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| Position Name: Senior Adviser IBM (Integrated Border Management) | Employment Regime: Seconded | |
| Ref. Number: UAO 083 | Location: Kyiv | Availability: 1 Sept 2021 |
| Component/Department/Unit: Law Enforcement Agencies Component/ IBM Unit | Security Clearance Level: EU CONFIDENTIAL | Open to Contributing Third States: No |

1. Reporting Line:

The Senior Adviser IBM reports to the Head of IBM Unit.

2. Main Tasks and Responsibilities:

- To coordinate all activities closely with all other EU and international actors working in support of the Ukrainian border agencies;
- In partnership and cooperation with international actors in the field of Integrated Border management (IBM), e.g. EU4IBM, EUDEL, ICMPD, IOM, and EUBAM Moldova/Ukraine, to increase awareness and understanding amongst responsible Ukrainian officials of various models of special border policing, customs tasks, and immigration control in the EU;
- To promote, encourage and advise the commanders and decision makers responsible for the State Customs Service and Border Guard Service to identify and make rapid changes;
- To support and advise the IBM stakeholders, especially State Border Guard Service (including Coast Guard), Customs Service, State Migration Service, National Police of Ukraine, State Security Service and others if applicable, in developing sustainable business processes, quality management and evaluation processes;
- To advise the leadership of the Border Guard and/or State Customs Service on harmonisation of reforms with broader civilian security sector reforms;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- Drafting of advice, action plans, roadmaps, operational plans, human resources management and administration related products, such as Standard Operational Procedures, reports, annual plans, projects, development plans and related documentation and training material in line with EU best practices;
- To plan and implement projects to promote IBM and national and regional level, including inter-agency cooperation, prevention of smuggling and illegal immigration, countering cross-border crime and anti-corruption;
- 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 travel within the Mission's area of operations as required.
- 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 provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- 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 design and deliver training, as appropriate;

3. General Tasks and Responsibilities:

- Take account of gender equality and human rights aspects in the execution of tasks
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To identify best practice and lessons learned within the field of responsibility;
- To undertake any other related task 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:

- Extensive knowledge of European Best Practices, including Schengen Catalogue, Handbooks and Integrated Border Management development and implementation on national level.
- Extensive experience and knowledge in Integrated Border Management related issues, at national level from Border Police/Guards, Customs, Migration or Police;
- Ability to mentor and motivate local counterparts;
- Knowledge of Customs Management and Integrated Border Management;
- Ability to represent the Mission at the highest levels of local counterparts;
- Excellent written English and drafting skills.

6. Desirable Qualifications and Experience:

- International or European experience in CSDP Missions, JHA-agencies operations or equivalent;
- Experience of change management, related outreach and consultation;
- Experience in managing training projects and preparing of trainings or exercises in civilian security sector institutions;
- Experience in an international organisation operating in a conflict or immediate post-conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in the developing strategies, action plans, benchmarking, evaluation, legislative works and working in the central level of the agency or in a ministry;
- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ukrainian or Russian language skills;