

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Integrated Border Management Assistance Mission in Libya</b> <b>EUBAM LIBYA</b> <b>1-2025 Call for Contributions</b> <b>Requirements and Job Descriptions</b>				
<b>Organisation:</b>	<b>European Union Integrated Border Management Assistance Mission in Libya</b>			
<b>Job location:</b>	<b>As indicated below</b>			
<b>Employment regime:</b>	<b>As indicated below</b>			
<b>Job titles/ vacancy notice:</b>	<b>Ref.:</b>	<b>Name of the post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (30)</u></b>			
	LIBAD01	Head of Mission Support	Tripoli/Libya	01.07.2025
	LIBHM07	Gender Adviser	Tripoli/Libya	ASAP
	LIBHM12	Deputy Head of Mission	Tripoli/Libya	ASAP
	LIBHM22	Political Adviser/Press and Public Information Officer (PPIO)	Tripoli/Libya	ASAP
	LIBHM29	Human Resources Officer	Tripoli/Libya	ASAP
	LIBOP26	Border Technology Adviser	Tripoli/Libya	ASAP
	LIBOP28	Border Training Adviser Maritime	Tripoli/Libya	ASAP
	LIBOP41	Senior Counter-Terrorism Adviser	Tripoli/Libya	ASAP
	LIBSE03	Mission Security Officer	Tripoli/Libya	19.06.2025
	LIBSE11	Armed Protection Coordinator	Tripoli/Libya	ASAP
	LIBSE12, LIBSE13, LIBSE14, LIBSE15, LIBSE16, LIBSE17, LIBSE18, LIBSE19, LIBSE20, LIBSE21, LIBSE22, LIBSE23, LIBSE24, LIBSE25, LIBSE26, LIBSE27, LIBSE28, LIBSE29, LIBSE30, LIBSE31	Armed Protection Operator	Tripoli/Libya	ASAP

<b>Job titles/ vacancy notice:</b>	<b><u>Seconded/Contracted (4)</u></b>			
	LIBAD04	Finance Officer	Tripoli/Libya	ASAP
	LIBHM19	Head of Project Cell	Tripoli/Libya	ASAP
	LIBHM27	Human Resources Officer	Tripoli/Libya	01.06.2025
	LIBSE07	Medical Adviser	Tripoli/Libya	ASAP
<b>Deadline for applications:</b>	<b>Friday, 04 April 2025 at 17:00 (Brussels time)</b>			
<b>Applications must be submitted to:</b>	<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>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><b>Please note:</b> 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>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p><b>Mr Jaroslaw WÓJCIK</b></p> <p><a href="mailto:CIVOPSHQ-HR-EUBAM-LIBYA@eeas.europa.eu">CIVOPSHQ-HR-EUBAM-LIBYA@eeas.europa.eu</a></p> <p><b>+32 (0)2 584 3766</b></p>			

### **Low and/or Medium Risk Non-Family Mission**

EUBAM Libya currently bears a Low and Medium Risk Non-Family Mission status. The Mission Headquarters is in Tripoli. For security purposes, Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are covered by the Mission status (Unilateral Declaration of 22 June 2018 of the President of the Presidential Council and the Prime Minister of the Government of National Accord of the State of Libya), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

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

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

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

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

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

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

## **I. GENERAL CONDITIONS**

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

**Integrity** – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

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

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## **II. REQUIREMENTS**

### **II.A Essential requirements**

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

**Physical and mental health** – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

**Education and training** – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

**Knowledge** – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

### **Skills and abilities**

**Language skills** – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

**Communication and interpersonal skills** – Candidates must have excellent interpersonal and communication skills, both written and oral.

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

**Digital skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

**Driving skills** – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## **II.B Desirable requirements**

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and experience of Security Sector Reform** – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

**Training and experience** – Candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Knowledge of local language(s), depending on the job tasks and responsibilities.

**Driving licence** – Category C driving licence.

### **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

The Mission initiates the visa procedure for Libya for selected candidates through the Libyan Ministry of Foreign Affairs in Tripoli. Visas are to be collected from the Libyan embassy or consulate in home countries. Supporting documents will be requested (i.e. scan copy of passport, Libyan visa application form). The issuance of a Libyan visa can be a lengthy process, which is beyond the Mission's control. If the visa process is delayed in home country, the Mission may require selected staff to deploy to Tunis, Tunisia, where they are allowed to stay for up to three months. Before arriving in Tunis, the Mission will apply for a Libyan visa through the Libyan Ministry of Foreign Affairs in Tripoli, to be collected at the Libyan Embassy in Tunis.

A delay in the visa process might have financial implications (lower per diem and hardship allowances) for selected candidates who would be waiting for their visa in home country or temporarily deployed in Tunis until their visa (or equivalent) is issued and they are redeployed to Tripoli.

**Education diploma(s)/certificate(s) and/or professional certificate(s)** – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

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

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

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission,

Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

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

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/booklet of vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

**Medical certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended.)

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

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

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

#### IV. ADDITIONAL INFORMATION

**Equal opportunities** – The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

**Gender balance** – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States and European Institutions to take this into account when putting forward candidates at all levels.

**Application form** – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

**Selection process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

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

**Training** – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

**HEAT (Hostile Environment Awareness Training)** is currently strongly recommended for Libya. The candidate should have undergone a certified four to five days residential HEAT training no more than five years ago.

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

**Data protection** – The EEAS, and its Department CivOpsHQ, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy Statement is available on the EEAS website.

## **V. JOB DESCRIPTIONS**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

## **SECONDED POSITIONS**

<b>Position Name:</b> Head of Mission Support	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBAD01	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> 01.07.2025
<b>Component/Department/Unit:</b> Head of Mission/ Chief of Staff Office/ Mission Support	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line**

The Head of Mission Support reports to the Chief of Staff. The Head of Mission Support reports directly to the Head of Mission on all financial aspects and budget implementation.

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

- To assist and advise the Head of Mission on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity;
- To ensure all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate, Implementation Plan and tasks as directed by Head of Mission;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems;
- To liaise with Civilian Operations Headquarters and Foreign Policy Instrument;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.



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

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

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

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

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

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

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

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

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

- Knowledge of Arabic language.

<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> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, gender mainstreaming and Women, Peace and Security related dimensions;
- To advise on gender mainstreaming processes, promote and facilitate the integration of a gender perspective within the functioning of the Mission as well as in the analysis, planning and conduct of the Mission 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 the implementation of the UN Security Council Resolutions on Women, Peace and Security;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- In coordination with the Mission operational components, advise on the promotion of gender equality and gender responsive policy among host state authorities in order to ensure that these aspects are integrated while being consistent with the Mission Implementation Plan;
- To coordinate the Mission Gender focal point network;
- To be up to date on the situation related to gender equality and the implementation of the Women, Peace and Security agenda 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 aiming at integrating a gender perspective;
- To liaise with the local and international entities involved in the promotion of gender equality, mainstreaming and the Women, Peace and Security agenda;
- To contribute to Mission reporting and information flow on gender equality related aspects;
- To support the induction training of Mission members as required;
- To contribute to keep the Mission leadership and staff up to date on the gender equality related situation and developments in the Mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the Women, Peace and Security agenda.

### 3. General Tasks and Responsibilities:

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

**4. Essential Qualifications and experience:**

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

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

- Analytical skills and knowledge of conducting gender analysis;
- Communications skills;
- Training skills.

**6. Desirable Qualifications and Experience:**

- Successfully completed one of the established training courses for gender advisors;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic language.

<b>Position Name:</b> Deputy Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM12	<b>Location:</b> Tripoli/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 Deputy Head of Mission reports to the Head of Mission.

#### 2. Main Tasks and Responsibilities:

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

#### 3. General Tasks and Responsibilities:

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

#### 4. Essential Qualifications and Experience:

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

7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Arabic language.

<b>Position Name:</b> Political Adviser / Press and Public Information Officer (PPIO)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM22	<b>Location:</b> Tripoli/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 Political Adviser / Press and Public Information Officer (PPIO) reports to the Head of Mission and is administratively line managed by the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To follow political developments in the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To maintain close relationships with the EU Delegation and the EU Special Representative;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct briefings for Mission members and other individuals and groups;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To act as Mission spokesperson and communicate the work of the Mission to the public as required;
- To contribute to the implementation of the Mission Strategic Communications Plan;
- To cover the media aspects of high-level visits, supervise and coordinate arrangements for visiting journalists/media;
- To contribute to the development and maintenance of an effective Mission website and social media accounts;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To organise contract/tender/designs for Mission visibility items;
- To be the focal point for press and public information work;
- To coordinate with the press offices of other EU actors in the host state.

### 3. General Tasks and responsibilities:

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

### 4. Essential Qualifications and experience:

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

the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political studies, International Relations, Public Policy, Diplomacy, Security studies or other related field; AND

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

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

- Experience and skills in digital communication (website management, managing social media accounts, visual communication);
- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality;
- Very good knowledge of the English language (level C1 or higher).

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in the field of institutional communication;
- Proficiency with social media and graphic design software.

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

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

<b>Position Name:</b> Human Resources Officer	<b>Employment regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM29	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief Staff Office/Human Resources	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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



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

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

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

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

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

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

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

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- Experience in procurement.

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

- Knowledge of finance and payroll tools;
- Knowledge of Arabic language.

<b>Position Name:</b> Border Technology Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP26	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Border Management Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Border Technology 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 by advising and mentoring local counterparts in a structured manner;
- To support the Mission efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To conduct assessment of the border infrastructures and equipment present at the Libyan Border Crossing Points and the area between the BCP;
- To advise and support Libyan counterparts on development and implementation of new technologies for more effective Libyan Border Crossing Points and to enhance the surveillance of the border between BCP's;
- To ensure timely monitoring and reporting on activities within the field of responsibility as per planning documents, in particular progress/lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To support the Mission in liaising and coordinating with EU institutions and international partners in the field of expertise;
- To ensure compliance with instruction/direction from Mission management;
- To design, plan and deliver projects of borders surveillance system and information technologies;
- To define technical specifications for the borders' surveillance infrastructures and technologies;
- To update regularly on the introduction of and follow up on the experiences concerning new technical developments in border surveillance, BCP processing and alike.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

- Ability to mentor, advise and motivate local counterparts;
- Ability of designing and delivering training;
- Knowledge of modern technologies to support effective control at the borders;
- Project management skills;
- Mediation skills.

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering capacity building activities;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic language.

<b>Position Name:</b> Border Training Adviser Maritime	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP28	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Border Management Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Border Training Adviser Maritime 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) 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 be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support the Libyan counterparts in providing analysis and recommendations on necessary capacity among Libyan counterparts in the area of border management and Coast Guard Functions, including identifying training needs;
- To support Libyan counterparts in developing training strategies/policies/plans/curricula/ training institutions on maritime border management, maritime law enforcement and maritime safety activities (command and control, surveillance, criminal intelligence and search and rescue operations) as directed by the Line Manager;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed internal and external training curricula;
- To support the Mission in liaising and coordinating with EU institutions and international partners in the area of maritime border training;
- To contribute to the Mission's internal and external monitoring and reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/ components and liaise closely with other Missions horizontal advisors;
- To support host state authorities in training data collection and efficient training evaluation.

### 3. Mission Specific Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;

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

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

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

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

- Knowledge of Coast Guard Functions related to safety and security at sea, such as search and rescue, border control, fisheries control, customs activities, law enforcement and environmental protection;
- Experience in designing and delivering training on maritime border management, maritime law enforcement and maritime safety activities;
- Presentation skills;
- Ability to plan, multi-task and manage time effectively.

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

- Experience in international efforts to support host state reforms in the area of Security Sector/Rule of Law.

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

- Innovative thinking;
- Knowledge of Arabic language;
- Knowledge of Mission area.

<b>Position Name:</b> Senior Counter-Terrorism Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP41	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Fight against Border Crimes and Terrorism	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The Senior Counter-Terrorism Adviser reports to the Head of Fight against Border Crimes and Terrorism Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To possibly be embedded within the local institution, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other horizontal advisers;
- To assist in designing and delivering of subject related training for local counterparts;
- To assist in developing a law enforcement approach on counter-terrorism (rule of law based approach) and implementing relevant counter-terrorism policies, strategy, institutional architecture and legislation, in accordance with international standards and human rights as well as in coordination with other international actors and stakeholders;
- To assist Libyan Authorities in implementing a counter-terrorism strategy (establishing a CT Fusion Cell);
- To support the Mission in developing regional approach in fighting against terrorism;
- To assist in the development of an approach and measures related to counter-radicalisation and recruitment of terrorists/countering violent extremism;
- To contribute to mapping the relevant Libyan and International Community actors in regard to counter-terrorism;
- To liaise and cooperate closely with other EU, Libyan, UNSMIL, CTITF, UNCTED and other International Community actors (Global Counter-terrorism Forum, Interpol);
- To engage in consultations with and assistance to relevant Libyan institutions and governing authorities, both at central and decentralised levels.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

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

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

- Ability to mentor and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge about EU Counter-terrorism work (Member States, EEAS, European Commission, EUROPOL, CTPG) and international CT cooperation–UN (UNCTITF and CTED), Global Counter-Terrorism Forum, FATF; a law-enforcement background is essential;
- Very good knowledge of the English language (level C1 or higher).

**6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies.

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

- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of Arabic language.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBSE03	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> 19.06.2025
<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 Mission Security Officer reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

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

### 3. Mission Specific Tasks and responsibilities:

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



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

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

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

- Planning, and time-management skills;
- Analytical skills.

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

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Valid license for armoured vehicles or C or C1 Driving license;
- Trained and certified in close protection techniques (theory and practice);
- Trained and certified in powered boats coaxing (theory and practice EU Standards);
- International experience, particularly in crisis areas with multinational and international organisations.

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

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

<b>Position Name:</b> Armed Protection Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBSE11	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/ Armed Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Armed Protection Coordinator reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

- To possess a valid authorisation to carry and use weapons in compliance with the applicable legal framework;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
  - To manage the armed protection security set up of the EUBAM staff in coordination with the local protection forces assigned to the Mission protection, Facilities Security Authority (FSA).
  - To overview, prepare, and plan armed protection operations;
  - To function as a regular operator, ready to act in all functions of the team;
  - To support the planning and actively participate in the defence plan of the EUBAM living area;
  - To plan the deployment and operations in conjunction with Mission Security Officers throughout mission area, for prolonged periods;
  - To assist the Security Section in the provision of security training to Mission Members;
  - To carry out daily administration and operational planning for the APU;
  - To carry out daily administration and operational planning for the local drivers and Facilities Security Authority (FSA)
  - To lead the oversight of all APU staff, providing instructions, support, and assistance as required;
  - To develop Mission Armed Protection policies and procedures ensuring they are followed and updated or amended when necessary;
  - To identify Mission staff's personal security training needs and to ensure the development and delivery of necessary training;
  - In coordination with the Line Manager develop professional contacts with the local police, military and security managers of other international organizations;
  - To liaise with civilian and military organizations for an assessment of current and possible future threats;
  - To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner.
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms

### 3. General Tasks and Responsibilities:

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

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

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

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

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

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

- Trained and certified in close protection techniques (theory and practice);
- Successful completion of an Industry Standard Security Qualification;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in firearms training;
- Experience in close protection operations as a member of international organisations or Diplomatic institutions/Agencies e.g. National embassy's, EU, UN, NATO;
- Trained and certified in powered boats coxing (theory and practice EU Standards).

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

- Ability to perform under stress and in difficult circumstances in high risk locations;
- Discreet, diplomatic, and flexible;
- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies;
- Knowledge of Arabic language.

<b>Position Name:</b> Armed Protection Operator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBSE12, LIBSE13, LIBSE14, LIBSE15, LIBSE16, LIBSE17, LIBSE18, LIBSE19, LIBSE20, LIBSE21, LIBSE22, LIBSE23, LIBSE24, LIBSE25, LIBSE26, LIBSE27, LIBSE28, LIBSE29 LIBSE30, LIBSE31	<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> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

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

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

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

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

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

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

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

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

## **SECONDED/CONTRACTED POSITIONS**

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. number:</b> LIBAD04	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support/Finance	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### **1. Reporting Line:**

The Finance Officer reports to the Head of Finance.

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

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

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

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

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

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Arabic language.

<b>Position Name:</b> Head of Project Cell	<b>Employment Regime:</b> Seconded/Contracted	<b>Post category for Contracted</b> Expert Level
<b>Ref. Number:</b> LIBHM19	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office/Chief of Staff Office	<b>Security Clearance Level:</b> NOT REQUIRED	<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, manage and coordinate the work and staff of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Unit, operational elements and Heads of Unit;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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



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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Arabic language.

<b>Position Name:</b> Human Resources Officer	<b>Employment regime:</b> Seconded/Contracted	<b>Post category for Contracted</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> LIBHM27	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief Staff Office/Human Resources	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

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

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

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

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

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

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

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

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

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- Experience in procurement.

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

- Knowledge of finance and payroll tools;
- Knowledge of Arabic language.

<b>Position:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post category for Contracted</b> Mission Support Management Level (MSML)
<b>Ref. number:</b> LIBSE07	<b>Location:</b> Tripoli/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> NOT REQUIRED	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Medical Adviser reports to the Senior Mission Security Officer.

### 2. Main Tasks and Responsibilities:

- To assist and advise the Head of Mission and the Senior Mission Security Officer on all medical/welfare matters;
- To advise the Head of Mission on personal medical information regarding members of the Mission;
- To organise, deliver basic medical services and First Aid to the Mission's staff in the Mission's premises and ensure availability of medical supplies and proper functioning of medical equipment;
- To respond and manage medical emergencies within the Area of operations, ensure prompt and effective response to critical situations and coordinate with emergency medical service, if required;
- To provide health education to employees on various topics, including preventive health measures e.g. vaccinations, lifestyle modifications etc.;
- To collaborate with other health care professionals and medical specialists in the Area of operations for specialist referrals, consultations and further medical investigations;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs;
- To organise/support the use of MEDEVAC capabilities inside or outside the areas of operation;
- To coordinate and perform Basic Life support training besides other medical training as required for all Mission members;
- To regularly assess existing local in- and out-patient Medical Treatment Facilities (MTF) and update the list of available MTF accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To maintain and process accurate medical records and confidentiality of Mission members health information;
- To participate in the drafting and implementation of plans and policies on all medical issues/health matters for the duty station/Mission including incident management and medical emergency evacuation plan;
- To support and participate in the budget preparation regarding medical 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:**

- Completion of a full course of university studies attested by a degree in Medicine (Medical Doctor) from a recognised Medical School;
- To have a current license to practice medicine in Europe from a recognised Medical School; The qualification should be in Medicine;  
OR
- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in Nursing; and a minimum one-year post-graduate qualification attested by diploma in Emergency Medicine (Pre-hospital / Acute and Emergency) or Anaesthesia, Intensive Care or Primary Care and related fields; AND
- A minimum of 4 years relevant clinical experience, e.g. Acute and Emergency or Pre-hospital or Anaesthesia/Intensive Care or Primary Care and related fields, out of which 2 years at management level or in the field of medical planning and administrative procedures, after fulfilling the educational requirements;
- Provide a "Certificate of Good Standing/Current Professional Status" or equivalent issued by a competent EU national authority.

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

- Knowledge in drafting Standing Operational Procedures, medical planning documents, and decisions notes;
- Extensive knowledge of emergency medicine;
- Fluent written and spoken English language skills (level C1 or higher);
- Highly resilient and willing to work extra hours when required;
- Knowledge of tropical medicines.

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

- Contract management and procurement procedures;
- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS);
- 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 delivering medical training in emergency medicine, trauma and health care.

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

- Ability to work in demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Presentation skills to wider audiences;
- Knowledge of the Mission area and potential health threats;
- High resilience under mental pressure;
- Valid C or C1 driving license;
- Knowledge of Arabic language.