advice to the ISF and its relevant services, notably Beirut Police, Gendarmerie and Mobile Forces on the development and implementation of broader policing strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions, in particular in the context of the transfer of internal security and law enforcement responsibilities from the Lebanese Armed Forces (LAF) to ISF ;
- To cooperate closely with Military Pillar in developing synergies to improve security management in Lebanon;
- To establish efficient working relationships at the strategic level with all key stakeholders involved in the development of the ISF law enforcement capacity, including EU Delegation, European Commission, UNSCOL, EU Member States and likeminded third states complementing their activities on broader law enforcement capacity development;
- To operationalise the Mission's Civilian
- Pillar mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To direct, design and deliver training programmes and projects, as appropriate;
- To coordinate with other Mission Components and horizontal Advisers.

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 Qualification 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 6 years of relevant professional experience, 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;
- Diplomatic acumen;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

6. Desirable Qualifications and Experience:

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience of working on maritime security;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions;
- Knowledge of Arabic and /or French Language.

Position Name: Senior Police Training, Planning and Delivery Adviser	Employment Regime: Seconded	
Ref Number LEOT 07*/ LEOT 08* (two positions)	Location: Beirut	Availability: ASAP
Component/Department/Unit: Operations Department/ISF Training and Capacity Development Unit	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Senior Police Training, Planning and Delivery Adviser reports to the Head of ISF Training and Capacity Development Unit.

2. Main Tasks and Responsibilities:

- To support relevant host state authorities and training institutions in developing law enforcement training strategies, policies, plans and curricula;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of law enforcement training;
- To advise Mission Management on training matters in accordance with CivOpsHQ guidelines, instructions and Mission priorities.
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To design and deliver training for relevant law enforcement services/branches of ISF, notably Beirut Police, Gendarmerie and Mobile Forces;
- To identify training gaps and support ISF in developing long-term training plans;
- To support ISF in developing curricula for various fields of training and/or education;
- To support ISF in developing and implementing in-service trainings;
- To support the ISF Training Administration and the Training Institute in identifying the appropriate equipment and infrastructure needed to deliver effective training;
- To be embedded within the local institution, security permitting;
- To develop policies in line with the local institutions' priorities/framework.

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;
- Knowledge of organisational interdependencies in a police training organisation;
- Knowledge of modern training tools (for instance e-learning, virtual training systems, language labs, etc.), training design and development frameworks (e.g. ADDIE),

training evaluation frameworks (e.g. Kirkpatrick, etc.) and the core educational learning theories.

- Ability and/or experiences to establish and maintain contacts/coordination with other international and national stakeholders, operating in the theatre with similar goals;
- Experience of designing and delivering training.

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 with Management/Leadership training design, methods and delivery;
- International experience, particularly in crisis areas with multinational and international organisations.
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7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Head of Mission Support	Employment Regime: Seconded	Post Category for Contracted:
Ref. Number: LES 01*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line

The Head of Mission Support reports to the Deputy Head of Civilian Pillar/Chief of Staff. The Head of Mission Support reports directly to the Head of Civilian Pillar on all financial aspects and budget implementation and is administratively line managed by the Deputy Head of Civilian Pillar / Chief of Staff.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Civilian Pillar on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity;
- To ensure all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate, Implementation Plan and tasks as directed by Head of Civilian Pillar;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems.
- To liaise with Civilian Planning and Conduct Capability and Foreign Policy Instrument;
- To ensure the consideration of environmental sustainability in all Mission Support functions, in line with EU policy on environment and climate;
- 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 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to work in a demanding, deadline driven environment.

6. Desirable Qualifications and Experience:

- Knowledge of EU financial management and EU procurement rules;
- Knowledge of human rights, gender equality, Women, Peace and Security commitments and EU policy on environment and climate;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments;
- Experience in planning complex projects, monitoring, evaluation and reporting;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

Position Name: Head of Human Resources	Employment Regime: Seconded	Post Category for Contracted:
Ref. Number: LEHR 01*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Human Resources Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line

The Head of Human Resources reports to the Head of Civilian Pillar on all Human Resources related aspects and is administratively line managed by the Deputy Head of Civilian Pillar / Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Human Resources Office;
- To implement all Council/Commission/Civilian Operations Headquarters (CIVOPSHQ) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CIVOPSHQ Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To consult with the CIVOPSHQ, the EU Commission (FPI) and the CIVOPSHQ 3 Point of Contact and ensure proper implementation of all relevant Human Resources tasks;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To pay specific attention to the recruitment and induction of Visiting Experts and Specialized Teams, in line with the mandate;
- To ensure an effective and efficient Human Resources administration process, utilising the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CIVOPSHQ procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with the overall guidance from CIVOPSHQ;
- To identify, manage and report the risks arising from processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

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

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle

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

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs.

6. Desirable Qualifications and Experience:

- University and/or Master's degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language.

SECONDED/CONTRACTED POSITIONS

Position Name: Head of Security and Health Department	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: LESH 01*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Security and Health Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Security and Health Department is the primary adviser to the Head of Civilian Pillar on Security, Medical and Safety related aspects and is administratively line managed by the Deputy Head of Civilian Pillar / Chief of Staff.

2. Main Tasks and Responsibilities:

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

- To work in close cooperation with Mission Support on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;
- To ensure that all medical equipment in the Area of Operation (AoO) is kept in a state of operational readiness, including ensuring that content of medical equipment and assets (trauma bags, AED's etc.) is kept up to date;
- To prepare requisition for purchase of medical items and necessary equipment after having received approval from Civilian Operations Headquarters;
- To provide ongoing emergency first aid training to all staff, performs medical briefing for incoming staff;
- To ensure the policy on security clearances for Mission members is correctly applied;
- To travel to all Mission areas including high risk areas as required;
- To collaborate with and report to Civilian Operations Headquarters Security and Health Division on all security related matters and ensure the implementation of their security recommendations;
- To regularly convene with the Mission Security Management Team;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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. Mission Specific Tasks and Responsibilities:

- To develop emergency medical contingency plans and planning for response to a mass casualty incident and medical evacuation;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To develop, implement and update the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To provide comprehensive reports on all incidents affecting Mission Members and initiates necessary follow up action with the appropriate authorities;
- To review the security level and state of alert;
- To draft security related Terms of Reference for the procurement of security equipment, contracts and services;
- To act as the Mission Medical Focal Point towards the Civilian Operations Headquarters (CivOpsHQ) Medical Team which includes the following tasks:
 - Continuity of current medical, emergency and other planning according to the directives given by the CivOpsHQ Medical team;
 - Respond to medical incidents. Coordinate and monitor the medical evacuation chain with the contracted health care provider and the Mission's insurance provider with the CivOpsHQ Medical team;
 - To prepare and perform medical briefings and trainings for all new and existing staff as requested by CivOpsHQ.
- To oversee the 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 mission Shelters and safe rooms;
- To conduct Fire Safety Management: assessment and management of fire risks.

5. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

6. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Organisational, planning, and time management skills.
- Valid license for armoured vehicle or C or C1 driving license;

7. 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;
- Authorised to carry and use weapons in compliance with the applicable legal framework;
- International experience, particularly in crisis areas with multinational and international organisations.

8. Desirable Knowledge, Skills and Abilities:

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

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. number: LESH 03*	Location: Beirut	Availability: 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 (MSO) reports to the Head of Security and Health Department.

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 Head of Security and Health Department on all incidents affecting Mission members;
- To assist the Head of Security and Health Department 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;
- To assist the Head of Security and Health Department as Mission Information Security Officer to manage the EUCI and implement the existing rules and policies;
- 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 manage and perform the daily security duties including journeys, residential and office, and locations' security risk assessments;
 - 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:

- Organisational, planning and time-management skills;
- Analytical skills;
- Writing and reporting skills;
- Ability to work under stress and in a deadline driven environment.
- 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 threats;
- Ability to produce long-term assessments and forecasts of the security situation;
- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic and/or French language.

Position Name: Mission Security Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: LESH 06*	Location: Beirut	Availability: 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 Analyst reports to the Head of Security and Health Department.

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 analyses 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);
- Language skills (as applicable).

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.

7. Desirable Knowledge, Skills and Abilities:

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

Position Name: Medical Adviser	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number: LESH 07*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Security and Health Department	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Medical Adviser reports to the Head of Security and Health Department.

2. Main Tasks and Responsibilities:

- To assist and advise the Head of Civilian Pillar and the Head of Security and Health Department on all medical and well-being matters;
- To ensure that Mission medical practices, procedures and standards are aligned with EU Duty of Care principles and recognised international best practice;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/health matters concerning the provision of medical support to the Mission, including the medical emergency plan;
- To provide the necessary medical inputs for all Mission activities, particularly in relation to operational planning, decision-making processes and the resulting orders and documents;
- To provide medical guidance to Mission members and advise the relevant offices accordingly;
- To liaise with international civilian, humanitarian and non-governmental organisations in the area of operation;
- To assess the requirements for further treatment within the Mission Area of Operation and/or for medical evacuation (ground and/or air) when Mission members require advanced medical care;
- To organise, monitor and coordinate the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation in close cooperation with healthcare providers and the mission Health and High Risk Insurance;
- To coordinate and deliver Medical Briefings, First Aid Trainings besides other medical training as required for Mission members;
- To monitor, analyse and report as required the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations.
- To manage and coordinate the Medical Section, including supervision of staff, oversight of medical documentation and health file management, and responsibility for Medical Section resources, contracts, budget and medical equipment readiness (e.g. Individual First Aid Kits);
- To regularly assess in- and out-patient medical treatment facilities (MTFs), both within the local health system and other providers, and to issue and maintain an updated list of available MTFs in the area of operation;
- To liaise and coordinate with the CivOpsHQ Medical Coordinator on medical, occupational health and duty of care matters relevant to the Mission;
- To assess, determine and formally certify Mission members' fitness to work, in accordance with applicable CSDP procedures;
- To be a permanent member of the security management team.

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:

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School;
- The qualification should be in Medicine;

OR

- 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 in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care; **AND**
- A minimum of 4 years relevant clinical experience, e.g. A&E (Acute and Emergency) or Pre- hospital or Anaesthesia/Intensive Care or Primary Care, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

5. Essential Knowledge, Skills and Abilities:

- Leadership, coordination and people-management skills, including the ability to manage a small multidisciplinary medical team;
- Knowledge in drafting Standing Operational Procedures, medical planning documents and decision notes;
- Sound knowledge of emergency and acute care principles relevant to austere or hostile operational environments;
- Ability to work autonomously, prioritise tasks effectively and perform under stress, including during incidents or crises;
- Strong analytical and communication skills, with the ability to engage confidently with medical providers, insurers, mission management and staff from diverse backgrounds;
- Excellent written and spoken English Language skills;
- Excellent computer skills in MS Office applications.

6. Desirable Qualifications and Experience:

- Previous management experience;
- International medical experience, particularly in crisis areas or CSDP missions with multinational and international organisations;
- Experience in delivering medical training in emergency medicine, trauma and healthcare;
- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS).

7. Desirable Knowledge, Skills and Abilities:

- Valid C or C1 driving license;
- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic and/or French language.

Position Name: Cyber Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: LES 14*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Mission Support/CIS	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Cyber Security Officer reports to the Head of Communication and Information Systems (CIS).

2. Main Tasks and Responsibilities:

- To support the Head of Communication and Information Systems (CIS) in the implementation of Mission's cyber security controls;
- 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 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 perform vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans;
- To configure security systems, analyse security requirements and recommend improvements;
- To monitor network traffic for suspicious behaviour, IT security metrics, SIEM and security logs, systems and service performance and security posture, providing 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 vulnerability owners;
- To identify budgetary requirements, prepare 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 using and maintaining IT and cyber security aspects.

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 in Computer Science, Information Systems or equivalent education **OR** a qualification in

the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework in Computer Science, Information Systems or equivalent education **OR** a qualification of the second 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**

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

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 analyse complex technical end-users' problems and requests, and successfully manage and solve them daily;
- Ability to develop awareness campaigns;
- Ability to advise on security and counterintelligence;

6. Desirable Qualifications and Experience:

- To 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);
- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (i.e. SPLUNK, MISP, Snort, Nessus, or similar);
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of EU information security standards and formal accreditation processes;
- 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;
- Knowledge of problem solving and analytical ability to analyse complex IT systems configuration;
- Knowledge of information technology and security issues;
- Ability to develop and audit security systems using traceability framework;
- Knowledge of Arabic and/or French language.

Position Name: Verification Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: LEH 10*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Head of Civilian Pillar Office	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line

The Verification Officer reports to the Head of Civilian Pillar 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 and/or French language.

Position Name: Finance Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: LES 04*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Mission Support	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

The Finance Officer reports to the Head Mission Support.

2. Main Tasks and Responsibilities:

- To ensure sound and effective financial management of the Common Security Defence Policy Mission and the development of internal policies and procedures for finance;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- 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 Mission Support;
- 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 assist in the reporting, verifying the integrity of accounts, their accuracy and their on time delivery;
- To ensure that external audits are carried out and their recommendations implemented;
- To assist in identifying goods and services required for improvement/efficiency for procurement;
- To draft the Mission budget;
- To liaise and coordinate on financial issues with authorities and all other relevant actors (banks etc.).

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

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

5. Essential Knowledge, Skills and Abilities:

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software and MS software, especially Excel;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French language

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: LES 07*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Mission Support Department	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 coordinate the Mission contracting and procurement processes in accordance with EU established professional and transparent procurement policies, rules and procedures;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide support related to contracting and procurement matters to other units within the Mission;
- 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 Procurement 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 identify and promote opportunities for environmental sustainability in procurement processes, in line with EU policies;
- 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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, human rights aspects and environmental sustainability 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**
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

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;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Degree or certificate in management/business or public administration/ law/ procurement/ supply chain or other related field;
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- 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 sustainable public procurement;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) System;
- Knowledge of Arabic and/or French language.

Position Name: Communication and Information Systems (CIS) Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: LES 12*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Communication and Information Systems (CIS) Officer reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To advise the Head of Mission Support on development and implementation of Communication and Information Systems strategy and CIS operational matters;
- To plan, manage and maintain the communication and IT infrastructure necessary to accomplish the Mission's mandate;
- To manage network infrastructure including firewalls, core switches, routing and VLAN segmentation;
- To administrate and manage Windows-based machines (servers, workstations etc.);
- To manage Microsoft 365 Cloud ecosystem services and products;
- To set the overall technology direction through strategic planning and development of multiyear work plans for CIS in line with organisational technology requirements in coordination with the IT Mission Support Platform in the Civilian Operational Headquarters (CivOpsHQ);
- In coordination with the Head of Mission Support and Verification, to establish and monitor the CIS budget to maintain operational capabilities and ensure continuing evolution of technology implementation;
- To provide Communication and Information Systems first and second-level support, initial troubleshooting for all directly reported issues and tickets assigned by the Help Desk and quickly restore the affected services;
- To act as the custodian of all Communication and Information Systems assets, including hardware, software, radio, satellite communication equipment and video teleconferencing;
- To deliver training to Mission members on new technologies and procedures;
- To provide support for Mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To monitor activities, analyse and report on issues pertaining to the area of responsibility;
- To maintain accurate and up-to-date inventory of all Communication and Information System assets and network services, their functionality, distribution and location;
- To submit consolidated reports on the technical condition of Communication and Information Systems assets;
- To monitor and improve the security posture of Communication and Information System assets and security control functions (i.e. antivirus/antimalware);
- To deploy Windows Operating System and device management tools and verify the successful update of device configuration according to IT policies;
- To troubleshoot issues affecting Windows Operating System, printer and network connectivity, software functionality and radio network;
- To ensure IT and communication assets are used in accordance with best practices and procedures;
- To perform annual general maintenance of all hardware, software and communication equipment and ensure functionality within accepted technical parameters;
- To maintain contact with Security and Duty of Care Department for technical and security instructions and implementation;
- To operate and maintain encryption devices/systems and prepare procedures and user manuals for approved users of crypto systems;

- To oversee the implementation of all Communication and Information Systems Standard Operating Procedures (SOPs);
- To prepare IT systems user guides and manuals for end users (e.g. printers, laptops, desktops, tablets, projectors, etc.) and communication assets (VTC, smartphones, satellite phones, radios);
- To manage acquisition of IT hardware/software products via EU Frameworks Contracts and, when applicable, through local providers in coordination with the Procurement Officer.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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 Information Technology, Computer Science, Telecommunications, IT Engineering or other related fields) **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge of computer systems and wired/wireless network technologies e.g. LANs, MANs, WANs and VPNs;
- Knowledge of virtualisation and how to manage relevant services and products;
- Knowledge of Microsoft 365 technologies (i.e. Azure Active Directory, Microsoft Intune);
- Technical skills and hands-on experience in troubleshooting hardware, software and network connectivity issues;
- Good understanding of Windows Active Directory domain services;
- Strong analytical and problem-solving skills;
- Drafting and writing skills;
- English language skills: minimum B2 (Independent User).

6. Desirable Qualifications and Experience:

- Experience with the ITIL (Information Technology Information Library) best practices;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of hardware performance and specifications;
- Knowledge of security aspects of Microsoft 365 (MS Defender products);
- Knowledge of principles of digital radio communication;
- Basic understanding of topographic maps, colours, symbols and scales and handheld GPS;
- Category C driving license and experience driving vehicles with manual transmission;
- Knowledge Arabic and/or French language.

Position Name: Logistics and Transport Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: LES 09*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: NOT REQUIRED	Open to Contributing Third States: No

1. Reporting Line:

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

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, stationary, etc.;
- 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, analyse, assign, process and track certified requisitions submitted for procurement action;
- To draft specifications for issuing tenders related to the area of responsibility;
- 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 prepare reports and make recommendations on various transport matters;
- 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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, human rights aspects, environmental sustainability 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 Logistics, Supply Chain Management, Transport, Engineering, Administration 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:

- Awareness of different product and services markets and industrial business networks.

6. Desirable Qualifications and Experience:

- Knowledge of current technologies used for Logistics, Supply Chain Management, Asset Management, Inventories such as Enterprise Resource Planning (ERP) System;
- Knowledge of sustainable logistics, environmental management or supply chain sustainability;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable 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 Arabic and/or French language.

Position Name: Human Resources Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Staff - Management level (MSML)
Ref. Number: LEHR 02*	Location: Beirut	Availability: ASAP
Component/Department/Unit: Human Resources Office	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 Department;
- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the Civilian Operations Headquarters (CivOpsHQ.3) Point of Contact (POC) on all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes, including for temporary and modular deployments;
- 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:
 - 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 centralised 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 provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations 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;
- Proficient English Language 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;
- Experience in payroll-related tasks;
- Experience in change management processes.

7. Desirable Knowledge, Skills and Abilities:

- Ability to prepare HR communications appropriate to the audience;
- Familiar with Human Resource Management (HRS) systems;
- Knowledge of Arabic and/or French language.