

**Annex 1****EU Border Assistance Mission for the Rafah Crossing Point (EUBAM Rafah)**Advertisement for EU seconded/contracted staff members

Organisation:	EUBAM Rafah		
Job Location:	As indicated in each job description		
Availability:	As indicated below		
Staff Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.	Name of the post	Available on
	<u>Seconded/Contracted</u>		
	EUBAM ADM3	Senior Logistics, Transport & Operations Expert	ASAP
	EUBAM ADM5	Senior CIS	ASAP
	<u>Seconded</u>		
	EUBAM FO2	Political Advisor/Legal Adviser	25/5/2010
	EUBAM DHOPS1	Chief Operations/Deputy Head of Mission	25/5/2010
	EUBAM OPS5	Border Police Expert	25/5/2010
	EUBAM OPS4	Custom Expert	25/5/2010
	EUBAM SEC3	Security Monitor Officer	25/5/2010
	EUBAM FO3	Press and Public Information Officer (PPIO)	25/5/2010
EUBAM SEC1	Senior Mission Security Officer (SMSO)	15/8/2010	
Deadline for applications:	5 May 2010		
E-mail address to send the Job Application Form/CV:	cpcc.eubamrafah@consilium.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Paulo VIDAL, Mission Support Unit e-mail: cpcc.cfc@consilium.europa.eu Tel: + 32 (0) 2 281 5802 Rue de la Loi 175 B-1048 Brussels</p>		

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

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract⁽¹⁾. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

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

The Civilian Planning and Conduct Capability, CPCC, requests that Member States propose candidates for the following international expert positions for the EUBAM Rafah, according to the requirements and profiles described below:

A. Essential requirements

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 – Citizenship of a Member State of the European Union (EU) and full rights as a citizen.

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

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

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – 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 the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

¹ () Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

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

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of the Middle East – To have a good knowledge of the history, culture, social and political situation of the country. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in an CSDP Mission (desirable).

Language skills – knowledge of Arabic and Hebrew will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities.

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

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level Secret; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet have a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EU CI.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC encourages Member States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters location for interviews, the Member State will bear any related costs.

Information on the outcome – Member States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

SENIOR LOGISTICS/TRANSPORT AND OPERATIONS SUPPORT EXPERT (SLT&OPSE) (EUBAM ADM3)

(1 position)

Proposed deployment start: As soon as possible

Duty Station: Ashkelon, Israel AND/OR Gaza strip

Main tasks:

Under the overall supervision of the Head of Administration and Finance,

- Plan, analyse, design, program and implement all aspects of logistical needs of the Mission in cooperation and coordination with relevant members of the Team.
- Develop the logistical systems necessary for the Mission, with the adequate logistical support related to computers, vehicles, furniture, telecommunications, etc, suitable for the needs of all personnel.
- Establish a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- Coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair.
- Coordinate and supervise storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment.
- Provide advice, support and training on logistics and transport related matters.
- Ensure the effective management of logistics databases, inventories and lists of equipment on the items related to his/her field of expertise.
- Produce reports concerning logistical issues; propose/recommend changes and improvements ensure accuracy and comprehensive policies and guidelines to the logistics aspects.
- Identify needs of goods and/or services specifically required for logistics area of responsibility and technically define the appropriate requirements of the means required to cover these needs.
- Participate in the procurement process by evaluating the technical features of the goods and services.
- Ensure the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- In the role of expert, assist and support the General Support Services organisation of the mission in accordance with ESDP policies.
- Manage, coordinate or support in all general logistics-related issues, implementing policies in accordance with Standard Operating Procedures.
- Provide advice and support to managers and staff on logistics-related matters.
- Assisting in drafting logistics reports.
- Undertake any other duties as assigned by the Head of Administration & Finance.

Qualifications and experience:

- Advanced University Degree in Logistics, Engineering, Administration, or equivalent combination of education, training and practical experience.
- Minimum of 10 years of professional experience at a progressive level of responsibility combined with broad managerial experience (at least 5 years) in logistics related matters.

- Good awareness of different product and services markets and industrial business networks.
- Experience in using legally established professional and transparent financial policies and procedures in accordance with European Union legislation and regulations.
- Experience in the implementation of EU procurement processes and regulations (desirable).
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel).
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent analytical, research and problem-solving skills.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C (mandatory).

SENIOR COMMUNICATION AND INFORMATION SYSTEM (SCIS) (EUBAM ADM5)

(1 position)

Proposed deployment start: As soon as possible

Duty Station: Ashkelon, Israel AND/OR Gaza strip

Main tasks:

Under the overall supervision of the Head of Administration and Finance,

- Advise and assist the Head of Administration and Finance in all CIS matters as/when required.
- Develop and recommend strategy for the effective implementation of CIS policies and reforms.
- Coordinate and supervise management and configuration of user accounts to allow access to centrally managed applications and data files upon written requests from users and supervisors; security related functions such as password management, encryption, review of backups for completeness and accuracy, anti virus protection (updates and upgrades).
- Coach, mentor, lead and direct a small CIS work team, plan and allocate work assignments.
- Supervise system service with regard to planning, procurement, installation, maintenance, repair and administration of information and communications technology, office technology and the electrical appliances within the domain of the Project Office and its field offices.
- Coordinate and supervise preventative maintenance of telecom assets, VHF and satellite radio systems, renewal of cables and connectors where necessary; corrective action on malfunctions, documents compiling for technical assessment; technical assistance to other Mission members.
- Coordinate support with the Crypto Custodian (changing Crypto keys etc.).
- Undertake any other related tasks as required by the Head of Administration and Finance.

Qualifications and experience:

- University Degree in Information / Communication technologies or equivalent combination of education, training and practical experience.
- Minimum of 5 years of effective and extensive operational experience at middle management level in ICT Administration.
- Sound knowledge and experience with regard to information and communications (VHF, UHF, HF, Satellite, GSM).
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Particular skills in identifying and conveying technical problems and solutions.
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent analytical, research and problem-solving skills.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B (mandatory) and C (desirable).

Additional requirement:

- **EU Security Clearance at Level Secret only. No equivalent is acceptable.**

POLITICAL ADVISOR & LEGAL ADVISER (POL&LEG) (EUBAM FO2)

(1 position)

Proposed deployment start: 25 May 2010

Duty Station: Ashkelon, Israel

Main tasks:

Under the overall supervision of the Head of Mission (HoM),

- Support, assist and advise the Head of Mission on all political and legal issues relevant for the Mission.
- Monitor political events that may impact on the work of the Mission and closely follow the correspondent developments.
- Interact with governmental officials at appropriate levels, and representatives of local and international organizations, regarding issues that concern the Mission, making good use of the existing structures and the available knowledge and expertise.
- Prepare precise summaries and reports concerning political issues arising in the Mission and advising Mission members accordingly.
- Responsible for the provision of advice, guidance and training to all Mission members regarding the political structures and current political issues relevant for the work of the Mission.
- Support the PPIO to manage the institutional image of the Mission proficiently, providing advice and guidance on this issue.
- Prepare and draft regular situation reports and other political reports as required by the Head of Mission.
- Provide authoritative legal advice and expertise, as well as suggest courses of action, to the HoM, senior Mission management and the Mission's Administration on all aspects of the Mission's operations police powers and humanitarian questions, as well as on the legal status of the Mission and its members.
- Analyze implications of emerging issues and make recommendations on possible strategies and measures.
- Advise on administrative, personnel and contractual matters related to the Mission's operational activities, including in areas such as privileges and immunities, the Status of Mission Agreement, and whenever required in support of the Administration on procurement matters, the legal arrangements for any Government-owned premises provided to the Mission operation, any third party claims against the Mission operations, as well as any legal questions involving the interpretation or application of EU regulations and rules.
- Establish, liaise and maintain good working relations with government officials (ministries, authorities and agencies) in the Mission area on matters related to the implementation of the mandate, including the implementation of a host country agreement and other agreements and practice.
- Liaise with other EU offices and UN agencies, funds and programs as well as regional and sub-regional actors and organizations, and the diplomatic community in the Mission area as appropriate.
- Independently resolve legal issues associated with the implementation of the mandate and consult with EU Headquarters as required.
- Prepare and/or review legal opinions, legal research and analytical legal documents and assessments on highly complex or novel legal issues/questions.
- Prepare and to the extent possible oversee the preparation of legal opinions, studies, briefs, reports and correspondence.

- Supervise the review, or new applications of, legal instruments, policy, guidelines, systems, SOPS etc., as necessary.
- Serve on various standing boards, committees, ad hoc working groups and task forces, as required.
- Provide general guidance to and supervise national legal officer.
- Perform other tasks as assigned by the Head of Mission.

Qualifications and experience:

- Advanced University Degree in Law and/or Political Science or equivalent combination.
- Qualified knowledge of basic international Human Rights Conventions and Principles.
- Minimum of 8 years of effective and extensive operational experience at management levels as well as 10 years of overall professional experience.
- International experience preferable, particularly in crisis area with multi-national and international organizations, ideally in a political and/or legal advisory position.
- Proven experience in matters relating to the Middle East, particularly with Palestine and Israel and neighbouring countries.
- Knowledge of the language, history, culture and the social and administrative structures are an advantage.
- Diplomatic experience is considered as an advantage.
- Fluency in English (spoken, read, written, understood) mandatory.
- Knowledge of Arabic and/or Hebrew will be considered an asset.
- Familiarity with diplomatic protocol.
- Profound understanding of EU institutional system.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail.
- Excellent analytical, organizational, managerial and problem-solving skills.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B (mandatory) and C (desirable).
- Diplomatic passport.

CHIEF OF OPERATIONS & DEPUTY HEAD OF MISSION (EUBAM DHOPS1)

(1 position)

Proposed deployment start: 25 May 2010

Duty Station: Ashkelon, Israel

Main tasks:

Under the overall supervision of the Head of Mission (HoM),

- Manage, coordinate and control all the operational activities related to the Mission.
- Serve as a key member responsible for the central coordination of activities (operations and planning) and ensuring that timely flow of information to and from the Mission is guaranteed.
- Track, monitor and follow the progress of projects, action items, strategies that emanate from the CPCC and the Head of Mission, etc.
- Ensure that appropriate follow-up actions are taken. Initiate subsequent follow-up meetings and communication for key stakeholders as directed.
- Study and propose operational and management decisions that have the objective to increase the efficiency of the Mission service.
- Follow internal and external development relating to Mission and brief Head of Mission.
- Responsible for the daily planning and work of the Operations column of the Mission including planning, reporting, capacity building, liaison and monitoring tasks.
- Enforce the guidance and directives to ensure all operational tasks are performed efficiently and effectively across the Mission area.
- Participate in the production of operational guidelines and directives.
- Ensure the production of required reports relating to operational activities.
- Collaborate in the preparation of documents/reports to be signed by the Head of Mission,
- Perform other duties as assigned by the Head of Mission, as well as replace him/her in his absence.

Qualifications and experience:

- Major, Lieutenant Colonel, or equivalent in Police.
- An advanced University Degree in Police Sciences, Social Sciences, Law, Business Administration, Criminology or equivalent combination of education, training and practical experience.
- EU Civilian Crisis Management Course (CEPOL) certification desirable.
- Minimum of 15 years of senior police management experience, with broad professional experience, both in operational and organisational aspects of police service including experience with border guard/control and immigration.
- International experience, particularly from the CSDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel).
- Excellent analytical, organizational, managerial and problem-solving skills.

- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C desirable.
- Diplomatic Passport.

BORDER POLICE EXPERT (BPE) (EUBAM OPS5)

(1 position)

Proposed deployment start: 25 May 2010

Duty Station: Ashkelon, Israel AND/OR Gaza strip

Main tasks:

Under the overall supervision of the Chief of Operations (CoO),

- Advise CoO/DHoM about Border Police matters and related activities.
- Participate in working groups and meetings on Border Police issues.
- Maintain operational contacts on appropriate level with parties and international key stakeholders.
- Maintain, update and refine all operational plans and operational induction trainings.
- Cooperate, assist and support the CoO in the event of RCP re-open; advise and train Border Monitors new in Mission.
- Share knowledge about relevant Border Police related legislation with Legal Advisor.
- Provide comprehensive reports on any and all incidents affecting team members and initiate necessary follow up action with appropriate authorities.
- Produce reports following the Reporting Guidelines for CSDP Civilian Missions as Routine Reports (Daily - Weekly – Monthly – 6 monthly) or non routine report like Special reports or incident reports.
- Create and maintain databases with relevant information regarding the Mission tasks.
- Collaborate in the preparation of documents / reports / presentations for HoM and CoO, in particular related to Border Operations.
- Undertake any other tasks required through the Chain of Command.

Qualifications and experience:

- Captain or equivalent dealing with border police management.
- Degree in border police management or equivalent combination of education, training and practical experience as executive class officer.
- Training in Methodic/Didactics.
- Minimum 10 years of professional experience in Border Police/Security operations and effective Border Management as well as extensive operational planning.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel)
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C is mandatory.
- Diplomatic Passport.

CUSTOMS EXPERT (CE) (EUBAM OPS4)

(1 position)

Proposed deployment start: 25 May 2010

Duty Station: Ashkelon, Israel AND/OR Gaza strip

Main tasks:

Under the overall supervision of the Chief of Operations (CoO),

- Advise CoO/DHoM about Customs matters and related activities.
- Participate in working groups and meetings on Customs issues.
- Maintain operational, customs related networking on an appropriate level with parties and international key stakeholders.
- Maintain, update and refine all operational plans and operational induction trainings.
- Cooperate, assist and support the CoO in the event of RCP re-open; advise and train Customs Monitors new in Mission.
- Share knowledge about relevant customs related legislation with Legal Advisor.
- Provide comprehensive reports on any and all incidents affecting team members and initiate necessary follow up action with appropriate authorities.
- Produce reports following the Reporting Guidelines for CSDP Civilian Missions as Routine Reports (Daily - Weekly – Monthly – 6 monthly) or non routine report like Special reports or incident reports.
- Create and maintain databases with relevant information regarding the Mission tasks.
- Collaborate in the preparation of documents / reports / presentations for HoM and CoO, in particular related to Customs Operations and Border management.
- Undertake any other tasks required through the Chain of Command.

Qualifications and experience:

- Captain or equivalent dealing with Customs management and customs service.
- Degree in customs management or equivalent combination of education, training and practical experience as executive class officer.
- Training in Methodic/Didactics.
- Minimum 10 years of professional experience in Customs Service, desirable in Border Management as well as extensive operational planning.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail and in particular extremely confident with spreadsheets (Excel)
- Ability to establish priorities and to plan and co-ordinate own work.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C is mandatory.
- Diplomatic Passport.

SECURITY MONITOR OFFICER (EUBAM SEC3)

(1 position)

Proposed deployment start: 25 May 2010

Duty Station: Israel, Gaza Strip and West Bank

Main tasks:

Under the overall supervision of the Senior Mission Security Officer (SMSO),

- To organize, to prepare and to go on a recce, prior to HoM's movements.
- Preserve the physical integrity of the Head of Mission by a safety support.
- To drive the Head of Mission during these various movements.
- Ensure that all immediate actions required by rules and regulations are taken in case of involvement in accidents.
- HoM's Special Assistant.
- To assist the Head of Mission in prolonging the action of Executive Officer on the ground.
- To inform decision-makers about security issues and propose simple and safe solutions.
- To advise the Head of Mission and the Senior Mission Security Officer on issues concerning HoM's movements.
- To conduct Close Protection for visiting VIPs as required,.
- To conduct and perform other Security Tasks as needed (WB and the Gaza's Strip for Mission's Members and E.U visitors).
- To plan and conduct Security Training for EUBAM Personnel as required.

Qualifications and experience:

- Warrant Officer Class one or two, or equivalent in a military, police force or intelligence services.
- Graduated at a national military/ police academy with specialized training on field operations, force protection and/or security.
- Minimum of 10 years of progressively responsible professional experience at operational level in special operations.
- Able to work on appropriate shifts across 24 hours period.
- Good knowledge about techniques of authority's driver and close protection.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- To have a perfect knowledge of techniques of authority's driver and a proven practice
- To master the authority's escort work (with necessary experiment ground).
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Ability to establish priorities and to plan and co-ordinate own tasks.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class C mandatory.
- Diplomatic Passport desirable.

Additional requirement:

- **EU Security Clearance at Level Secret only. No equivalent is acceptable.**

PRESS AND PUBLIC INFORMATION OFFICER (PPIO) (EUBAM FO3)

(1 position)

Proposed deployment start: 25 May 2010

Duty Station: Ashkelon, Israel

Main tasks:

Under the overall supervision of the Head of Mission (HoM),

- Plan, implement and evaluate, in accordance with the EU and Mission communication strategy, various communication and promotion programs, projects, events and initiatives through different kinds of communication channels aiming at different target audiences with the overall objective to raise the visibility of the EU and its Missions.
- Draft press releases, statements and other documents aimed at journalists; establish and maintain close contacts with journalists; organize media events.
- Coordinate the organization of public relations events; produce key information products; maintain and develop a variety of external contacts.
- Keep abreast of international current affairs and of fields of interest to the Mission.
- Follow up programs and events related to the EU.
- Identify subjects of general and political interest (e.g. to the press, decision and opinion makers and the general public).
- Monitor and analyse current events, public opinion and press; identify issues and trends, and advise Mission management and departments on appropriate action in order to raise visibility.
- Organize, promote and coordinate public and media events, prepares interviews as well as relevant texts for publication.
- Monitor and evaluate results and impact of activities, reports to Head of Mission and Council press service on the status and progress of activities.
- Plan, develop and implement public relations events; develop key messages for target audiences.
- Plan, design and coordinate the development and implementation of specific communication products such as web site, brochures, leaflets, posters and CD-Rom; responsible for decisions concerning graphic themes, corporate identity, choice of media, and the presentation of texts.

Qualifications and experience:

- Advanced University Degree in Information Sciences, Social Sciences or Journalism or equivalent combination of education, training and practical experience.
- Minimum of 8 years of effective and extensive operational experience Press and Public Information management as well as 12 years of overall professional experience.
- Sound knowledge and experience in knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defense Policy and the European Communication Strategy and the Visibility Guidelines.
- Proven experience in web designing and maintenance.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.

- Arabic and/or Hebrew as well as other European Languages an asset.
- Awareness of the international political, economic, social and cultural context in the Middle East, particularly in Palestine and Israel.
- Effective state-of-the-art knowledge and experience in the field of communications and public information.
- Specific IT skills in web design and maintenance.
- Ability to operate Windows and Power Point applications, including Word processing and e-mail.
- Excellent analytical, organizational, managerial, conceptual thinking and problem-solving skills.
- Interpersonal skills like service and client orientation, team working, relationship building and networking, advising, negotiating and diplomacy.
- Personal attitudes like initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development, organizational alignment.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Qualified knowledge of basic international Human Rights Conventions and Principles.
- Civilian driving license class B (mandatory) and C (desirable).

SENIOR MISSION SECURITY OFFICER (SMSO) (EUBAM SEC1)

(1 position)

Proposed deployment start: 15 August 2010

Duty Station: Ashkelon, Israel AND/OR Gaza strip

Main tasks:

Under the overall supervision of the Head of Mission (HoM),

- Assist and advise the Head of Mission (HoM) and VIP visitors on all security issues.
- Responsible for the establishment and implementation of security requirements, recommendations and safety instructions according Council Security Office and Field Security Services procedures.
- Responsible for the effective security measures.
- Assess the threat level and maintain updated security and contingency plans ensuring that plans for relocation/evacuation are current and able to be implemented at short notice.
- Manage and monitor the personnel under his/her authority.
- Conduct - or causing for them to be conducted - security surveys of team member personal protective security requirements, transport security and residential and office security.
- Ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings on matters affecting security of team members and ensure that they are properly prepared for emergencies.
- Establish liaison with co-operative closely on security issues with other international organizations and national law enforcement agencies.
- Provide comprehensive reports on any and all incidents affecting team members and initiate necessary follow up action with appropriate authorities.
- Ensure the protection of EU classified information.
- Participate as technical expert in procurement processes related to security issues.
- Elaborate precise and accurate reports concerning information received which impacts upon the team members, initiating appropriate analyses and assessments of all pertinent information.
- Elaborate security situation reports and risks assessments before each field teams' mission.
- Supervise and give the approval on security matters to each field team mission/travel plan.
- Report directly to the Head of Mission/DHoM.
- Supervise security car checking belonging to the Mission.
- Ensure security checks with local authorities on nationals applying for a job in the Mission are carried out.
- Conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role.

Qualifications and experience:

- Lieutenant-colonel, Major, Captain, or equivalent in a military, police force or intelligence services.
- Graduated by a national military/police academy or ex military/police background or equivalent combination of education, training and practical experience.
- Civilian Crisis Management Course (CEPOL) certification desirable.

- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security field or in the military/police field.
- Ability to work on appropriate shifts across 24 hours period.
- International experience, particularly from the ESDP and other international Missions in crisis areas with multi-national and international organizations highly desirable.
- Fluency in English (spoken, read, written, understood) mandatory.
- Arabic and/or Hebrew as well as other European Languages an asset.
- Solid knowledge of the Middle East area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Excellent analytical, organizational, managerial and problem-solving skills.
- Ability to establish priorities and to plan and co-ordinate /lead the Mission security team.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure (stress-resistant) and willingness to work extra hours when required.
- Civilian driving license class B and C mandatory.
- Diplomatic Passport desirable.

Additional requirement:

- **EU Security Clearance at Level Secret only. No equivalent is acceptable.**