

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

EU Mission in Moldova				
1-2023 Civilian Response Team (CRT) Call for Contributions				
Organisation:	EU Mission in Moldova			
Job Location:	As indicated below			
Employment Regime:	CRT short term Seconded experts			
Short term deployment	Initial 2 months deployment (with possibility of extension)			
Job Titles/ Vacancy notice:	Ref:	Name of the Post:	Location:	Availability:
	<u>Seconded (06) *</u>			
	MOL 101 (CRT) MOL 102 (CRT) MOL 103 (CRT)	Strategic Adviser on Hybrid threats and/or Cyber Security	Chisinau	24 May
	MOL 104 (CRT) MOL 105 (CRT) MOL 106 (CRT)	Strategic Adviser on Civilian Crisis Management Structures	Chisinau	24 May
Deadline for Applications:	11 APRIL 2023 (17.00 CET)			
Applications must be submitted via:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login:</p> <p>https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>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></p>			

Information:	<p>For more information relating to selection and recruitment, please contact the</p> <p>Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Norie RØNVED</p> <p>CPCC-EUPM-MOLDOVA@eeas.europa.eu</p>
---------------------	---

*Availability of post is subject to political decisions and budget approval.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

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

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

Tour of Duty– 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 2 months, with the possibility of extension.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international expert positions for a possible EU Mission in Moldova, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The 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 – The 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 – The 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.

Physical and Mental Health – 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 civilian 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.

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:

1. Education and Training

The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)¹, or equivalent, at a level specified in the individual job descriptions.

2. 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).

3. Skills and abilities

Language Skills² – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

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

² [Common European Framework of References for Languages](#)

Organisational skills – the candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – 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 general conditions may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Mission Area – 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.

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

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Visas – EU Member 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 en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The 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 the duties.

Required Personnel 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 Area of Operation of the Mission.

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 take 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.

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, must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018 as amended.)

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

Personal Protection Equipment – Recommended and mandatory equipment is listed in Annex 2

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

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for an improved gender balance in CSDP missions and operations, in conformity with UNSCR 1325. The European External Action Service (Head of Mission/Operation Commander) asks Contributing States and European Institutions to take this into account when offering contributions.

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 – 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, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member States will bear any related costs.

N.B 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.

Training – The selected candidates should complete Missionwise and SAFE³ modules, which are designed for the delegations or equivalent, until a new platform is launched.

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

³ <https://webgate.ec.europa.eu/eeas/security-e-learnings>

Data Protection - The EEAS, and its Managing Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. 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.

Position Name: Strategic Adviser on Hybrid threats and/or Cyber Security	Employment Regime: Seconded	
Ref. Number: (3 posts) MOL 101 (CRT) MOL 102 (CRT) MOL 103 (CRT)	Location: Chisinau	Availability: 24 May
Component/Department/Unit: Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser on Hybrid threats and/or Cyber Security reports to the Head of Hybrid threats and Cyber Security Component

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice and assistance to the relevant Moldovan partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To facilitate support and liaison of Member States and like-minded state institutions countering hybrid threats and/or enhancing cyber security;
- According to operational needs, liaison with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Moldovan partners on the capacity and training opportunities on hybrid threats, including foreign information manipulation and interference, and/or cyber security;
- To support the relevant Moldovan partners in identifying the appropriate equipment and infrastructure needed to strengthen resilience to hybrid threats;
- To manage, lead and facilitate projects and interventions on hybrid threats/cyber security;
- To advise, support and facilitate the relevant Moldovan partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on hybrid threats and cyber security;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers.

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices 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. 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 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good knowledge of hybrid threats and/or cybersecurity, including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training.

6. Desirable Qualifications and Experience:

- Mission experience, e.g., CSDP, UN, OSCE etc.
- Experience in developing strategies, policies and/or operational plans on hybrid threats and/or cybersecurity;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- For cybersecurity: international recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- For cybersecurity: experience on international security standards e.g. NIST Cyber Security Framework, ISO27000 series, CIS Security Controls or similar.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Russia's hybrid strategies;
- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats, or for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Romanian or/and Russian language.

Position Name: Strategic Adviser on Civilian Crisis Management Structures	Employment Regime: Seconded	
Ref. Number: (3 posts) MOL 104 (CRT) MOL 105 (CRT) MOL 106 (CRT)	Location: Chisinau	Availability: 24 May
Component/Department/Unit: Operations Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Strategic Adviser on Civilian Crises Management Structures reports to the Head of Crisis Management Component

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 structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the 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 Advisers as appropriate;
- To contribute to the strategic development of the Moldovan National Architecture in the sphere of civilian crises management;
- To advise on policy and strategy development of Moldovan owned implementation plans, in particular on preparedness, contingency planning, protection of critical infrastructures, information sharing tools and protocols, crisis decision-making, internal coordination tools and protocols, coordination with other actors (civil society, other countries, international organisations), exercises;
- To provide advice to senior Moldovan civilian crises management counterparts which contributes to leadership development;
- To promote context specific civilian crises management concepts;
- To ensure coherence and cooperation with international partners;
- To ensure Moldovan progress is monitored and risk mitigated to ensure attainment of objectives;
- To ensure Moldovan counterparts are cognisant of UNSCR 1325 and human rights;
- To identify training needs.

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

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training;
- Knowledge of strategic civilian crises management at ministerial level.

6. Desirable Qualifications and Experience:

- Mission experience, e.g. CSDP, UN, OSCE etc.
- International experience at strategic level in Fragile and Conflict Affected States, bilaterally or with multi-national and international organisations;
- Experience in developing civilian crises management Policy and Strategy;
- Experience in working with EU JHA/ civilian crises management policies, relevant EU JHA agencies and international initiatives/policies;
- Field and management experience in intelligence operations, e.g. surveillance and source handling;
- Experience in coordination and information sharing between law enforcement agencies and intelligence/security services, nationally and internationally;
- Managing experience in the production processes of intelligence, e.g. collection, collation and/or analysis (advanced technical knowledge advantageous).

7. Desirable Knowledge, Skills and Abilities:

- Sound knowledge of international legal framework on civilian crises management;
- Knowledge of current practices in the field of interservice cooperation;
- Knowledge of Romanian or/and Russian language.