

1. Head of Field Office (in Moldova or Ukraine)

Main objectives of the assignment/scope of work:

The Head of Field Office is responsible for planning and overseeing all activities and the day-to-day management of the Field Office under the supervision of the Head of Operations Office. S/he is responsible for the conduct of the staff and the quality of assistance provided by the Field Office to the partner services at relevant locations as well as regular reporting on activities, findings and observations through the EUBAM reporting mechanisms.

S/he coordinates and guides the work of a team of seconded international experts and national personnel.

Detailed description of activities:

- Manage and oversee all operational activities and staff of the Field Office and ensure that EUBAM provides monitoring support, advice and on-the-job training – as applicable to the mandate of the Field Office – at Moldovan and Ukrainian border crossing points, inland customs houses, relevant law enforcement posts, internal Transnistrian boundary line, at sea ports and along the green and blue border areas as per the Mission mandate and the Description of the Action.
- Plan and organise the work of the Field Office personnel, determine tasks and work plans and monitor results, decide on work schedule and shifts.
- Ensure discipline and obedience to the Code of Conduct/Standard Operating Procedures/Standard Administrative Procedures and instructions issued by EUBAM Headquarters.
- Oversee planning and implementation of transfer of skills through on-the-job training and support given by the EUBAM field personnel to the operational customs or border guards partner services in a live working environment.
- Ensure that the advice and support provided by the EUBAM field personnel to the partner services is pro-active, pursuant to the provisions of the Moldovan and Ukrainian legislation and is in line with rules/regulations of the EU and the best practices of EU member states and follows EUBAM instructions.
- Prepare weekly and ad hoc reports (situation reports, incident reports).
- Provide support to Mission's specific operational activities (such as investigations or analysis).
- Facilitate exchange of information between partner services by organising meetings and coordination of joint activities at the local level.
- Perform any other tasks as assigned.

Main outputs/deliverables:

1. Management of the Field Office by supervision of seconded experts and national personnel.
2. Overall responsibility for planning and implementation of monitoring and support activities of the Field Office (as per EUBAM action plan).
3. Pro-active, relevant and accurate transfer of skills through on-the-job training and guidance provided by the Field Office to the partner services within the range of the Field Office (as per EUBAM action plan).

Monitoring and reporting requirements:

The Head of Field Office reports to the Head of Operations Office, who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Master's degree in law, economics, social sciences or a related field or Diploma from Police/Customs/Border Police or Border Guard Academy of the same level complemented with minimum 8 years of relevant working experience and specialised training.
- Experience as national or international customs or law enforcement official or civil servant of EU Member State or EU institution.
- At least eight (8) years of operational experience of border and/or customs controls, of which at least 5 years at management level.
- Experience with customs/border police/ border guard reform projects/missions in transition or developing countries is an asset.
- Demonstrated ability to decisively build and manage teams in a multinational environment.
- Very good communication and drafting skills.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Corresponding national security clearance.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.