

The EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center"><b>European Union Integrated Border Management Assistance Mission in Libya (EUBAM Libya) 1-2022 Call for Contributions Requirements and Job Descriptions</b></p>				
Organisation:	EUBAM Libya			
Job Location:	Tripoli, Libya			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notices:	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b>Seconded (17)</b>			
	LIBHM09	Press and Public Information Officer	Tripoli, Libya	ASAP
	LIBHM13	International Liaison and Coordination Officer	Tripoli, Libya	07.05.2022
	LIBOP03	Organised Crime Strategic Adviser *	Tripoli, Libya	07/08/2022
	LIBOP06	Migration Adviser	Tripoli, Libya	31.05.2022
	LIBOP12	MOI reform Adviser (Tripoli Police) *	Tripoli, Libya	ASAP
	LIBOP18	Senior Border and Migration Adviser	Tripoli, Libya	ASAP
	LIBOP20	Senior Customs Adviser	Tripoli, Libya	ASAP
	LIBOP21	Senior Maritime Adviser	Tripoli, Libya	ASAP
	LIBOP23	Judicial System Adviser *	Tripoli, Libya	ASAP
	LIBOP26	Border Technology Adviser	Tripoli, Libya	ASAP
	LIBOP27	Border Training Adviser Land	Tripoli, Libya	ASAP
	LIBOP28	Border Training Adviser Maritime	Tripoli, Libya	ASAP

	LIBOP29	Criminal Intelligence Adviser *	Tripoli, Libya	ASAP
	LIBOP30	MOI Human Resources Management Adviser *	Tripoli, Libya	ASAP
	LIBOP31	MOI Training Adviser – Trafficking *	Tripoli, Libya	ASAP
	LIBOP32	MOI Training Adviser counter-terrorism and organised crimes *	Tripoli, Libya	ASAP
	LIBOP33	Rule of Law Training Adviser *	Tripoli, Libya	ASAP
<b>Seconded/Contracted (3)</b>				
	LIBAD06	Procurement Officer **	Tripoli, Libya	ASAP
	LIBAD17	Human Resources Officer	Tripoli, Libya	ASAP
	LIBSE10	Medical Adviser	Tripoli, Libya	ASAP
Deadline for Applications:	<b>Tuesday 03 May, at 17:00 hours (CEST)</b>			
How to Apply:	<p><b>1) You have the nationality of, an EU Member State: you must use Goalkeeper to apply:</b></p> <p><b>a) You are already registered on Goalkeeper AND you have an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p><b>b) You do not have a Goalkeeper account or an EU Login:</b>  <a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p><b>2) You do not have the nationality of an EU Member State:</b> only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Dominique Brozak  <a href="mailto:eeas-cpcc-libya@eeas.europa.eu">eeas-cpcc-libya@eeas.europa.eu</a>  +32 460842407</p>			

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

\*\* The availability date for the post is pending the deployment date to another Mission for the incumbent

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

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

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

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

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

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

## **1. GENERAL CONDITIONS**

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

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

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

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups

with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

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

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

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

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

## II. REQUIREMENTS

### II.A Essential Requirements

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

#### **Education and Training**

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

Missionwise (replacing BASE) and SAFE are mandatory e-learning courses to be completed prior to deployment. HEAT training is another requirement before visiting Libya. The candidate should have completed a Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

#### **Knowledge**

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

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

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

<sup>2</sup> [Common European Framework of References for Languages.](#)

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

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

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

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

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

## **II.B Desirable Requirements**

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

**Knowledge of Maghreb** – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures (distinct advantage).

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

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

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

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

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

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/ booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **V. Job Descriptions**

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the relevant planning documents.

## SECONDED POSITIONS

<b>Position:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBHM09	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Press and Public Information Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items on request of the Head of Press and Public Information;
- To organise and conduct press conferences, briefings and other media events;
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms, with content;
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To develop and implement a defined communication strategy.
- To be the focal point for press and public information work in the Mission area
- To act as spokesperson in the absence of the Head of Press and Public Information.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

- Drafting and presentation skills;
- Proficiency with social media platforms, website management and design software;



- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication.

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

- Knowledge about the local press and media environment;
- Knowledge of Arabic and/or French.

<b>Position Name:</b> International Liaison and Coordination Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBHM13	<b>Location:</b> Tripoli (Libya)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> HOM Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Liaison and Coordination Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To contribute to ensuring the coherent planning and implementation of the cooperation and coordination activities of the Mission, in line with the Mission Implementation Plan (MIP);
- To provide support to ensure that the Mission's activities are closely coordinated with all EU and international actors with a view to ensuring mutual awareness, avoiding duplication and achieving a comprehensive approach and coordination in the field of Security Sector Reform;
- To contribute to the mapping and assessment of ongoing bilateral and multilateral cooperation activities in the field of Security Sector Reform and Border Security and Management;
- To support the Mission in building a stable cooperation within the EU family – particularly with CSDP Missions and RACC in the Sahel and with EUNAVFORMED IRINI, EU Member States, to ensure mutual awareness, avoiding duplication and achieving a comprehensive approach and coordination in the field of Security Sector Reform
- To report internally against benchmarking on a regular basis and contributes to the progressive updating of the MIP, as well as prepares special reports as requested;
- To contribute to Mission's external reporting;
- To develop guidelines to ensure coherence and coordination of Mission's contacts with international actors and civil society actors;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs);
- To contribute to the induction of Mission's personnel as required;
- To support the Mission coordination and cooperation activities with local, EU and international counterparts,
- To identify lessons and best practices in his/her respective field of competence
- To facilitate the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society on the other;
- To support the Mission's contribution to the EU regional approach;
- To support in designing and establishing of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable;
- Act as best practice and lessons learned officer for the Mission;
- Reviewing Mission reporting.

### 3. General Tasks and Responsibilities:

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

**4. Essential Qualifications and Experience:**

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

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

- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Analytical thinking and problem solving/negotiation skills;
- Project management skills;
- Good management of French language, written and spoken.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Arabic;
- Knowledge of and/or experience in Libya;
- Knowledge of and/or experience in the Sahel region.

<b>Position Name:</b> Organised Crime Strategic Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP03	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Department:</b> Operations Department/Law Enforcement Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To assess the current modalities of operations of the Organised Crime Coordination Panel (OCCP) in order to identify gaps and overlaps and advice accordingly;
- To support Libyan authorities in exploring possibilities to include other actors into the OCCP;
- To support and assist the MoI in drafting relevant guidelines on information sharing;
- To provide training for relevant Libyan actors on collecting, collating, analysing and sharing of information;
- To provide relevant training based on CID and ANGA identified needs;
- To liaise with international efforts to fight organised crime, including money-laundering and corruption, in particular cooperating with INTERPOL, FATF as well as with EU Member States and other bilateral efforts;
- To liaise and closely cooperate with other EU, Libyan and international actors (e.g. INTERPOL, UNODC);
- To ensure human rights and gender perspectives are integrated into all border management Mission tasks and activities, policy and plans according with international human rights standards and obligations;
- To act as a project leader in coordination with the Coordination/Project Cell.

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

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

- Practical field experience of international policing;
- Experience of CSDP mission(s);
- Experience in leading projects.

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

- Knowledge of Arabic is an advantage.

<b>Position:</b> Migration Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP06	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) 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 within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To support planning efforts addressing immediate requirements to counter Smuggling of Migrants (SoM) and Trafficking in Persons (TiP):
- To liaise with international efforts to fight SoM and TiP, including money-laundering and corruption, as well as with EU Member States and other bilateral efforts;
- To liaise and cooperate closely with other EU missions and International Community actors, as appropriate
- Progressively as they establish, to engage in consultations with and assistance to relevant institutions and governing authorities, both at central and decentralized levels;
- To contribute to Mission external reporting;
- To contribute to lessons identification;
- To contribute to inform and develop EU civilian options on Security Sector Reform (SSR) effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support:
- Establishing professional relationships along the criminal justice chain.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons and best practice in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the Line Manager.

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

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

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

- Expertise in leading and coordinating multi-thematic and multi-layered efforts;
- Good knowledge of management of border crossings;
- International migration policies;
- Integrated border management concept, nationally and internationally;
- International border management cooperation and protocols;
- Conventions and protocols against transnational organised crime;
- Strong organisational skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment;
- Ability to mentor and motivate local counterparts.

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

- At least 3 years of experience of combating SoM and TiP out of 5 years mentioned above;
- Knowledge about EU JHA and international organised crime policies (in particular on SoM and TiP and their implementation (FRONTEX, EUROPOL, EASO, UNODC, INTERPOL));
- Ability to demonstrate political and diplomatic acumen.

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

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

<b>Position Name:</b> Ministry of Interior Reform Adviser - Tripoli Police	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP12	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Department:</b> Operations Department/Law Enforcement Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The MoI Reform Adviser report to the Head of Law Enforcement Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To advise the MoI on reform structures, delineation of roles and responsibilities as well as on oversight and accountability mechanisms;
- To facilitate the MoI capacity building and assist, where feasible, UNSMIL in its police support through relevant training and other activities;
- To engage in consultations with and assistance to Libyan Security Directorates and Central Police Forces at central and decentralised level;
- To contribute to Mission external reporting;
- To contribute to lesson identification;
- To support the Libyan authorities in developing the project of the Pilot Model Police Station (PMPS) in close cooperation with UNSMIL;
- To ensure human rights and gender perspectives are integrated into all border management Mission tasks and activities, policy and plans in accordance with international human rights standards and obligations;
- To act as a project leader in coordination with the Coordination/Project Cell.

### 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:**

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

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

- Experience in institutional reform in a SSR context;
- Experience in working at the Ministerial level;
- Practical field experience in international policing;
- Experience in crisis management mission(s);
- Experience in designing and delivering training;
- Experience in leading projects.

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

- Knowledge of Arabic.

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

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

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

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

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

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

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

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

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

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

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

- Knowledge of Arabic.

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

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

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

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

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

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

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

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Arabic.

<b>Position:</b> Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP21	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/Border Management Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts and other international actors;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To assist the Strategic IBM Senior Adviser in supporting the Libyan Maritime Sub Working Group (MSWG) on the drafting of a roadmap and plans to support the development of the maritime strategy in line with the "White Paper";
- To assist on the development of the maritime strategy including delineation of responsibilities between Libyan maritime law enforcement agencies;
- To support the maritime law enforcement agencies to assess their current modalities of operations to identify gaps/overlaps and to advise accordingly;
- To support the General Administration for Coastal Security (GACS) in improving its human resources and information technology management;
- To support the GACS on the development of needs assessments, training programs, training curricula and training activities;
- To collaborate with international partners to develop a "Joint Pilot Training (Frontex-Italy-EUBAM) action in support of GACS;
- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans according with international human rights standards and obligations, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To act as a project leader in coordination with the Project & Coordination Cell;

Under the instructions of the Head of Unit, to direct, coordinate and supervise the work of the Maritime Advisers.

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

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

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

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

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

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

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

- Experience of CSDP mission(s) is desirable;
- Experience in leading projects.

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

- Knowledge of Arabic is an advantage.



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

### 1. Reporting Line:

The Judicial System Adviser reports to the Head of Criminal Justice Unit.

### 2. Main Tasks and Responsibilities:

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

- To ensure that human rights and gender perspectives are integrated into relevant Mission tasks and activities, policy and plans according with international human rights standards and obligations, in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- To act as a project leader in coordination with the Coordination/Project Cell.

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

- To 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. Bachelor's Degree. The qualification should be in Law; **AND**
- A minimum of 5 years of relevant professional experience (e.g. as prosecutor/judge/defence lawyer/with Ministry of Justice), after having fulfilled the education requirements.

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

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

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

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

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

- Knowledge of Arabic;

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

<b>Position Name:</b> Border Technology Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP26	<b>Location:</b> Tripoli	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Border Management Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> YES

### 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 (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 conduct assessment of the border infrastructures and equipment present at the Libyan Border Crossing Points and the area between the BCP;
- To advise the Libyan counterparts on implementation and development of new technologies to be installed at the Libyan Border Crossing Points to support more effective border checks, both for persona and goods as well as to enhance the surveillance of the border between BCP's
- To ensure that Human Rights and Gender perspectives are integrated into advising programs and activities, in accordance with international Human Rights standards and obligations.
- To ensure timely monitoring and 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 support the Mission in liaising and coordinate with EU institutions and international partners in the filed of expertise;
- To ensure compliance with instruction/direction from Mission management;
- To design, plan and deliver projects of border surveillance system and information technologies
- Defining technical specifications for the borders' surveillance infrastructures and technologies;

### 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. The qualification should be in any of the fields of Engineering; **AND**

- A minimum of 5 years of relevant professional experience, particularly in premises design/maintenance, after having fulfilled the education requirements.

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

- Ability to advise, mentor and motivate local counterparts;
- Thorough knowledge of modern technologies to support effective control at the borders;
- Project management skills;
- Mediation skills;
- Language skills.

**6. Desirable Qualifications and Experience:**

- Experience in assessing border crossing points and designing and delivering projects/training;
- Experience in project management.

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

- Knowledge of Arabic language;
- Knowledge of Libyan context.

<b>Position Name:</b> Border Training Adviser Land	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP27	<b>Location:</b> Tripoli	<b>Availability:</b>
<b>Component/Department/Unit:</b> Operations/Border Management Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The Border Training Adviser Land reports to the Head 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 support Libyan counterparts in identifying training needs and capacity among Libyan counterparts in the area of border management.
- To support, together with other advisers, the Libyan counterparts in the development of training strategies/policies/plans/curricula/ training institutions on land border management (surveillance, criminal intelligence, trafficking/smuggling, SAR operations and controls) as directed by the Line Manager;
- To plan and facilitate Training of Trainers (ToT) for Libyan counterparts in coordination with EU institutions and international partners
- To ensure that Human Rights and Gender perspectives are integrated into training curricula and activities, in accordance with international Human Rights standards and obligations.
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To plan and 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 coordinate with EU institutions and international partners in the field of expertise
- To contribute to the Unit's contribution 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 identify and report on lessons identified/learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To support host state authorities in training data collection;
- To undertake any other related tasks as requested by the Line Manager.

### 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:**

- Thorough knowledge of land border authorities' tasks related to search and rescue, border control, customs activities, border law enforcement;
- Proven experience in designing and delivering training on land border management;
- Advising skills;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Professional Training Qualification/Certification;
- Professional Training of Trainers (ToT) Qualification/Certification;
- Language skills (if applicable).

#### **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:**

- Knowledge of Arabic language;
- Knowledge of Libyan context.

<b>Position Name:</b> Border Training Adviser Maritime	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP28	<b>Location:</b> Tripoli	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Border Management Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> YES

### 1. Reporting Line:

The Border Training Adviser Maritime reports to the Head 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 support the Libyan counterparts in identifying training needs and capacity among Libyan counterparts in the area of border management and Coast Guard Functions;
- 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 SAR operations) as directed by the Line Manager;
- To ensure that Human Rights and Gender perspectives are integrated into training curricula and activities, in accordance with international Human Rights standards and obligations.
- 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 coordinate with EU institutions and international partners in the field of expertise;
- 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;
- To support host state authorities in training data collection.

### 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;
- Professional Training Qualification/Certification;
- Professional Training of Trainers (ToT) Qualification/Certification.

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

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

#### **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:**

- Knowledge of Arabic language;
- Knowledge of Libyan context.

<b>Position Name:</b> Criminal Intelligence Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> LIBOP29	<b>Location:</b> Tripoli	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Law Enforcement Unit	<b>Level of Security clearance:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Criminal Intelligence Adviser reports to the Head Law Enforcement Unit

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To conduct assessment of the criminal intelligence structures within MOI;
- To provide advice and recommendations to the Libyan counterparts on development of a sound and effective criminal intelligence structure/s within MOI;
- To ensure that Human Rights and Gender perspectives are integrated into advising programs and activities, in accordance with international Human Rights standards and obligations.
- To ensure timely monitoring and 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 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 and deliver projects and training, as appropriate.

### 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 EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Ability to advise, mentor and motivate local counterparts;
- Knowledge and experience on Criminal Intelligence;
- Mediation skills;
- Language skills.

**6. Desirable Qualifications and Experience:**

- Experience in designing and delivering projects/training;
- Experience in project management.

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

- Knowledge of Arabic language;
- Knowledge of Libyan context.

<b>Position Name:</b> MOI Human Resources Management Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP30	<b>Location:</b> Tripoli	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/ Law Enforcement Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The MOI Human Resources Management Adviser reports to the Head of Law Enforcement Unit

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To conduct assessment on MOI human resources management system;
- To provide advice and recommendations to develop a sound Human Resources Management Strategy and Plans within the MOI, including designing related projects and training activities;
- To ensure that Human Rights and Gender perspectives are integrated into advising programs and activities, in accordance with international Human Rights standards and obligations.
- To ensure timely monitoring and 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 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.

### 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:

- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Ability to advise, mentor and motivate local counterparts;
- Knowledge and experience in developing of HRM system;
- Drafting skills;
- Ability to evaluate analytically;
- Mediation skills;
- Language skills

**6. Desirable Qualifications and Experience:**

- Experience in designing and delivering projects/training;
- Experience in project management.

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

- Knowledge of Arabic language;
- Knowledge of Libyan context.

<b>Position Name:</b> MOI Training Adviser Trafficking	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP31	<b>Location:</b> Tripoli	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Law Enforcement Unit	<b>Security Clearance Level:</b> <b>EU Confidential</b>	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The MOI Training Adviser (Trafficking, illegal immigration) reports to the Head Law Enforcement Unit

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To support Libyan counterparts in developing training strategies/policies/plans/curricula/training/institutions on preventing and countering terrorism and organised crime, 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 ensure that Human Rights and Gender perspectives are integrated into training curricula and activities, in accordance with international Human Rights standards and obligations.
- To support the Mission in liaising and coordinating with EU institutions and international partners in the field of expertise
- To contribute to the Unit's contribution 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;
- To support host state authorities in training data collection.

### 3. Mission Specific Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **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;
- Professional Training Qualification/Certification;
- Professional Training of Trainers (ToT) Qualification/Certification.

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

- Knowledge of designing and delivering training on preventing, including developing and drafting comprehensive learning materials, on countering trafficking and illegal immigration;
- Knowledge of delivering training within post-graduate schools such as school for police, police academy or similar institutions
- Thorough knowledge of MoI and police tasks related to border controls, including immigration and law enforcement;
- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- Language skills (if applicable).

#### **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:**

- Knowledge of Arabic language;
- Knowledge of Libyan context.

<b>Position Name:</b> MOI Training Adviser - counter-terrorism and organised crimes	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP32	<b>Location:</b> Tripoli	<b>Availability:</b>
<b>Component/Department/Unit:</b> Operations/Law Enforcement Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The MOI Training Adviser counter-terrorism and organised crimes reports to the Head of Law Enforcement Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To support Li.byan counterparts in developing training strategies/policies/plans/curricula/training/institutions on preventing and countering terrorism and organised crime, 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 ensure that Human Rights and Gender perspectives are integrated into training curricula and activities, in accordance with international Human Rights standards and obligations.
- 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 coordinate with EU institutions and international partners in the field of expertise
- To contribute to 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;
- To support host state authorities in training data collection.

### 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;
- Professional Training Qualification/Certification;
- Professional Training of Trainers (ToT) Qualification/Certification

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

- Knowledge of designing and delivering training on preventing, including developing and drafting comprehensive learning materials, on countering terrorism and organised crimes;
- Knowledge of delivering training within post-graduate schools such as school for police, police academy or similar institutions;
- Thorough knowledge of MoI and police tasks related to counterterrorism and law enforcement;
- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Presentation skills;
- Innovative thinking;
- 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:**

- Knowledge of Arabic language;
- Knowledge of Libyan context.

<b>Position Name:</b> Rule of Law Training Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> LIBOP33	<b>Location:</b> Tripoli	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations/Criminal Justice Unit	<b>Security Clearance Level:</b> <b>EU Confidential</b>	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Rule of Law Training Adviser reports to the Head of Criminal Justice Unit

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by strengthening local counterparts' capabilities in the criminal justice and rule of law field;
- 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 support Libyan counterparts in developing training strategies/policies/plans/curricula/ training institutions on criminal justice and rule of law, as directed by the Line Manager;
- To conduct Mission direct training activities for local counterparts in the justice sector, in the areas of rule of law and criminal justice, according to the Mission Implementation Plan (MIP) and the relevant agreed internal and external training curricula;
- To support the Libyan counterparts in identifying the appropriate equipment and infrastructure needed to deliver effective training to justice and legal professionals;
- To ensure that Human Rights and Gender perspectives are integrated into training curricular and activities, in accordance with international Human Rights standards and obligations.
- To support the Mission in liaising and coordinate with EU institutions and international partners in the field of expertise
- 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 provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To support host state authorities in training data collection.

### 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, **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Professional Training Qualification/Certification;
- Professional Training of Trainers (ToT) Qualification/Certification.

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

- Knowledge of designing and delivering training on rule of law and criminal justice, including developing and drafting comprehensive learning materials and instruments for justice professional;
- Knowledge of EU Justice and Home Affairs (JHA) and international legal and police cooperation (EUROPOL, EUROJUST, CEPOL, FRONTEX, INTERPOL);
- Excellent presentation skills;
- Innovative thinking.

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

- Experience in international efforts to support host state reforms in the area of Security Sector and Rule of Law;
- Professional experience in working on international standards and instruments related to criminal Justice;
- Experience in delivering training within post-graduate schools for justice and legal practitioners, such as school of magistrates, police academy or similar institutions.

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

- Knowledge of Arabic;
- Knowledge of Libyan context;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationship with people of different national and cultural backgrounds.

## SECONDED/ CONTRACTED POSITIONS

<b>Position:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. number:</b> LIBAD06	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Procurement Officer reports to the Head of Procurement (HoP).

### 2. Main Tasks and Responsibilities:

- To conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- To assist and advise the Head of Procurement on legal issues related to the procurement cycle (from strategic planning to contract);
- To assist other units with contracting and procurement matters and procedures;
- To develop professional relationships and work partnerships with the European Commission and the European Union External Action Services involved in procurement processes;
- To develop professional relationships and work partnerships with procurement colleagues in other civilian CSDP Missions to exchange best practices.

### 3. General Tasks and Responsibilities:

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

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma at Bachelor's level – 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 equivalent rank. **AND**
- A minimum of 4 years of relevant professional experience, in the field of procurement, after having fulfilled the education requirements.

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

- Negotiations and project management skills;
- Analytical skills and financial acumen;
- Supply market analysis skills;

- Experience in using legally established professional and transparent procurement policies, rules and procedures.

**6. Desirable Qualifications and Experience:**

- Degree or certificate in management/business or public administration/law/procurement/supply chain or other related field;
- Experience in planning and implementing projects and programs;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of current technologies used for Procurement such as Enterprise Resource Planning (ERP) system;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic and/or French is an advantage.
- Knowledge of the EU Financial Regulation and the Practical Guide on contract procedures for European Union external action (PRAG).

<b>Position:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level
<b>Ref. number:</b> LIBAD17	<b>Location:</b> Tunisia/Libya	<b>Availability:</b> Asap
<b>Component/Department/ Unit:</b> Mission Support Department/HR Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> NO

### 1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources (HoHR).

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the HoHR;
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper 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 relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc;

- Having experience and abilities in payroll.
- To assist the HoHR in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Human Resources.

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

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

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

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

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

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Ability to prepare HR communications appropriate to the audience.

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

- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- Experience in developing SOPs related to Human Resources and in setting up personnel databases and management systems.

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

- Knowledge of Arabic and/or French.

<b>Position:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level
<b>Ref. number:</b> LIBSE10	<b>Location:</b> Tripoli, Libya	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security & Duty of Care Department/Medical Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> YES

### 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 act as a focal point for the Mission Critical Incident Staff Assistance/Peer support programme and psychosocial/welfare matters;
- To develop, organise and monitor the provision of primary care and first aid to the Mission;
- To contribute to plans and policies on all medical issues/health matters related to the provision of medical support to the Mission, including a medical emergency plan;
- To provide the necessary medical inputs for all Mission members especially with regards to operational planning; decision making processes and resulting orders and documents;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if Mission members are in need of (advanced) medical treatment due to illness or an emergency, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor the medical evacuation of staff as per Contingency Plans and SOPs, in close cooperation with healthcare providers and the Mission insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Trainings, besides other medical training as required for all Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations.
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the local health service and others and regularly issue an updated list of available MTF in the areas of operation;
- To keep a database on all accidents, incidents and recorded illnesses – and ensure compliance with data protection for sensitive data – in conformity with doctor patient confidentiality;
- To organise and deliver basic and emergency medical services to the Mission’s staff in the Mission’s premises



- To provide advice and guidance to Mission staff on the specific Libyan environment and to ensure Memorandum of Understanding, Contingency and Emergency plans are updated and usable.
- To monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations;
- To assess on regular basis existing in- and outpatient medical treatment facilities (MF) both of the local health services and other and regularly issue and updated list of available MTF in the areas of operation;
- To be responsible for all budget lines under the Medical unit -both being investments for equipment as well as the generic running expenditure -including but not limited to pharmaceuticals, pharmacy in general, medical kits, trauma bags, etc.

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

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

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

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

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

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

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

- Flight Medical and/or MEDEVAC experience;
- Experience in assessing medical facilities, including under difficult conditions abroad;
- Advanced Trauma Life Support (ATLS) trained General Practitioner (GP);
- Successful completion of Major Incident Medical Management and Support (MIMMS);

- Experience in delivering medical training in emergency medicine, trauma and health care.

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

- Valid C or C1 driving license;
- Language skills.