

The EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<b>European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 3-2021 Call for Contributions Requirements and Job Descriptions</b>				
Organisation:	EUBAM Libya			
Job Location:	Tripoli, Libya			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notices:	Ref.:	Name of the Post:	Location:	Availability:
	<b>Seconded (14)</b>			
	LIBHM03	Executive Officer	Tripoli, Libya	05/04/2022
	LIBHM04	Political Adviser*	Tripoli, Libya	28/02/2022
	LIBHM07	Gender Adviser	Tripoli, Libya	ASAP
	LIBHM08 LIBHM11	Reporting Officer	Tripoli, Libya	ASAP
	LIBHM19	Head of Project Cell	Tripoli, Libya	ASAP
	LIBOP01	Head of Operations	Tripoli, Libya	ASAP
	LIBOP11	Head of Law Enforcement Unit**	Tripoli, Libya	ASAP
	LIBOP14	Organised Crime Strategic Adviser**	Tripoli, Libya	ASAP
	LIBOP18	Senior Border and Migration Adviser	Tripoli, Libya	ASAP
	LIBOP19	Border Adviser Land	Tripoli, Libya	ASAP
	LIBOP20	Senior Customs Adviser	Tripoli, Libya	ASAP
	LIBOP22	Financial Crimes Adviser**	Tripoli, Libya	17/01/2022

	LIBOP23	Judicial System Adviser**	Tripoli, Libya	ASAP
	<b>Seconded/Contracted (3)</b>			
	LIBSE01	Senior Mission Security Officer	Tripoli, Libya	ASAP
	LIBSE02	Deputy Senior Mission Security Officer	Tripoli, Libya	08/01/2022
	LIBSE07	Medical Adviser	Tripoli, Libya	ASAP
Deadline for Applications:	Friday, 7 January 2022, at 17:00 hours (CEST)			
How to Apply:	<p><b>1) You have the nationality of, an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>2) You do not have the nationality of an EU Member State:</b> only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;">Dominique Brozak  <a href="mailto:eeas-cpcc-libya@eeas.europa.eu">eeas-cpcc-libya@eeas.europa.eu</a>  +32 460842407</p>			

\*Pending extension confirmation of Seconding Staff and Authority

\*\*The availability date for the post is pending the Host country's decision

EUBAM Libya in its Headquarters in Tripoli has a high-risk non-family Mission status. For security purposes, Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

**Documents supporting educational qualifications and work experience** should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

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

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUBAM Libya, according to the requirements and profiles described below:

### **1. GENERAL CONDITIONS**

EU Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – The candidates must be citizens of an EU Member State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. 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. The candidates shall carry out their duties and act in the interest of the Mission.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

**Physical and Mental Health** – The 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 (Third) States/country of residence.

*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:

#### **Education and Training**

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions. Missionwise (replacing BASE) and SAFE are mandatory e-learning courses to be completed prior to deployment. HEAT training is another requirement before visiting Libya. The candidate should have completed a Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

#### **Knowledge**

The 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<sup>2</sup>** – Spoken and written proficiency in the working language of the Mission (English). Certain positions may require higher language skills further specified in the individual job descriptions.

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<sup>1</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

<sup>2</sup> Common European Framework of References for Languages.

**Negotiation Skills** – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail are essential. Knowledge of other IT tools will be an asset.

**Driving Licence** – The 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 essential requirements may result in repatriation/termination of the secondment/contract.

## **II.B Desirable Requirements**

**Knowledge and Experience of SSR** – The candidates should be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

**Knowledge of Maghreb** – The 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 (distinct advantage).

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

## **III. Essential Documents and requirements for Selected Candidates**

**Passport** – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport should be issued or preferably a Diplomatic Passport.

**Visas** – EU Member States and selected candidates will get a visa at the airport upon arrival valid for 3 months. After arrival, the Mission will apply for visa and diplomatic card for the staff through the EU Delegation.

**Required Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The 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 Mission area.

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

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

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment (Annex 2 - List of Recommended Security Equipment sent to the Contributing States).

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

#### **IV. Additional Information on the Selection Process**

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. CPCC encourages contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Invited Third States will apply using the Application Form in **Annex 3**.

**Selection Process** – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone or video conference, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, contributing States will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Accommodation** - Mission Members will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

**Data Protection** – The EEAS and its Directorate CPCC process personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website as well as in the Goalkeeper system.

## **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 relevant planning documents.

## SECONDED POSITIONS

<b>Position Name:</b> Executive Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM03	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> 5 April 2022
<b>Component/Department/Unit:</b> Head of Mission	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Executive Officer reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To support the HoM in performing the daily activities, including supporting the CoS in managing the HoM Office;
- To supervise the HoM Executive structure;
- To maintain a registry of all official contacts with the Mission;
- To ensure that advice and information provided for the HoM by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the HoM;
- To ensure close cooperation with the CoS and/or other relevant Mission staff, drafting plans, directives, SOPs, orders and instructions to be approved and/or issued by the Head of Mission;
- To coordinate and liaise with relevant Mission components as deemed appropriate by the HoM;
- Under the direction of HoM , to maintain contacts with local authorities, governmental organisations, non-governmental organisations and other external counterparts to collect and disseminate information;
- Act as best practice and lessons learned officer for the Mission;
- Act as a focal point for diplomatic protocol issues;
- To assist in Mission reporting and communication.

### 3. General Tasks and Responsibilities:

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



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

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

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

- Ability to organise all senior staff work at strategic level;
- Proactive and stress-resistant;
- 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.

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

- Knowledge of Arabic and/or French.

<b>Position Name:</b> Political Adviser*	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM04	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> 28/02/2022
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Political Adviser reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To contribute to the regular updates to the HoM and senior Mission management on relevant political developments;
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation;
- Under the guidance of the HoM, to liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations;
- To contribute to the preparation of briefings and notes as requested;
- To prepare records of meetings attended;
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested;
- To conduct briefings for Mission staff and other individuals or groups as appropriate.
- To contribute to lessons identified/learned identification;
- To contribute to the advice to HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms;
- Act as alternate Mission spokesperson as requested.

### 3. Mission Specific Tasks and Responsibilities:

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

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the 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 Science, International Relations, Geopolitics, International Security, Law 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 when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues.

#### **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 Arabic;
- High resilience under stress.

<b>Position Name:</b> Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBHM07	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The Gender Adviser reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, mainstreaming and Women Peace and Security (WPS) related dimensions;
- To advise on the integration of a gender perspective and mainstreaming issues within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission's operational components, advise on the promotion of gender equality and gender-sensitive policy among host state authorities in order to ensure that these aspects are integrated while being consistent in the Mission's Implementation Plan
- To monitor and analyse the gender situation and gender relations in the host state;
- To advise on the development and content of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the WPS agenda;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To contribute to the identification and reports on lessons identified/learned and best practices within the field of gender;
- To support the induction training of Mission's staff members as required;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;

- To assist and advice on vetting/profile procedures mainly related to Mission's operational tasks.

### **3. General Tasks and Responsibilities:**

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

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

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

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

- Analytical skills and ability to conduct gender analysis;
- Negotiations skills;
- Proactive in developing strategies to accomplish objectives;
- Pedagogical/training skills.

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

- Experience in producing strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national CSSR;
- Experience in designing and delivering capacity building activities.

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

- Knowledge of Arabic;
- High resilience under stress.

<b>Position:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBHM08/LIBHM11	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff 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 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 on behalf of others; and take meeting minutes;
- To contribute to the collection of the Mission's lessons learned observations;
- To design and implement a Mission-wide reporting system and procedures;

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- 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; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Analytical capability and knowledge of information collection and analytical methods;
- Report compilation, drafting and editing skills.

**6. Desirable Qualifications and Experience:**

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

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

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic.

<b>Position Name:</b> Head of Project Cell	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM19	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office/Project Cell	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Project Cell reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Project Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's operational component and unit heads in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with operational component and unit heads and Mission's Finance Office;
- In close coordination with the Mission's Coordination and Cooperation Capability, to establish and maintain contacts with International Organisations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- Upon project completion, to ensure that post-project reporting and evaluation have been completed;
- To maintain and develop project management procedures;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To supervise the Unit inputs to the development and regular updating of the Mission Implementation Plan;
- To follow-up on the efficiency of the Mission's projects regarding the international standards and the Libyan legitimate wishes and needs;
- To monitor the alignment of implemented projects against EU principles of gender mainstreaming, human rights standards and EU Human Rights and Due Diligence policies (HRDDP), in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).



### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- 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; **AND**
- A minimum of 7 years of relevant professional experience, including experience in planning, implementation and evaluation of projects, out of which a minimum 3 years of experience at management/coordination level, after having fulfilled the education requirements.

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

- Team management skills;
- Leadership, analytical and problem-solving skills;
- Negotiation and risk management skills;
- Project management skills;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/Rule of Law reform in a national or host state context;

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

- Knowledge of and/or experience in working with EU Financial Regulations;
- Knowledge of Arabic.

<b>Position Name:</b> Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP01	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Operations reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities:

- To implement the Mission's operational activities in accordance with the Mission's OPLAN and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's mandate;
- To manage and oversee the work and staff of the Operations Department, including on the designing and implementing Mission's projects;
- To ensure coordination and cooperation between the Units with a view to create useful synergies in the implementation of the mandate;
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To ensure timely internal reporting from the operational perspective against benchmarking;
- To contribute to the Mission's external reporting against benchmarking;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- In coordination with the Mission's Coordination and Cooperation Component, to coordinate/cooperate and/or oversee the coordination/cooperation of the Components/Unit's members as appropriate with local authorities at the relevant level as well as with local EU and international actors within the scope of the Mission's mandate;
- To work in close cooperation with the other Mission's components;
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### **3. General Tasks and Responsibilities:**

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

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

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

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Leadership skills;

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

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

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

- Knowledge of Arabic.

<b>Position:</b> Head of Law Enforcement Unit**	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP11	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Law Enforcement Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Law Enforcement Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage 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 Head of Mission;
- 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 and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To liaise and cooperate closely with other EU, Libyan and international actors (in particular INTERPOL, EUROPOL and FRONTEX);
- To assist Libyan law enforcement agencies and relevant governing authorities (MoI in particular, but also MOD, MoJ and MoF) as well as other law enforcement related bodies;
- To support the Project Cell in designing and implementing Mission's projects.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;

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

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

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank **AND**
- A minimum of 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at management/coordination level, after having fulfilled the education requirements.

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

- Knowledge of EU Justice and Home Affairs (JHA) agencies and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL);
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

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

- Experience in leading projects;
- Experience in International Crime Combat, including organised crime and terrorism;
- Practical field experience in integrated border management;
- Experience in crisis management mission(s).

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

- Knowledge of Arabic.

<b>Position Name:</b> Organised Crime Strategic Adviser**	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP14	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Law Enforcement Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Organised Crime Strategic Adviser reports to the Head of the Law Enforcement Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To be embedded within the local institution, security permitting;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;
- To provide relevant training based on CID and ANGA identified needs;
- To liaise with international efforts to fight organised crime, including money-laundering and corruption, in particular cooperating with INTERPOL, FATF as well as with EU Member States and other bilateral efforts;
- To liaise and closely cooperate with other EU, Libyan and international actors (e.g. INTERPOL, UNODC);
- To act as a project leader in coordination with the Coordination/Project Cell.

### 3. General Tasks and Responsibilities:

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

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

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

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

- Knowledge of EU Justice and Home Affairs (JHA) agencies and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL);
- Mediation skills;
- Cultural sensitivity;
- Ability to mentor and motivate local counterparts;

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

- Practical field experience of international policing;
- Experience in leading projects.

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

- Knowledge of Arabic.

<b>Position:</b> Senior Border and Migration Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP18	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international actors;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).
- To assist the Strategic IBM Adviser on the implementation of Libyan institutional reforms on Border Security and Management process led by the Libyan authorities, including related capacity building aspects;
- To support the development of the Libyan Border & Migration authorities in the field of SSR through mentoring, monitoring and advising;
- To advise the Libyan Border & Migration authorities on the management and development of border control regimes, introducing working methods aimed at maximising the efficiency of customs and border security checks, whilst ensuring movement of persons and effective trade facilitation;
- To advise the Libyan Border authorities on the development of a common strategy with Tunisia to enhance the effectiveness of their IBM approach;



- To assist in supporting the Libyan authorities to implement activities with international actors, including CSDP Sahel missions and RACC in the Sahel, aimed at securing Libyan southern borders.
- To analyse and identify opportunities for further EU engagement in support of the Libyan needs in the Border management area;
- To contribute to the implementation of memorandums of understanding, agreements/protocols related to the exchange of information between border agencies, both national and international;

### **3. General Tasks and Responsibilities:**

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

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

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

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

- Sound knowledge of border management and migration protocols and procedures, including of relevant *acquis communautaire* provisions, EU legislation, and best practices, in terms of management of external borders;
- Understanding of IBM at strategic and operational level in SSR context;
- Knowledge of IBM concept strategies and operational tasks;
- Ability to mentor and motivate local counterparts;
- Mediation skills.

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

- Practical experience with border controls, inter-agency/international cooperation and exchange of information at national and international level;
- Experience in leading and coordinating international efforts to support host state reform in the area of SSR;
- Experience in strategic analyses, planning and reporting;
- Experience in designing and delivering capacity building activities;
- Experience in project management.

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

- Knowledge of Arabic.

<b>Position Name:</b> Border Adviser Land	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP19	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

1. **Reporting Line:** The Border Adviser reports to the Head of Border Management Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international actors;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).
- To assist the Strategic IBM Adviser on the implementation of Libyan institutional reforms on Border Security and Management process led by the Libyan authorities, including related capacity building aspects;
- To liaise, if requested, with EU, EU Member States and international programs/projects/initiatives in the framework of the EU integrated approach on Libya's IBM capacity building;

**3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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

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

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

- Sound knowledge of border management and migration protocols and procedures, including of relevant acquis communitarian provisions, EU legislation, and best practices, in terms of management of external borders;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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

- Experience in border control checks (examination of travellers and inspection of documents);
- Experience in border surveillance;
- Experience of designing and delivering capacity building activities;
- Experience in project management.

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

- Knowledge of Arabic.

<b>Position Name:</b> Senior Customs Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP20	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Senior Customs Adviser reports to the Head of Border Management Unit.

## **2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).
- To assist the Strategic IBM Adviser on the implementation of Libyan institutional reforms on Border Security and Management process, particularly on customs related matters, led by the Libyan authorities, including related capacity building aspects;
- To liaise, if requested, with EU, EU Member States and international pograms/projects/initiatives in the framework of the EU integrated approach on Libya's IBM capacity building;

## **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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

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

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

- Ability to mentor and motivate local counterparts;
- Knowledge of border management protocols/customs/prosecution service/prisons service/maritime law etc.
- Strong organisational skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to mentor and motivate local counterparts.

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

- Experience of designing and delivering capacity building activities
- Experience in project management.

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

- Knowledge of Arabic.

<b>Position:</b> Financial Crimes Adviser**	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP22	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> 17 January 2022
<b>Component/Department/Unit:</b> Operations Department/Law Enforcement Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Financial Crime Adviser reports to the Head of Law Enforcement Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international actors;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To liaise with UNSMIL counterparts, on a regular basis, and ensure coordination on financial crime related tasks and outputs;
- To support UNSMIL and the Libyan authorities in tracing and building illicit financial flows, in investigating financial crimes, and on advising on tools or mechanisms for the implementation of 'targeted' sanctions and punitive actions;
- To liaise with EU institutions and Member States, notably EU Justice and Home Affairs (JHA) agencies on anti-money laundering and counter terrorist financing activities. Facilitate information-sharing and knowledge exchange from the EU families on anti-corruption efforts to be shared and coordinated with the wider international community and Libyan authorities;
- To engage, in coordination with UNSMIL and Libyan counterparts, with other initiatives focusing on illicit financial activities, including the Chatham House-UNSMIL political economy dialogue series and research project; and various INGO activities. Facilitate implementation and follow-up

on the findings and recommendations emerging from these initiatives as it pertains to financial crimes;

- To facilitate coordination with relevant EU member states and EU relevant institutions with the Panel of Experts in identifying individuals implicated in financial crimes;
- To provide advice to Libyan authorities responsible for promoting financial accountability and transparency, including the National Audit Bureau, the Administrative Oversight Authority, and the Attorney General's Office to improve financial control mechanisms;
- To assist, in coordination with UNSMIL counterparts, in developing financial best practice examples and support the adoption and dissemination of said practices within targeted beneficiaries (governmental entities, state-owned enterprises, national financial institutions and others);
- To provide recommendations for capacity-building activities designed to help national institutions to compile cases of financial crimes for punitive action;
- To develop a training curriculum for increased financial investigation skills and capacity of the relevant national institutions.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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

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

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

- Knowledge in the area of financial crimes, possibly acquaintance with international entities expressly Financial Investigation Unit (FIU);
- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Ability to mentor and motivate local counterparts;
- Mediation skills.

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



- Experience in leading and coordinating international efforts to support host state reform in the area of SSR;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience of designing and delivering training;
- Experience in project management.

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

- Knowledge of Arabic.

<b>Position:</b> Judicial System Adviser**	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP23	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Criminal Justice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Judicial System Adviser reports to the Head of Criminal Justice Unit.

## **2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of judges and their respective counterparts/institutions including the Libyan MoJ and Supreme Judicial Council and to propose solutions for strengthening same;
- To design, implement a contribute to deliver training, workshops and seminars to support capacity building activities for Judges;
- To provide advice and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international actors;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).
- To support the Ministry of Justice (MoJ) to develop policies and plans which support institutional reform and all constituent parts of the Rule of Law (RoL) system within the Mission's areas of engagement;
- To enhance coordination and facilitate interactions between various judicial actors under MoJ, Supreme Judicial Council and Prosecution Office
- To support the reform of the criminal justice sector by advising and strengthening the role of the Supreme Judicial Council and its partners working in the criminal justice sector to deliver improved services;
- To support the enhancement of skills and knowledge, and identify priorities of criminal justice actors with a focus on judges by facilitating training and other activities in thematic areas agreed as priorities;

- To develop a training curriculum for enhancement of skills and knowledge for the Criminal Justice actors with a focus on Judges;
- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans according with international human rights standards and obligations, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To act as a project leader in coordination with the Coordination/Project Cell.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager

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

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in Law; **AND**
- A minimum of 5 years of relevant professional experience (e.g. as prosecutor/judge/defence lawyer/with Ministry of Justice), after having fulfilled the education requirements.

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

- Knowledge of international standards and instruments related to the Rule of Law and criminal justice;
- Ability to mentor and motivate local counterparts;
- Knowledge of EU Justice and Home Affairs (JHA) agencies and international justice and police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL; EUROJUST);
- Mediation skills;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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

- Practical understanding of legal reform process including the development of legal policy and legislation;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in designing and delivering capacity building activities;
- Experience in project management.

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

- Knowledge of Arabic;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of the Mission area.

## SECONDED/ CONTRACTED POSITIONS

<b>Position Name:</b> Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. number:</b> LIBSE01	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:** The Senior Mission Security Officer (SMSO) reports to the Head of Mission (HoM) and liaises closely with the CPCC Security / Duty of Care Office (SDoC Office).

### **2. Main Tasks and Responsibilities:**

- To lead, direct and manage the Mission's Security and Duty of Care Department, as per the relevant Annex of the OPLAN;
- To monitor and assess the security situation and to provide security analyses, recommendations and advice to HoM, Senior Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- To provide advice and implement measures in order to ensure the security and safety of Mission's members;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- To coordinate the drafting of security policies and procedures, related to security issues;
- To be responsible for the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and Six-Monthly Reports as appropriate and to ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning and to provide timely advice and guidance to Mission members as required;
- 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 Private Security Provider complies with ToRs and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct and Discipline;
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To direct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary;

- To alternate with the Deputy Senior Mission Security Officer (DSMSO), and to be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To ensure that all security and secure communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure that the policy on security clearances for Mission staff is correctly applied;
- To travel to High Risk areas, if required, and to conduct security duties, in liaison with the CPCC SDoC Office;
- To collaborate with and report to CPCC SDoC Office on all relevant security related matters and ensure the implementation of their security recommendations;
- To regularly convene the Security Management Team of the Mission;
- To undertake any other tasks as required by the Line Manager(s).
- To monitor and assess the security situation, and to provide security analyses, recommendations and reports;
- To ensure that personal security advice is given to Mission members as required;
- To identify staff training needs in security related areas;
- To promote a positive working environment, and to treat all staff fairly in accordance with EU values.

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager

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

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

### **5. Essential knowledge, skills and abilities:**

- Ability to contribute to the development of security policies and procedures;
- Planning and time-management skills.

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

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

- University/Master degree in security studies (Security Studies, Security and Defence Studies, International Security Studies, Peace and Conflict Studies, Intelligence, International Sciences, Political Sciences or other related studies);
- Successful completion of an EU Mission Security Officer Certification Course;
- Civilian driving licence class C or validated driving license for armoured vehicles.

#### **7. Desirable knowledge, skills and abilities:**

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Knowledge of the Mission area and potential security threats;
- High resilience under stress;
- Knowledge of Arabic

<b>Position:</b> Deputy Senior Mission Security Officer*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> LIBSE02	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> 07.01.2022
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Security Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Senior Mission Security Officer reports to the Senior Mission Security Officer and in his/her absence to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures;
- To replace the SMSO in his/her absence;
- In the absence of the SMSO to advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- Under the direction of the SMSO to assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members;
- To contribute to, in line with EU's Field Security Policy and its supporting documents, to 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 to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules;
- To produce contributions to the security inputs to daily SITREPs, WOS, Monthly and Six-Monthly Reports;
- To support the SMSO in ensuring journey management planning and to provide timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to Mission members as required;
- To support the SMSO in ensuring that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that personal security advice is given to Mission members as required;
- To support the SMSO in ensuring an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary;
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security as directed by the SMSO;



- To support the SMSO on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference;
- To act as a representative for the SMSO if assigned to a separate duty station from the SMSO.
- To be available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- To travel to High Risk areas, as required, in order to conduct security related duties, in liaison with the CPCC Security and Duty of Care Office;
- To undertake other tasks as directed by the Line Manager(s).

### **3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification 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 police/military education or training attested by a diploma 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 management/coordination level.

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

- Ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning, and time-management skills.

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

- Previous work experience in the region;
- Security studies (Security Studies, Security and Defence Studies, International Security Studies, Peace and Conflict Studies, Intelligence or other related studies);
- Successful completion of an EU Mission Security Officer Certification Course or equivalent;
- Firearms training.

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

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

<b>Position:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level
<b>Ref. number:</b> LIBSE07	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security & Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States: YES</b>

## 1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer

## 2. Main Tasks and Responsibilities:

- To assist and advise the HoM, Senior Mission Security Officer and Head of Mission Support on all medical/welfare matters, including on the development of a Mission's medical service.
- To develop, organise and monitor the provision of primary care and Basic Life Support to the Mission;
- To co-ordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance to all staff members and to liaise with Finance and Human Resources on certified sick leaves, uncertified sick leaves – both in and out of theatre;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency in close cooperation with the medical practitioner in attendance;
- To co-ordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the Mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To co-ordinate and perform Medical Briefings and Basic Life Support Training for all incoming Mission members;
- To monitor 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 gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;

- To ensure that the contents of all Mission First Aid and Trauma Kits are present and up-to-date;
- To keep a database on all accidents, incidents and recorded illnesses – and ensure compliance with data protection for sensitive data – in conformity with doctor patient confidentiality;
- To organise and deliver basic and emergency medical services to the Mission's staff in the Mission's premises
- To provide advice and guidance to Mission staff on the specific Libyan environment and to ensure Memorandum of Understanding, Contingency and Emergency plans are updated and usable.
- To monitor 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 assess on regular basis existing in- and outpatient medical treatment facilities (MF) both of the local health services and other and regularly issue and updated list of available MTF in the areas of operation;
- To be responsible for all budget lines under the Medical unit -both being investments for equipment as well as the generic running expenditure -including but not limited to pharmaceuticals, pharmacy in general, medical kits, trauma bags, etc.
- 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:**

- Successful completion of university studies in medicine 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 Medicine; **OR** Registered Nurse Bachelor's in Nursing with minimum specialisation in Emergency Medicine or Anaesthesia, Intensive Care or Primary Care, **AND** License to practise medicine from a recognised Medical School;
- A minimum of 6 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 national authority.

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

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Highly resilient and willing to work extra hours when required;

**6. Desirable Qualifications and Experience:**

- Flight Medical and/or MEDEVAC experience;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS) course;
- International medical experience, particularly in crisis areas or in CSDP Missions with multi-national and international organisations;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Experience in CSDP Missions;
- Valid B driving licence.

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

- Knowledge of the Mission area and potential health threats;
- Knowledge of Arabic and/or French;
- Valid C or C1 driving license.