# Job Descriptions

## European Union Common Security and Defence Policy

- Civil Society/Human Rights Adviser
- Environmental Adviser
- Gender Adviser
- Head of Planning Evaluation and Reporting
- Head of Project Cell
- Human Resources Officer
- Human Rights Adviser
- MAC Analyst
- Migration Adviser
- Monitor
- Operations Officer
- Planning and Reporting Officer
- Political Adviser
- Project Management Officer
- Reporting Officer
- Senior Strategic Adviser on SSR Coordination
- Strategic Adviser on Cyber Security
- Strategic Adviser on Hybrid Threads and/or Cyber Security

- Adviser on Anti-Corruption
- Criminal Justice Senior Adviser
- Head of Prosecution/Judiciary Unit
- Justice Monitor
- Legal Adviser
- Legal Officer
- Ministerial Legal and Administration Senior Adviser
- Senior Prosecution Adviser
- Strategic Adviser on Legislative Matters

- Adviser/Trainer on Community Policing
- Adviser on General Policing
- Head of Criminal Investigation Unit
- Police Adviser – Family Protection Unit
- Senior Adviser on Criminal Analysis
- Senior Police Adviser
- Senior Strategic Adviser on Organised Crime
- Transnational Organised Crime/Senior Adviser

- Customs & Integrated Border Management Advisor
- Head of Border Management Unit
- Border Criminal Intelligence/Analysis Adviser
- Senior Border/IBM Adviser
- Senior Strategic Adviser on Customs

## United Nations (poliisitehtäviä)

- Generic Police Adviser
- Operations Liaison Officer
- Patrol Officer
- SPT SGBV Team Member

| | | |
|---|---|---|
| **Position Name:** Civil Society/Human Rights Adviser | **Employment Regime:** Seconded | |
| **Ref. Number:** UAO 044 | **Location:** Kyiv | **Availability:** 05 November 2025 |
| **Component/Department/Unit:** Operations/ Strategic Reform Component/Cross-Cutting Unit | **Level of Security Clearance:** NOT REQUIRED | **Open to contributing Third States:** Yes |

**1. Reporting Line:**
The Civil Society/Human Rights Adviser reports to the Head of Cross-Cutting Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level in the area of responsibility;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To support host state authorities in developing strategies/policies/plans in cooperation with civil society where appropriate;
- To be the key interlocutor in relation to the human rights related situation in the Ukrainian Civilian Security Sector (CSS) and the performance of the CSS, providing reports and state-of-play analysis;
- Engage in outreach activities aimed at Ukrainian counterparts, including LEAs, civil society, and other relevant actors;
- To identify capacity gaps and conduct needs analysis, including comparable analysis with European and International standards and best practices, and draft analytical products.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

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

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

- Ability to mentor, advice, and motivate local counterparts;
- Good knowledge of human rights, their subsequent instruments, mainstreaming human rights related issues and tools;
- Knowledge and ability to conduct comparative legal analysis with EU regulations and national legislation.

**6. Desirable Qualifications and Experience:**

- Experience in project management;
- Experience in developing and delivering trainings;
- Experience in international efforts to support host-state reforms in the area of the Security Sector/Rule of Law;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of gender mainstreaming;
- Ukrainian or/and Russian language skills.

| | | |
|---|---|---|
| **Position Name:**<br>Environmental Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>MA 094 | **Location:**<br>Mali - Bamako | **Availability:**<br>As soon as possible |
| **Component/Department/Unit:**<br>Chief of Staff Office | **Security Clearance Level:**<br>EU CONFIDENTIAL | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**

The Environmental Adviser reports to the Chief of Staff.

**2. Main Tasks and Responsibilities:**

- To act as the Mission focal point for environmental and climate issues in both external and internal mission activities;
- To advise on and assist in the operationalisation of the integration of a climate and environment perspectives and mainstreaming issues within the Mission and its operational activities;
- To assess the environmental situation in Mali and analyse the implications on security and potential implications on the missions mandate;
- To support advising Malian authorities in coordination with the Mission's operational components– on the relevance of climate and environmental issues within their work field;
- To develop a systematic climate and environment analysis capacity of all aspects of the implementation of the Mission's mandate, including policy development, mission footprint, environmental health issues on staff exposure, mandate execution, staffing, data collection, monitoring and reporting;
- To conduct regular assessment reports on the environmental impact of the Mission;
- To develop an internal environmental action plan for the Mission and to provide ad hoc advice on technical and managerial solutions to improve its environmental performance;
- To work proactively ensuring that the Mission leadership and key staff are up to date with aspects on sustainability, environmental considerations and climate smart approaches relevant to the Mission;
- To create context specific and operationally relevant information material to raise awareness and understanding of the Mission staff on sustainability and environment;
- To provide trainings/seminars on environmental and climate issues to Mission's staff members and support the induction training as required;
- To advise on the development and content of strategic communications with regards to climate and environmental dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating climate and environmental perspective;
- To liaise with local, EU and international stakeholders working with sustainability and environmental issues in Mali.

**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. Master's Degree in relevant field of environmental health, environmental science, Natural Resources Management, sustainability approaches; **AND**
- A minimum of 5 years of relevant professional experience in environmental protection, climate footprint analysis, green engineering, Environmental Management Systems, Environmental Assessments etc.

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

- Ability to conduct environmental assessments and analyses;
- Ability to provide advice based on sustainable environmental approaches and climate smart solutions;
- Training skills;
- Knowledge of the Sustainable Development Goals and The Paris Agreement content and their applications;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in advising senior management;
- International experience, particularly in crisis areas with multinational and international organisations and/or in a post-conflict environment/Security Sector Reform process.

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

- Technical knowledge on environmental and climate mitigation/adaptation;
- Knowledge and understanding of environmental crime - security nexus;
- Ability to work independently with minimum supervision;
- Negotiation and problem solving skills;
- Ability to motivate and inspire colleagues;
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

| | | |
|---|---|---|
| **Position Name:**<br>Gender Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. number:**<br>UAC 008 | **Location:**<br>Kyiv | **Availability:**<br>08 August 2024 |
| **Department/Component/Unit:**<br>Chief of Staff Office | **Security Clearance Level:**<br>EU Confidential | **Open to Contributing Third States:** Yes |

**1. Reporting Line**

The Gender Adviser reports to the Head of Mission (HoM), administratively managed by the Chief of Staff (CoS).

**2. Main Tasks and Responsibilities:**

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

**3. General Tasks and Responsibilities:**

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

**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.

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

- Analytical skills and ability to conduct gender analysis;
- Communications skills and networking skills;
- Training skills;
- Proactive in developing strategies to accomplish objectives.

**6. Desirable Qualifications and Experience:**

- Experience in developing projects and initiatives to promote gender mainstreaming in the civilian security sector.
- Training skills;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian and/or Russian language skills.

| | | |
|---|---|---|
| **Position Name:**<br>Head of Planning, Reporting and Evaluation | **Employment Regime:**<br>Seconded | |
| **Ref. number:**<br>ARM 84 | **Location:**<br>Yeghegnadzor | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Chief of Staff Office/<br>Planning, Reporting and | **Security Clearance Level:**<br>EU Secret | **Open to Contributing Third States:**<br>No |

**1. Reporting Line:**

The Head of Planning, Reporting and Evaluation reports to the Chief of Staff.

**2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Unit, to produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special reports;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To supervise and support the analysis and drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Planning and Conduct Capability, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

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

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

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Russian and/or Armenian language(s).

| | | |
|---|---|---|
| **Position Name:**<br>Head of Project Cell | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>UAC 040 | **Location:**<br>Kyiv | **Availability:**<br>05 Dec 2023 |
| **Component/Department/Unit:**<br>Chief of Staff Office/Project Cell | **Security Clearance Level:**<br>EU CONFIDENTIAL | **Open to Contributing Third States:** No |

**1. Reporting Line:**

The Head of Project Cell reports to the Chief of Staff (CoS).

**2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and other relevant planning documents;
- To ensure project proposals are coordinated within the Mission, as well as with external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development, and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on their feasibility and sustainability in cooperation with the Finance Unit, Procurement Unit, operational elements and all Heads of Unit;
- To establish and maintain contacts with international organisations and non-governmental organisations to identify potential project partners and funding together with the Mission Coordination, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post-project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy towards misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

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

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

**6. Desirable Qualifications and Experience:**

- Experience related to planning and implementation of capacity building projects for civilian law enforcement agencies;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Familiar with EU financial regulations.

| **Position Name:**<br>Human Resources Officer | **Employment Regime:**<br>Seconded | |
|---|---|---|
| **Ref. Number:**<br>SOM-9019<br>SOM-9020 | **Location:**<br>Mogadishu | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Chief of Staff Department/<br>Human Resources Section | **Security Clearance Level:**<br>NOT REQUIRED | **Open to Contributing Third States:**<br>NO |

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

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

- To act as a point of contact for mission members in regards to visa issues, being the link to the Immigration Directorate;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

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

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software;
- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Experience in payroll-related tasks;
- Experience in change management processes.

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

- Ability to prepare HR communications appropriate to the audience;
- Familiar with Enterprise Resource Planning (ERP) systems;
- Acquaintance with financial administrative procedures.

| | | |
|---|---|---|
| **Position Name:** Human Rights Adviser | **Employment Regime:** Seconded | |
| **Ref. Number:** SOM-9013 | **Location:** Mogadishu | **Availability:** 01/10/2025 |
| **Component/Department/Unit:** Head of Mission/Deputy Head of Mission | **Security Clearance Level:** Not Required | **Open to Contributing Third States:** No |

## 1. Reporting Line

The Human Rights Adviser reports to the Head of Mission and is administratively line managed by the Deputy Head of Mission.

## 2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities;
- To ensure all human rights aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on human rights due diligence framework;
- To proactively ensure the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- Contributing to the integration of the human rights agenda in mission operational activities, including training on human rights and human rights due diligence;
- The development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

## 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

Degree; OR equivalent and attested police and/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:**

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting, analytical and reporting skills;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations.

**6. Desirable Qualifications and Experience:**

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

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

**SECONDED**

| | | |
|---|---|---|
| **Position Name:** Mission Analytical Capability (MAC) Analyst | **Employment Regime:** Seconded | |
| **Ref. Number:** UAC 006 | **Location:** Kyiv | **Availability:** ASAP |
| **Component/Department/Unit:** Chief of Staff Office | **Security Clearance Level:** EU Secret | **Open to Contributing Third States:** No |

**1. Reporting Line:**

The Mission Analytical Capability (MAC) Analyst reports to the Head of Mission (HoM) and is administratively line managed by the Chief of Staff (CoS).

**2. Main Tasks and Responsibilities:**

- To support the Mission situational awareness in accordance with the agreed Mission MAC concept;
- To establish – where and as required by the HoM – liaison arrangements with relevant counterparts;
- To provide input to and draft Mission reports, including special reports;
- To disseminate MAC products internally and/or externally and ensure the security of the information handled by the MAC;
- To contribute to political products drafted by the Mission, in liaison with the Political Analysis and Coordination Division (PACD);
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer (SMSO);
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures;
- To act upon the Head of Mission's information and analysis requirements;
- To help, if so directed, with analysis related to hybrid threats, including disinformation and/or other theatre-specific challenges;
- To identify specific dynamics and actors linked to the situation of the Area of Operations;
- To identify, monitor and report on emerging and on-going hybrid and other threats/challenges in the Area of Operations and against the Mission, the host nation and EU interests, and to further develop the Missions 'early warning' capabilities on hybrid and other threats, in coordination with relevant actors in the Mission;
- To manage Mission interaction with the EU Intelligence and Situation Centre (INTCEN)/Single Intelligence Analysis Capacity, including the Hybrid Fusion Cell, in coordination with the Head of PACD.

**3. General Tasks and Responsibilities:**

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

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

5. **Essential Knowledge, Skills and Abilities:**
    - Analytical skills, and knowledge of information collection;
    - Writing and reporting skills.

6. **Desirable Qualifications and Experience:**
    - Master's degree in any of the fields of Political Science, International Relations, or other related fields;
    - Experience in use of analytical IT packages and processes;
    - Successful completion of open-source intelligence courses;
    - Experience in analysing hybrid threats and other related threats;
    - International experience, particularly in crisis areas with multi-national and international organisations.

7. **Desirable Knowledge, Skills and Abilities:**
    - Good understanding of the political, cultural, historical, and security situation of the region in which the Mission operates.

| | | |
|---|---|---|
| **Position:**<br>Migration Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. number:**<br>LIBHM26 | **Location:**<br>Tripoli, Libya | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Head of Mission Office/Chief of Staff Office | **Security Clearance Level:**<br>EU CONFIDENTIAL | **Open to Contributing Third States**<br>No |

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 liaise closely with other Mission horizontal advisers;
- To ensure compliance with instruction/direction from Mission management;
- To support the Mission on regional cooperation activities
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To liaise with international actors fighting Smuggling of Migrants (SoM) and Trafficking in Persons (TiP), as well as with EU Member States and other bilateral projects;
- To liaise and cooperate closely with other EU missions and International Community actors, as appropriate;
- To contribute to Mission external reporting;
- To contribute to lessons identification.

**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 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, advise and motivate local counterparts;
- Good knowledge of the English language.

**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 French and Arabic;
- Knowledge and experience on institutional reforms.

| **Position Name:** Monitor | **Employment Regime:** Seconded | |
|---|---|---|
| **Ref. Number:** See page 1&2 | **Location:** Zugdidi/Gori/Mtskheta | **Availability:** See page 1&2 |
| **Component/Department/Unit:** Operations Department/Field Offices Zugdidi, Gori & Mtskheta | **Security Clearance Level:** n/a | **Open to Contributing Third States:** No |

**1. Reporting Line:**
The Monitor reports to the Monitoring Team Leader (MTL).

**2. Main Tasks and Responsibilities:**
- To conduct monitoring activities in full compliance with the Mission mandate;
- To monitor, analyse and report on issues pertaining to the situation in the Field Office Area of Responsibility, in line with the various components of the Mission mandate;
- To contribute to the production of accurate and objective reports and to make recommendations for improvement, as necessary;
- To monitor and report on human rights, gender, environment and climate issues relevant for the Mission mandate;
- To liaise with relevant authorities, conflict affected communities, civil society and other stakeholders as part of information collection and analysis;
- To assist, advise and update the on critical or emergency incidents/events in areas covered by the Mission mandate that require immediate action/reaction by Line Management;
- To provide input in the training of Mission Members based on your specific expertise and qualifications as required.

**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, human rights aspects and environmental sustainability in the execution of tasks;
- To undertake any other related tasks as requested 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 3 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**
- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- English Language skills.

**6. Desirable Qualifications and Experience:**
- Experience of working with civil society;

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

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

- Knowledge of Russian and/or Georgian language(s);
- Ability to monitor and report from human security, human rights and gender perspectives;
- Ability to analyse and report from open-source information;
- Validated License for armoured vehicle or C or C1 Driving license.

| **Position Name:**<br>Operations Officer | **Employment Regime:**<br>Seconded | |
|---|---|---|
| **Ref. Number:**<br>ARM 36**<br>ARM 121<br>ARM 124 | **Location:**<br>Yeghegnadzor | **Availability:**<br>18.12.2025<br>06.08.2025<br>04.12.2025 |
| **Component/Department/Unit:**<br>Operations | **Security Clearance Level:**<br>N/A | **Open to Contributing Third States:** No |

**1. Reporting Line:**
The Operations Officer reports to the Operations Team Leader (OPS TL).

**2. Main Tasks and Responsibilities:**

- To plan, task and oversee the implementation of all patrolling activities;
- To oversee the allocation of personnel, vehicles and resources to operational tasks;
- To manage the communication flow between the OPS Office and the Forward Operating Bases (FOB) by briefing staff and compiling reports so that all FOBs personnel are kept informed and updated on events;
- To handle incidents and events in the Area of Responsibility as a member of the Security Management Team;
- To suggest amendments to Mission Operations for the effective implementation of the mandate through the chain of command;
- To co-ordinate training activities;
- To conduct quantitative and qualitative analysis of inputs originating from the operational activities and state of play on mandate implementation;
- To produce timely and accurate periodic and ad-hoc reports for submission, through the chain of command, to the Mission's operational headquarters;
- To liaise regularly with other Mission operational elements;
- To support and contribute to the development and regular updating of the Mission Implementation Plan;
- To ensure that the Operations Room conforms with all the relevant information and physical security requirements;
- To observe the movements of the patrols throughout the Mission Area of Operations (AoO) by following up with the patrol plans and recording the locations reported from the ground;
- To receive, log and follow the real time reports of the patrols and to report the developments on the ground to the OPS TL.

**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**

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

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

- Ability to drive vehicles with manual transmission on rough terrain;
- Ability to acquire, analyse and manage information from a variety of sources;
- Basic understanding of topographic maps, colours, symbols and scales;
- Report compilation, drafting and editing skills as well as database management;
- Organisational, prioritisation, planning, and time-management skills;

**6. Desirable Qualifications and Experience:**

- Experience of working with civil society;
- International experience, particularly in crisis areas with multinational and international organisations;
- Civilian and/or female candidates are highly encouraged to apply.

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

- Knowledge of Russian and/or Armenian language(s).

| | | |
|---|---|---|
| **Position name:** Planning and Reporting Officer | **Employment regime:** Seconded | |
| **Ref. number:** UAC 038 | **Location:** Kyiv | **Availability:** ASAP |
| **Component/Department/Unit:** Chief of Staff Office/Planning, Reporting and Evaluation Division | **Security Clearance Level:** EU Confidential | **Open to Contributing Third States:** No |

**1. Reporting Line:**

The Planning and Reporting Officer reports to the Head of Planning, Reporting, and Evaluation Division. The Planning and Reporting Officer will be embedded in the Project Cell.

**2. Main Tasks and Responsibilities:**

- To advise and support the Head of the Project Cell in implementing planning and reporting requirements according to the Civilian Operations Commander guidelines, Head of Mission's directions, Operation Plan, Mission Implementation Plan (MIP), Operations Implementation Framework (OIF) and other relevant planning documents. To this effect, he/she provides support, monitors and reports on the progress of mandate implementation, in close coordination with relevant units, including the identification of challenges, options and solutions, and on internal operational reporting and evaluation;
- To provide advice and support to Project Managers in compiling the necessary project documentation;
- To help to ensure that projects are conducted in accordance with the applicable framework;
- To identify informational needs and contribute to the Mission reporting and information gathering;
- To contribute to the development and regular updating of the OIF in close cooperation with the relevant Mission's operational elements and other key stakeholders;
- To coordinate, develop and implement baseline surveys, monitoring and evaluation exercises for assessing the impact of the Mission activities.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

**6. Desirable Qualifications and Experience:**

- Experience in project management;
- Experience in working with donor requirements;
- Experience in project / programme reporting.

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

- *N/A*

| | | |
|---|---|---|
| **Position name:**<br>Political Adviser | **Employment regime:**<br>Seconded | |
| **Ref. number:**<br>UAC 021 | **Location:**<br>Kyiv | **Availability**:<br>01 October 2024 |
| **Component/Department/Unit:**<br>Chief of Staff Office/Political Analysis and Coordination Division | **Security Clearance Level:**EU SECRET | **Open to Contributing Third States:** No |

**1. Reporting Line:**

The Political Adviser reports to the Head of Political, Analysis and Coordination Division.

**2. Main Tasks and Responsibilities:**

- To follow political developments in Ukraine and the region;
- To provide analysis and political advice to the Head of Mission and Mission management related to the possible impact on the Mission mandate implementation;
- To ensure the Head of Mission and senior Mission management are regularly updated on political developments;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, contributing third states and international organisations;
- To contribute to the analysis and advice on policy matters pertaining to the Mission mandate implementation;
- To draft Mission reports and prepare briefings, notes and meeting records;
- To advise the Head of Mission and senior Mission management on the political impact of ongoing reforms related to the Mandate implementation;
- To conduct and prepare briefings and notes to ensure timely information to Mission Members or any other individuals or groups as required;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles;
- To assist in conducting and coordinating official visits according to protocol rules;
- To liaise and develop relationships with relevant political actors, local authorities, civil society, EU Delegation, institutions, and international organisations;
- To advise the Head of Political, Analysis and Coordination Division on ensuring coherence between Mission activities and the wider political context.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the domains of Political Science,

International Relations, Geopolitics, International Security, Law, Social Sciences or any other related field; AND

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

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

- Drafting and presentation skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level.

**6. Desirable Qualifications and Experience:**

- Knowledge and experience in the field of security sector reform in liaison with security and justice actors;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Ukrainian or Russian language skills.

| | | |
|---|---|---|
| **Position name:**<br>Project Management Officer | **Employment regime:**<br>Seconded | |
| **Ref. number:**<br>UAC 042,<br>UAC 043,<br>UAC 044 (3 positions) | **Location:**<br>Kyiv | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Chief of Staff/Project Cell | **Security Clearance Level:**<br>EU CONFIDENTIAL | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**
The Project Management Officer reports to the Head of Project Cell.

**2. Main Tasks and Responsibilities:**

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise Missions operational components and heads of units in the preparation and implementation of project proposals, budgets, project changes, notes of understanding and project agreements, among other things;
- To ensure project proposals are in line with Mission projects Master List and programmes, and coordinated both internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting, evaluation and monitoring of donations;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

- Team work skills;
- Project management skills;
- Time management skills;
- Problem solving skills.

**6. Desirable Qualifications and Experience:**

- Experience related to planning and implementation of projects for civilian law enforcement agencies;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Familiar with EU financial regulations.

| | | |
|---|---|---|
| **Position Name:**<br>Reporting Officer | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>MOL 04*, MOL 05*<br>( 2 posts ) | **Location:**<br>Chisinau** | **Availability:**<br>24 May 2023, 24 July 2023 |
| **Component/Department/Unit:**<br>Chief of Staff Office | **Security Clearance Level:**<br>EU SECRET | **Open to Contributing Third States:**<br>No |

**1. Reporting Line**

The Reporting Officer reports to the Chief of Staff.

**2. Main Tasks and Responsibilities:**

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking;
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To prepare and give presentations; produce talking points, speeches and presentations for various purposes and contexts; and draft meetings reports.
- To maintain and to regularly update the computerised knowledge databases and statistics;

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Drafting and editing skills;
- Communication and presentation skills;
- Analytical capability and knowledge of information collection;
- Political awareness and understanding.

6. **Desirable Qualifications and Experience:**
   - International experience, particularly in crisis areas with multinational and international organisations.

7. **Desirable Knowledge, Skills and Abilities:**
   - Knowledge of Romanian or/and Russian language.

| | | |
|---|---|---|
| **Position Name:**<br>Senior Strategic Adviser on SSR Coordination | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>IAO 555 | **Location:**<br>Baghdad, Iraq | **Availability:**<br>15 Oct 2025 |
| **Component/Department/Unit**<br>Operations Department/Strategic Civilian SSR Component | **Security Clearance Level**:<br>NOT REQUIRED | **Open to Contributing Third States:** Yes |

1. **Reporting Line:**
   The Senior Strategic Advisor on SSR Coordination reports to the Head of Strategic Civilian SSR Component.

2. **Main Tasks and Responsibilities:**
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
   - To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   - 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 liaise closely with other horizontal advisers;
   - Lead relevant projects and organise events to progress and support SSR with counterparts;
   - To support the development of the Ministry of Interior (MoI), and the Office of the National Security Advisory (ONSA) in the field of civilian aspects of Security Sector Reform (SSR) through activities of mapping, analysis, and coordination of EU, EU Member States, UNDP, NMI, and other International Partners activities in support of SSR;
   - To be the key interlocutor with the EU Delegation, EU Member States, UNDP, NMI, and other International Partners on SSR coordination at the technical level;
   - To be the Mission's key interlocutor with the SSR High Committee Joint Planning Technical Working Group;
   - To develop policies of the MoI and ONSA for monitoring and evaluation of the SSR Programme utilizing analytical tools and techniques;
   - To promote and employ EU and international effective practice including conceptual tools and concepts which contribute to SSR Coordination;
   - To support the Mission's coordination and information sharing mechanisms as Secretariat of the EU SSR Working Group and the Security Coordination Group (SCG);

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

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

5. **Essential Knowledge, Skills and Abilities:**
   - Ability to mentor, advise and motivate local counterparts;
   - Knowledge of Security Sector Reform (SSR) Programming, and Processes;
   - Knowledge of analytical tools and techniques.
   - Critical thinking and active listening skills;
   - Experience on working with or among law enforcement/security authorities at national and international levels.

6. **Desirable Qualifications and Experience:**
   - International experience, particularly in crisis areas with multinational and international organisations.

7. **Desirable Knowledge, Skills and Abilities:**
   - Knowledge of Arabic.

| | | |
|---|---|---|
| **Position Name:** Strategic Adviser on Cyber Security | **Employment Regime:** Seconded | |
| **Ref. Number:** MOL 39 | **Location:** Chisinau | **Availability:** ASAP |
| **Component/Department/Unit:** Operations Department/Hybrid threats and Cyber security Component | **Security Clearance Level** | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**

The Strategic Adviser on Cyber Security reports to the Head of Hybrid Threats and Cyber Security Component

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational levels, including efficient inter-agency cooperation;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice, operational support and assistance to the relevant Moldovan partners to strengthen their strategic and operational cyber security abilities, as well as their resiliency and capacity to respond to malicious cyber activities and provide conceptual assistance in the transformation of the Moldovan cyber security landscape;
- To facilitate support and liaison of Member States and like-minded state institutions to prevent, detect and counter hybrid threats and cyber-attacks in line with EU and international security standards;
- According to operational needs, liaison with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Moldovan partners on taking the appropriate and proportionate strategic organisational measures to continuously prevent, discourage, deter and respond to malicious cyber activities
- To identify and advise the relevant Moldovan partners on the capacity and training opportunities on cyber security, particularly relating to legislation, policy and structural design;
- To evaluate the capabilities of the structures responsible for cyber security;
- To support the relevant Moldovan partners in identifying the appropriate equipment and infrastructure needed to strengthen cyber security capabilities;
- To manage, lead and facilitate projects and interventions on cyber security;
- To advise, support and facilitate the relevant Moldovan partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on cyber security;
- To provide analysis and recommendations to the local counterpart in the area of responsibility.

**3. General Tasks and Responsibilities:**

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices 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 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 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Proven knowledge of cyber security at strategic level, including relevant experience on strategic and operational levels gained in a governmental agency or equivalent;
- Good knowledge of cyber security architecture requirements, EU good cyber practices, and technical solutions;
- Knowledge of technical solutions to protect systems, networks and programs from digital attacks;
- Experience on international security standards e.g. NIST Cyber Security Framework, ISO27000 series, CIS Security Controls or similar;
- Ability to mentor and motivate local national counterparts;
- Experience of designing and provision of trainings.

**6. Desirable Qualifications and Experience:**

- Mission experience, e.g., CSDP, UN, OSCE etc.
- Experience in developing strategies, policies and/or operational plans on cyber security;
- International recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- Cyber Security Authority experience (operationally as well as conceptually).

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

- Knowledge of Russia's hybrid strategies;
- Knowledge of EU policy framework for enhancing for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Romanian or/and Russian language.

## SECONDED POSITIONS

| | | |
|---|---|---|
| **Position Name:** Strategic Adviser on Hybrid Threats and/or Cyber Security | **Employment Regime:** Seconded | |
| **Ref. Number:** MOL 13 and MOL 14 (2 positions) | **Location:** Chisinau | **Availability:** ASAP |
| **Component/Department/Unit:** Operations Department / Hybrid threats and Cyber Security Component | **Security Clearance Level:** | **Open to Contributing Third States:** No |

**1. Reporting Line:**
The Strategic Adviser on Hybrid Threats and/or Cyber Security reports to the Head of Hybrid threats and Cyber Security Component.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational levels;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide strategic advice and assistance to the relevant Moldovan partners in implementing reforms in accordance with the agreed policies and guidelines and in coordination with other international actors and stakeholders;
- To facilitate support of and facilitation with Member States and like-minded state institutions countering hybrid threats and/or enhancing cyber security;
- According to operational needs, to liaise with international bodies and EU institutions, bodies and agencies;
- To identify and advise the relevant Moldovan partners on the capacity-building and training opportunities on hybrid threats, including foreign information manipulation and interference, and/or cyber security;
- To support the relevant Moldovan partners in identifying the appropriate equipment and infrastructure needed to strengthen resilience to hybrid threats;
- To manage, lead and facilitate projects and interventions on hybrid threats/cyber security;
- To advise and support the relevant Moldovan partners in implementing externally funded projects/initiatives in his/her field of expertise;
- To assist in the implementation of training activities on hybrid threats and cyber security;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal 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 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:**

- Good knowledge of hybrid threats and/or cybersecurity, including concrete experience on either strategic or operational levels gained in a governmental agency or equivalent;
- Ability to mentor and motivate local national counterparts;
- Experience of designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Experience in developing strategies, policies and/or operational plans on hybrid threats and/or cybersecurity;
- Experience in coordination and information sharing between governmental agencies and services nationally and internationally;
- For cybersecurity: international recognised certification(s), e.g. ISACA: CISM, CRISC, CISA or ISC2: CISSP, CCSP or similar;
- For cybersecurity: experience on international security standards e.g. NIST Cyber Security Framework, ISO27000 series, CIS Security Controls or similar;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Russia's hybrid strategies;
- Knowledge of EU policy framework for enhancing resilience to and countering hybrid threats, or for cybersecurity;
- Knowledge of current practices in the field of inter-service cooperation;
- Knowledge of Romanian and/or Russian language.

| | | |
|---|---|---|
| **Position Name:**<br>Adviser on Anti-Corruption | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>UAO 022* | **Location:**<br>Kyiv | **Availability:**<br>30 Aug 2021 |
| **Component/Department/Unit:**<br>Operations/<br>Deputy Head of Operations Unit | **Level of Security Clearance:**<br>EU CONFIDENTIAL | **Open to contributing Third States:** No |

**1. Reporting Line**

The Adviser on Anti-Corruption reports to the EUAM Deputy Head of Operations and is under daily guidance of the Anti-Corruption Team Coordinator.

**2. Main Tasks and Responsibilities**

- To provide support and advice to the law enforcement agencies in terms of implementing the National Anti-Corruption Strategy and related action plans
- To maintain dedicated contacts and build relationships with relevant counterparts;
- To identify and advise the relevant Ukrainian partners on capacity building and training initiatives in the field of anti-corruption and assist in the delivery of training;
- To assist in the implementation of training activities for anti-corruption by producing training material, produce presentations, curricula and participate in training events;
- To travel within the Mission's area of operations as required;
- To participate planning of projects, including acting as a Project Manager's, as appropriate;
- To contribute to the weekly, monthly and semi-annual planning and special reports;
- To produce evaluations, recommendations, strategic advice and training content;
- 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);
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and propose solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility
- To be embedded within the local institution, security permitting;
- To collect and collate statistics on 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 design and deliver training, as appropriate;

**3. General Tasks and Responsibilities**

- 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);
- Take account of gender equality and human rights aspects in the execution of tasks.

**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 in the field of anti-corruption, after having fulfilled the education Requirements

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

- Excellent analytical skills
- Outstanding English drafting skills
- Legislative analysis skills;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Good interpersonal and communication skills;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;

**6. Desirable Qualifications and Experience**

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

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

- Knowledge and understanding of the institutional, legal and policy frameworks integrating the value of gender mainstreaming;
- Ukrainian and/or Russian language skills;
- Knowledge of the political, cultural and security situation of the Mission area and other areas within the same geopolitical region.

| | | |
|---|---|---|
| **Position Name:**<br>Criminal Justice Senior Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>JUS 11 | **Location:**<br>Ramallah | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Operations Department/Justice Section | **Security Clearance Level:**<br>Not Required | **Open to Contributing Third States:**<br>Yes |

1. **Reporting Line:**
   The Senior Adviser reports to the Head of Justice Section.

2. **Main Tasks and Responsibilities:**
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
   - To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   - To be embedded within the local institution, security permitting;
   - To maintain necessary contacts and build relationships with relevant local counterparts;
   - To liaise closely with other horizontal advisers;
   - To design and deliver training;
   - To support the development of the Office of the Attorney General in the field of Palestinian prosecution service and cooperation between–Palestinian Prosecution - Palestinian Civil Police, including the Correction and Rehabilitation Centres Department (CRCD);
   - To be the key interlocutor with the Office of the Attorney General;
   - To advice on and support the implementation of the Justice Sector Strategy;
   - In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
   - To liaise with and advise the host state justice authorities and relevant security sector reform actors.

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. **Essential Knowledge, Skills and Abilities:**
   - Ability to mentor, advise and motivate local counterparts;
   - Experience of designing and delivering training on RoL/justice related matters;
   - Practical understanding of legal reform process including the development of legal policy and legislation;
   - Practical understanding of the principles of fair trial in order to be able to support the enhancement of access to justice in line with those principles.
   - Working experience within a Justice Institution or other similar institution;
   - International experience in the field of criminal justice, legal or institutional reform.
   - Knowledge of judicial reform processes, criminal procedures and administration of justice from a comparative perspective;
   - Ability to mentor and motivate local counterparts.

6. **Desirable Qualifications and Experience:**
   - International experience, particularly in crisis areas with multinational and international organisations.
   - Professional experience as a judge, prosecutor, defence lawyer or within a Ministry of Justice or Ministry of Interior;
   - Mediation skills.

7. **Desirable Knowledge, Skills and Abilities:**
   - Arabic language skills.

| | | |
|---|---|---|
| **Position Name:** Head of Prosecution and Judiciary Unit | **Employment Regime:** Seconded | |
| **Ref. Number:** UAO 091 | **Location:** Kyiv | **Availability:** ASAP |
| **Component/Department/Unit:** Operations Department/Rule of Law Component/Prosecution and Judiciary Unit | **Security Clearance Level:** EU CONFIDENTIAL | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**

The Head of Prosecution and Judiciary Unit reports to the Head of Rule of Law Component.

**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);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To support the development of the Ukrainian counterparts in the criminal justice system including prosecution service and investigative and criminal court judges, in the field of CSSR and Criminal Justice Sector Reform through mentoring, monitoring and advising;
- To be the key interlocutor for the Office of the Prosecutor General, the public prosecution service, the Qualification and Disciplinary Commission of Prosecutors, the Council of Prosecutors, the Prosecution Training Centre of Ukraine all actors of the judiciary in the field of criminal justice (Supreme Court Criminal Chamber, Appeal Courts, District Courts), the High Council of Justice, , the High Qualification Commission of Judges and the National School of Judges, the Ministry of Justice, Verkhovna Rada of Ukraine and other relevant key partners;
- To advise, in close coordination with the Head of Criminal Investigation and Organized Crime Unit, on best practices in relation to the prosecutorial-led investigation / close cooperation between LEAs and prosecution office;

- To advice on transitional justice measures (besides investigation and prosecution of international crimes) as well measures for strengthening rule of law in liberated areas;
- To coordinate the work of the Mission staff associated with the development of the prosecution service and the judiciary in the area of criminal justice and legal reform;
- To guide the Prosecution and Judiciary Unit in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation and institutional development;
- To coordinate building local capacities of prosecutors, judges of criminal courts, chambers and investigative judges;
- To coordinate strategic advice and assistance provided by Mission staff to the relevant Ukrainian partners in developing a legal/regulatory framework;
- To coordinate strategic advice and assistance provided by the Mission staff in the area of translational justice, strengthening rule of law in liberated areas, enhancing rights and protection of vulnerable groups in criminal justice system (victims' of crimes, children);
- To coordinate assisting the relevant Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification 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 in Law, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;

- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge in dealing with legal matters, with a specific focus on prosecutorial and/or judicial aspects and experience in change management, management and implementation of reform programmes;
- Practical understanding of legal reform processes including the development of legal policy and legislation, prosecutorial, judicial and legislative aspects.

**6. Desirable Qualifications and Experience:**

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International/national certificate/diploma in management/leadership;
- Experience in reforming the Prosecution Service and/or the Criminal Justice System in an EU-Member State or in a fragile and conflict affected state;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Understanding of Ukrainian law;
- Knowledge of EU Human Rights legislation;
- Understanding and knowledge of Ukrainian challenges in the area of criminal justice;
- Ukrainian and/or Russian Language skills.

| | | |
|---|---|---|
| **Position:**<br>Justice Monitor | **Employment Regime**:<br>Seconded | |
| **Ref. Number:**<br>EK 50216<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | **Location:**<br>Western Balkans Region (Kosovo) | **Availability:**<br>ASAP |
| **Pillar/Department/Unit:**<br>Monitoring Pillar, Case Monitoring Unit | **Security Clearance Level**:<br>No (only access up to EU RESTRICTED required) | **Open to Contributing Third States:**<br>Yes |

**1. Reporting Line:**

The Justice Monitor reports to the Chief of the Case Monitoring Unit (CMU).

**2. Main Tasks and Responsibilities:**

- To monitor and analyse the Rule of Law situation in Kosovo, in particular the criminal and civil justice system through the observation of criminal and civil proceedings, analysing court records, and liaising with court staff, judges, prosecutors and lawyers;
- To monitor selected cases processed by the Kosovo justice system;
- To provide advice to the respective institutions as part of the robust monitoring;
- To liaise with and advise the Kosovo justice authorities and relevant security sector reform actors;
- To liaise and advise, upon request, on the promotion of Rule of Law and Justice aspects in Kosovo authorities and ensure that these aspects are incorporated in the Mission's Implementation Plan;
- To report on monitoring activities, including the performance assessment of the justice system against local law and international human rights standards;
- To conduct specific thematic inspections and performance assessment tasks in support of the Mission´s efforts to identify and address areas of structural weaknesses of local counterparts in coordination with
- the CMU Thematic Lead Monitors;
- To contribute to the implementation of the Mission's policies by identifying and analysing potential political interference and corruption as well as matters related to minority groups, human rights and gender issues;
- To develop and organise training or workshop courses to improve the coordination and cooperation between the judiciary, the police/internal security forces and the penitentiary system in Kosovo.

**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 Chief of Case Monitoring Unit.

**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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements out of which;

- A minimum of 3 years of relevant professional experience in justice and/or trial monitoring;
- Experience in legal research and analysis;
- Experience in case work/processing and complaint handling.

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

- Ability to respect the principles of judicial independence and objectivity, as well as the monitoring principles of non-intervention, impartiality, confidentiality and professionalism;
- Practical understanding of legal reform process including the development of legal policy and legislation;
- Mediation, team-working and interpersonal skills;
- Report writing skills;
- Sound knowledge of RoL/justice aspects, in particular in a post-conflict environment;
- Knowledge of the specificities of the material and procedural criminal law and/or civil law in Kosovo.

**6. Desirable Qualifications and Experience:**

- Legal experience in transitional justice processes in the Balkans in the following thematic areas: property, privatization, crimes under international law, gender based violence, hate crimes, etc.);
- Experience in justice reform either domestically or internationally.

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

- Knowledge of Albanian and/or Serbian language.

| | | |
|---|---|---|
| **Position Name:**<br>Legal Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>SOM-9010 | **Location:**<br>Mogadishu | **Availability:**<br>01/03/2027 |
| **Component/Department/Unit:**<br>Head of Mission/Deputy Head of Mission | **Security Clearance Level:**<br>NOT REQUIRED | **Open to Contributing Third States:**<br>NO |

**1. Reporting Line:**

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

**2. Main Tasks and Responsibilities:**

- To provide legal expertise and advice to Mission management pertaining to the Mission and its legal framework, status and mandate;
- To exercise oversight in all legal aspects of Mission operations, including contracts related to legal or financial issues, contracts of employment and other administrative legal issues;
- To liaise with international and local stakeholders on legal issues;
- To coordinate and cooperate with Civilian Operations Headquarters and the European Commission Foreign Policy Instruments on legal matters;
- To advise the Head of Mission and Head of Mission Support on the legal aspects of contracts related to the Mission premises, communications, IT, procurement including purchase agreements, service agreements, lease agreements, administrative arrangements, Memorandums of Understandings and special service agreements;
- To advise the Chief of Staff and Head of Human Resources on legal issues related to selection, recruitment, employment contracts and secondment etc.;
- To provide advice on the status of the Mission on privileges and immunities etc.;
- To draft agreements with other actors such as EU Delegations and other international organisations, Common Security and Defence Policy Missions and operations, EU agencies, host country authorities and NGOs etc.;
- To oversee project implementation from the legal perspective;
- To provide legal advice, guidance and training to Mission members regarding the local legal system and legislation;
- To liaise and coordinate with other relevant domestic bodies concerning legal matters;
- To advise on Mission Data Protection;
- To coordinate access to document requests and reply to Ombudsman complaints;
- To monitor the legal internal consistency of policies and the consistency with EU law;
- To prepare legal advice and assistance on all legal issues related to Mission policies and operations;
- To advise the Deputy Head of Mission on disciplinary matters;
- To deliver training material on legal issues to the Mission and other organisations.

**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 in law OR a qualification in the National Qualifications Framework in law 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 in law, e.g. Master's Degree; AND

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

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

- Experience as a practising lawyer or legal adviser in a European legal system or an international organisation;
- Experience in legal administrative issues (i.e. contracts, etc.);
- Excellent drafting skills.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of the jurisprudence in the host country;
- Knowledge of international maritime law;
- Knowledge of the EU Financial Regulation including public procurement.

| | | |
|---|---|---|
| **Position:**<br>Legal Officer | **Employment Regime:**<br>Seconded | |
| **Ref. number:**<br>EK 50501<br>Confirmed Vacancies: 1<br>Pending Vacancies: 0 | **Location:**<br>Western Balkans Region<br>(Kosovo) | **Availability: ASAP** |
| **Pillar/Department/Unit:**<br>Human Rights Review Panel | **Security Clearance Level:**<br>EU SECRET | **Open to Contributing Third States:**<br>Yes |

**1. Reporting Line:**
The Legal Officer reports to the Chair of the Human Rights Review Panel (HRRP).

**2. Main Tasks and Responsibilities:**
- To advise the Members of the HRRP on the applicable law and the international human rights instruments and principles relevant to complaints under review, including conducting connected research;
- To provide effective support to the HRRP in the lead up to, during and in the follow up to the sessions of the HRRP;
- To review, analyse and advise on all documents relevant to complaints under review;
- To draft legal opinions, reports, briefing notes and other legal documents;
- To draft findings and recommendations for the HRRP for submission to the Head of Mission;
- As assigned by the presiding HRRP Member, to ensure that the work of the Secretariat and its staff are effectively managed;
- To undertake any other tasks as required by the Line Manager.

**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 presiding HRRP member.

**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 the field of Law or Public Administration; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**
- Prior experience in working with the judiciary and/or law enforcement agencies;
- Excellent knowledge of human rights instruments and institutional mandates such as the European Convention for the Protection of Human Rights and Fundamental Freedoms, EU policies, legislation, guidelines and best practices applicable in the human rights and rule of law sector;
- Excellent analytical, research and legal drafting skills.

**6. Desirable Qualifications and Experience:**
- Experience in case work/processing and complaints handling.

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

- Substantial knowledge of the functioning of the EU.

| | | |
|---|---|---|
| **Position Name:**<br>Ministerial Legal and Administration Senior Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>JUS 08 | **Location:**<br>Ramallah | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Justice Section | **Security Clearance Level:**<br>Non Required | **Open to Contributing Third States:**<br>Yes |

1. **Reporting Line:**
   The Senior Ministerial Adviser/Expert reports to the Head of Justice Section.

2. **Main Tasks and Responsibilities:**
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
   - To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   - 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 liaise closely with other horizontal advisers;
   - To design and deliver training;
   - To support the implementation of the Justice Sector Strategy, its legal framework and the restructuring of the internal organisation in the Ministry of Justice (MoJ);
   - To support and assist key MoJ units through continuous technical advice, mentoring and, if appropriate, training of staff at the operational level;
   - To identify, plan, develop, and implement projects aiming at enhancing professional capacities of staff members of the MoJ;
   - To facilitate joint projects and activities with other institutions or organisations aiming at enhancing the capacities of the MoJ;
   - To assist and advise the MoJ, and relevant officials within the MoJ, in their efforts to improve good governance and increase efficiency in their decision-making processes and internal work-flow.

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

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

5. **Essential Knowledge, Skills and Abilities:**
   - Ability to mentor, advise and motivate local counterparts;
   - Experience of designing and delivering training;
   - Knowledge of judicial reform processes, criminal procedures and administration of justice.

6. **Desirable Qualifications and Experience:**
   - International experience, particularly in crisis areas with multinational and international organisations.

7. **Desirable Knowledge, Skills and Abilities:**
   - Arabic language skills.

| | | |
|---|---|---|
| **Position Name:**<br>Prosecution Senior Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>JUS 03 | **Location:**<br>Ramallah | **Availability:**<br>20 May 2025 |
| **Component/Department/Unit:**<br>Operations Department/Justice Section | **Security Clearance Level:**<br>Not Required | **Open to Contributing Third States:**<br>Yes |

1. **Reporting Line:**
   The Senior Prosecution Adviser reports to the Head of Justice Section.

2. **Main Tasks and Responsibilities:**
   - To operationalise the Mission mandate and tasks as set out in the respective planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
   - To support the Mission to address areas of organizational and operational weaknesses in the performance of counterparts/institutions, and propose relevant solutions, including enhancing their operational and administrative transparency and accountability;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To be embedded within the local institution, security permitting;
   - To ensure timely reporting on activities as per respective planning documents and other guidance;
   - To maintain necessary contacts and build relationships with relevant local counterparts and international partners;
   - To liaise closely with other Mission horizontal advisers;
   - To design and deliver training;
   - To support the development of the Office of the Attorney General in the field of Palestinian prosecution service and cooperation between Palestinian Civil Police – Palestinian Prosecution;
   - To be the key interlocutor with the Office of the Attorney General;
   - To advise on and support the implementation of the respective Justice Sector Strategy.

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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge in the field of prosecution, including of elements pertinent to institutional level capacity building.

6. **Desirable Qualifications and Experience:**

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

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

- Arabic language skills.

| | | |
|---|---|---|
| Strategic Adviser on Legislative Matters | | |
| **Ref. Number:** MOL 41 | **Location:** Chisinau, Moldova | **Availability:** ASAP |
| **Component/Department/Unit:** Crisis Management Component/Operations | **Security Clearance Level:** | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**

The Strategic Adviser on Legislative Matters reports to the Head of Crisis Management Component.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring national counterparts on the strategic and operational level;
- To support the Mission in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions, including through the development and implementation of projects;
- Provide analysis and recommendations to the relevant local counterparts in the area of responsibility;
- Be embedded within a local institution, when relevant;
- To ensure timely reporting on activities as per planning documents;
- To establish and maintain relationships with relevant national counterparts as well as with international organisations as relevant;
- To liaise closely with other Mission operational and other relevant functions, including advisers and project managers;
- To design and deliver training;
- To identify and assess opportunities for new projects, including those eligible for external funding, in the area of responsibility;
- To assist relevant Moldovan counterparts in the development of a legislative framework for security sector reform, in particular with the aim of bringing Moldovan legislation related to national security and crisis management in line with EU standards;
- To advise and support relevant Moldovan counterparts on the drafting of regulations, laws, memoranda and explanatory notes in the field of national security, crisis management and related legal framework;
- To support the Mission's efforts in advising relevant Moldovan counterparts on parliamentary oversight mechanisms, as well as the role of civil society;
- To conduct legal research and analysis, in particular assessing Moldova's crisis management and monitoring the related international legal framework;
- To provide advice to and support to relevant Moldovan counterparts in the implementation of laws and regulations and the implementation of initiatives in the area of expertise, in coordination with relevant EU Member States and EU entities.

**3. General Tasks and Responsibilities:**

- To identify, assess and report on legislative or procedural gaps, lessons learned and good practices within the respective area of responsibility;
- To contribute to and ensure timely reporting on activities within the area of responsibility;
- To integrate gender equality and human rights considerations into all tasks and decision-making processes;
- To undertake any other related tasks as requested 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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
  **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to mentor, advise and motivate national counterparts;
- Knowledge of legislative processes;
- Expertise in assessment procedures, drafting recommendations and implementation plans;
- Strong organisational skills, including the ability to plan and prioritise tasks and activities;
- Ability to work collaboratively and effectively within a diverse and multicultural team.

**6. Desirable Qualifications and Experience:**

- Experience in the handling of sensitive and confidential information, ensuring compliance with data protection standards.
- International experience, particularly in security and/or crisis areas with multinational and international organisations;
- Knowledge of the EU acquis/EU accession;
- Experience in advising at a strategic level, both orally and in writing.

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

- Knowledge of Parliamentary oversight mechanisms;
- Knowledge of Romanian and/or Russian Language.

| **Position Name:** Adviser/Trainer on Community Policing | **Employment Regime:** Seconded | |
|---|---|---|

| **Ref. Number:** UAM 007 | **Location:** Kyiv/Countrywide | **Availability:** ASAP |
|---|---|---|
| **Department/Component/Unit:** Operations/Mobile Unit 1 | **Security Clearance Level:** Not Required | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**

The Adviser/Trainer on Community Policing reports to the Head of Mobile Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in planning documents and in the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions, and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To provide input to the mission's efforts in supporting the Liberated and Adjacent Territories through encouraging and promoting dialogue between law enforcement, civil society and the local populations in these areas;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure timely reporting on activities as per planning documents;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institutions in the field of Community Policing;
- To be the key interlocutor with the relevant regional/local Ukrainian partners;
- To develop policies in line with the local institutions.

**3. General Tasks and Responsibilities**

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

**4. Essential Qualifications and Experience**

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

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

- Ability to mentor, advise and motivate local counterparts;

- Knowledge of Community Policing;
- Expertise of designing and delivering training.

**6. Desirable Qualifications and Experience:**

- Professional Training Qualification/Certification;
- Experience in international efforts to support host state reforms in the area of security at the national and/or at the regional level, in particular in the field of community safety.

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

- Ukrainian and/or Russian language skills.

| | | |
|---|---|---|
| **Position Name:**<br>Adviser on General Policing | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>UAO 065 | **Location:**<br>Kyiv | **Availability:**<br>19 Oct 2025 |
| **Department/Component/Unit:**<br>Operations/IBM and Law Enforcement Component/ Police Unit | **Security Clearance Level:**<br>NOT REQUIRED | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**

The Adviser on General Policing reports to the Head of Police Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution, primarily the National Police of Ukraine (NPU) and National Guard of Ukraine (NGU), in the field of first line policing/law enforcement (direct contact with public) through activities such as advising, supporting, training, educating, and purchasing equipment needed for policing tasks;
- To be the key interlocutor with the NPU and NGU at operational and tactical level;
- To develop policies in line with the local institutions.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

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

- Ability to mentor, advise and motivate local counterparts;
- Expertise of designing and delivering training;
- Knowledge of first line policing through functions such as uniformed patrolling, community policing.

**6. Desirable Qualifications and Experience:**

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

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

- Ukrainian and/or Russian language skills.

| | | |
|---|---|---|
| **Position name:**<br>Head of Criminal Investigation Unit | **Employment regime:**<br>Seconded | |
| **Ref. number:**<br>UAO 142 | **Location:**<br>Kyiv | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Operations/Organised Crime and Criminal Justice Component/Criminal Investigation Unit | **Security Clearance Level:**<br>EU SECRET | **Open to Contributing Third States:** No |

**1. Reporting Line:**

The Head of Criminal Investigation Unit reports to the Head of Organised Crime and Criminal Justice Component.

**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);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To identify, manage and report the risks arising from specific processes/ systems/projects implemented;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle

under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of criminal analysis process, forensic procedures, criminal investigation tactics;
- Knowledge of drafting legislation or providing comments related to practical aspects of fighting crime.

**6. Desirable Qualifications and Experience:**
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in criminal investigations as senior investigating officer (SIO), including crime scene management;
- Experience in leading criminal investigations unit/department and in coordinating with other Law Enforcement Agencies, the prosecution and judiciary (e.g. task forces);
- Experience of working with JHA agencies in particular with EUROPOL, EUROJUST and INTERPOL;
- Experience working in joint investigating teams;
- Experience in project management, including planning, budgeting, implementation and evaluation;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities:**
- Ukrainian or Russian language skills.

| | | |
|---|---|---|
| **Position Name:**<br>Police Adviser - Family Protection Unit | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>SSR 25 | **Location:**<br>Ramallah | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Operations Department/Security Sector Reform Unit (SSR) | **Security Clearance Level:**<br>Not required | **Open to Contributing Third States:**<br>Yes |

1. **Reporting Line:**
   The Police Adviser Family Protection Unit reports to the Head of Security Sector Reform Unit.

2. **Main Tasks and Responsibilities:**
   - To operationalize the Mission mandate and tasks as set out in the planning documents and the Mission;
   - Implementation Plan by advising and mentoring local counterparts on a strategic and operational level;
   - To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To be embedded within the local institution, security permitting;
   - To ensure timely reporting on activities as per planning documents;
   - To maintain necessary contacts and build relationships with relevant local counterparts;
   - To liaise closely with other Mission horizontal advisers;
   - To design and deliver training;
   - To support the development of the Palestinian Civil Police in the field of tactical and operational development;
   - To advise in chain of investigation from crime scene up to trial in all cases related to family/juvenile protection;
   - To develop and implement preventive policies regarding family/juvenile protection;
   - To advise on risk identification and assessment connected with family/juvenile protection;
   - To support the development of the Palestinian Civil Police in the field of tactical and operational development;
   - To develop and to implement policies and procedures and to deliver respective workshops / trainings in line with the local institutions' priorities/framework;
   - To be the key interlocutor of the Mission with the Palestinian Civil Police.

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

4. **Essential Qualifications and Experience:**

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

5. **Essential Knowledge, Skills and Abilities:**
   - Ability to mentor, advise and motivate local counterparts;
   - Expertise of designing and delivering training;
   - Knowledge of juvenile delinquency and child interview techniques;
   - Mediation skills.

6. **Desirable Qualifications and Experience:**
   - International experience, particularly in crisis areas with multinational and international organizations.

7. **Desirable Knowledge, Skills and Abilities:**
   - C1/C driving license and ability of driving 4x4 vehicles;
   - Arabic language skills.

| | | |
|---|---|---|
| **Position name:** Senior Adviser on Criminal Analysis | **Employment regime:** Seconded | |
| **Ref. number:** UAT 024 | **Location:** Kyiv/Countrywide | **Availability:** ASAP |
| **Component/Department/Unit:** Operations/International Crimes Component/International Crimes Investigation Unit | **Security Clearance Level:** EU CONFIDENTIAL | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**

The Senior Adviser on Criminal Analysis reports to the Head of International Crimes Investigation Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- To be embedded within the local institutions, security permitting;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other advisers;
- To design and deliver training;
- To support the development of the local institutions including Ukrainian investigative and prosecutorial bodies] in the field of criminal analysis in the investigation of international crimes (war crimes, genocide, crimes against humanity, crime of aggression) through activities [that include advising, mentoring and training];
- To be the key interlocutor with the Ukrainian investigative and prosecutorial bodies conducting criminal analysis within international crimes investigations];
- To develop policies in line with the local institutions that enhance the performance and sustainability of Ukrainian counterparts in the conduct of criminal analysis within complex criminal investigations;
- To design and implement innovative strategic and solutions that enhance the capabilities of Ukrainian investigative and prosecutorial bodies in the field of criminal analysis.

**3. General Tasks and Responsibilities:**

- To identify and report on lessons learned and best practices within international criminal analysis activities;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights mainstreaming 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, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of conducting criminal analysis within criminal investigations;
- Knowledge of research and analytical techniques;
- Knowledge and experience using analytical tools and software during criminal investigations;
- Knowledge of criminal intelligence and the handling of complex data.

**6. Desirable Qualifications and Experience:**

- Experience in the investigation of international crimes;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

| **Position Name:**<br>Senior Police Adviser | **Employment Regime:**<br>Seconded | |
|---|---|---|
| **Ref. Number:**<br>SOM-9163 | **Location:**<br>Mogadishu | **Availability:**<br>13/03/2025 |
| **Department/Division/Section:**<br>Operations Department/Field Office Mogadishu/Police Unit | **Security Clearance Level:**<br>NOT REQUIRED | **Open to Contributing Third States:**<br>Yes |

**1. Reporting Line:**
The Senior Police Adviser reports to the Senior Police Adviser/Head of Police Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To liaise closely with other horizontal advisers;
- To design and deliver training;
- To provide strategic guidance and advice to the Ministry of Internal Security and the Somali Police Force on the development and implementation of strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions;
- To be embedded, if possible, in the Ministry of Internal Security and/or Somali Police Force to offer guidance and assistance to the development of civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP), and other relevant strategies including the National Policing Model (NPM);
- To advise the Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of law enforcement as defined in the National Security Policy;
- To promote effective cooperation other Somali police bodies, both at federal and member-state (regional) level;
- To work in cooperation with other Mission advisers and Heads of Advisory Units and provide policing advice to the Senior Mission Management and, as required, to other EU bodies;
- To establish efficient working relationships at the strategic level with all the key national and international stakeholders involved in the development of the Somali policing capacity, including e.g. UNSOM, UNDP, UNODC and ATMIS (where applicable in the Field Office AoR).
- To support the development and implementation of the Somali Transition Plan, the New Police Model and other relevant strategies;
- To cooperate closely with EUDEL, EUNAVFOR and EUTM in developing synergies to improve security management in Somalia.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Planning and project development skills;
- Negotiating skills with local interlocutors.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations:
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience of working on maritime security;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

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

- Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions.

| | | |
|---|---|---|
| **Position Name:**<br>Senior Strategic Adviser on Organised Crime | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>IAO 515 | **Location:**<br>Baghdad, Iraq | **Availability**<br>16 Oct 2025 |
| **Component/Department/Unit**<br>Operations Department/Law Enforcement Agencies Component | **Security Clearance Level:**<br>NOT REQUIRED | **Open to Contributing Third States:** Yes |

1. **Reporting Line:**
   The Senior Strategic Adviser on Organised Crime, reports to the Head of Law Enforcement Agencies Component.

2. **Main Tasks and Responsibilities:**
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
   - To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   - To provide analysis and recommendations to the local counterpart in the area of responsibility;
   - To maintain necessary contacts and build relationships with relevant local counterparts;
   - To liaise closely with other horizontal advisers;
   - To support the development of the local institutions and Ministry of Interior (MoI) in the field of Organised Crime, through relevant activities;
   - To develop policies and strategies in collaboration with the local institutions and MoI;
   - To develop capacity building activities in the field of organised crime.

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

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

5. **Essential Knowledge, Skills and Abilities:**
   - Ability to mentor, advise and motivate local counterparts;
   - Experience of designing training;
   - Knowledge of conducting needs assessments and developing strategies;
   - Experience in organised crime investigations and international cooperation.

6. **Desirable Qualifications and Experience:**
   - International experience, particularly in crisis areas with multinational and international organisations ;
   - Experience in policies, strategies and operations related with organized crime in national and international environment;
   - Experience in working with EU JHA policies, relevant EU JHA agencies/institutions and international initiatives/policies/agencies.

7. **Desirable Knowledge, Skills and Abilities:**
   - Knowledge of Arabic.

| | | |
|---|---|---|
| **Position Name:**<br>Transnational Organised Crime - Senior Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>OPS 07 | **Location:**<br>Tel Aviv | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Operations Department | **Level of Security Clearance:**<br>N/A | **Open to contributing third States:**<br>NO |

1. **Reporting Line:**
   The Transnational Organised Crime – Senior Adviser reports to the Head of Operations.

2. **Main Tasks and Responsibilities:**
   - To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
   - To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
   - 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 liaise closely with other horizontal advisers;
   - To design and deliver training;
   - To support the development of the Palestinian Authority General Authority for Borders and Crossings (GABC) in the field of combating transnational organised crime through mentoring and advising;
   - To be a key interlocutor at strategic and operational level with the General Authority for Borders and Crossings (GABC) in the area of responsibility;
   - To promote the development and implementation of specific concepts and policies to counter Transnational Organised Crime.

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

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

5. **Essential Knowledge, Skills and Abilities:**
   - Ability to mentor, advise and motivate local counterparts;

- Experience of designing and delivering training;
- In-depth understanding of organised crime (theories, typologies, international and trans-national organised crime trends) and knowledge of relevant legislation, standards and frameworks (such as FATF recommendations, UNTOC).

**6. Desirable Qualifications and Experience:**

- Understanding of intelligence and analytical frameworks (such as intelligence cycle, data integrity, risk assessment);
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Arabic/Hebrew skills.

| | | |
|---|---|---|
| **Position:**<br>Customs & Integrated Border Management (IBM) Advisor[5] | **Employment Regime**:<br>Seconded | |
| **Ref. Number:**<br>EK 40201<br>Confirmed Vacancies: 2<br>Pending Vacancies: 0 | **Location:**<br>Western Balkans Region (Kosovo) | **Availability:**<br>Dec-18 |
| **Pillar/Department/Unit:**<br>Monitoring Pillar/ Dialogue Support Unit | **Security Clearance Level**:<br>No Personnel Security Clearance is needed | **Open to Contributing Third States:**<br>Yes |

**1. Reporting Line:**

The Customs & Integrated Border Management (IBM) Advisor reports to the Customs & Integrated Border Management (IBM) Senior Advisor.

**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 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 undertake any other related task as requested by the Customs & Integrated Border Management (IBM) Senior Advisor.

**3. Mission Specific Tasks and Responsibilities:**

- To work as a Customs & Borders Advisor travelling within the area of operations;
- To support the Customs & Integrated Border Management Senior Advisor at the operational and strategic level in the normalization process between Belgrade and Pristina regarding all inter party Border Authority liaison, with particular focus on the implementation of the IBM Technical Protocol (IBM- TP), including Common Crossing Points (CCPs) and the Administrative Boundary Line (ABL);

[5] This position is for a temporary deployment to the Dialogue Support Unit envisaged until 14 March 2019 or until a new decision is taken by Mission's Supervising Authority.

- To engage with and support all Border Authorities (Border Police (Police), Customs and Veterinary / Phytosanitary Inspectorates) in the process of normalization between Belgrade and Pristina, with particular focus on the implementation of the IBM-TP, including CCPs and ABL;
- To engage in and facilitate all local, regional and central level meetings between the Belgrade and Pristina Parties in relation to the IBM- TP;
- To support the development the Kosovo Customs (KC) and Kosovo Border Police (KBP) management team in relation to their processes and procedures, by providing mentoring, monitoring and advise (MMA) to KC & KBP at the strategic level;
- To monitor, mentor and advise the relevant KC and KBP Directorates on the strategic and operational management of borders, including border security and KC and KBP control on persons, vehicles and goods entering or exiting Kosovo;
- To provide policy advice and technical expertise from a multi-disciplinary perspective on a variety of customs and border police related practices and management issues, particularly matters related to the management of the Border Crossing Points (BCP) / CCPs, ABL and cross border inter agency co-operation;
- To review when appropriate the documented policies in KC and KBP, looking closely at the code of ethics for both agencies providing a Strategic Risk Assessment ;
- To MMA KBP & KC on principles and agreements between Belgrade and Pristina (e.g. participation in meetings);
- To conduct specific thematic inspections and performance assessments at Kosovo BCPs and Customs Terminals in support of the Mission´s efforts to address areas of structural weaknesses within KC & KBP; including in the areas of potential political interference, corruption, human rights, gender mainstreaming and accountability;
- To assess the achievements of KC and KBP in meeting the benchmarks set in the Visa Liberalisation Roadmap and providing assistance in such activities when needed;
- To assist KC and KBP with the implementation of the agreements reached through the Dialogue between Belgrade and Pristina;
- To support all Kosovo Border Authorities with the implementation of the National IBM Strategy and Action Plan (2018-2023) ;
- To advise and assist with the further development of the National Centre for Border Management (NCBM), allowing for the 'real-time' sharing of relevant information;
- To liaise with other stakeholders providing technical and policy advice on border security and customs issues;
- To establish and maintain contacts with other organisations monitoring and compiling an overview of their border-related activities and identifying possible partners;
- To advise and assist KC & KBP Directorates in improving the capability of border control officers to detect all forms of border crimes, including: smuggling offences, human trafficking, irregular migration, customs frauds etc.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies f 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 customs education; The qualification should be in the field of Social Sciences, Law, Business Administration or other related university studies; AND

- A minimum of 5 years of relevant professional experience in Customs and/or Border Police matters, after having fulfilled the education requirements, out of which at least 3 years of experience at management level;
- Proven experience as facilitator in cross border meetings related to international Border/Boundary agreements.

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

- Ability to mentor and motivate local counterparts;
- Extensive knowledge of – Integrated Border Management (IBM), border management protocols and customs procedures;
- Very good mediation and interpersonal skills.

**6. Desirable Qualifications and Experience:**

- Experience in project management.
- Trained, authorised and equipped with firearm for deployment in the north of Kosovo;
- Driving license of category C.

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

- Language skills Serbian and/or Albanian.

| | | |
|---|---|---|
| **Position Name:**<br>Head of Border Management Unit | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>LIBOP05 | **Location:**<br>Libya | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Operations Department/ Border Management Unit | **Security Clearance Level:**<br>EU CONFIDENTIAL | **Open to Contributing Third States:**<br>No |

**1. Reporting Line:**

The Head of Border Management Unit reports to the Head of Operations.

**2. Main Tasks and Responsibilities:**

- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented;
- To liaise and cooperate closely with other EU, Libyan and international actors (in particular INTERPOL, EUROPOL and FRONTEX);
- To assist Libyan Border agencies as well as any other Libyan institutions or actors involved in border management;
- To support the Mission's activities in the frame of the Libya Sahel Coordination Forum;
- To support the Project Cell in designing and implementing Mission's projects.
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 6 years of relevant professional experience, out of which a minimum of 2 years at management/coordination level, after having fulfilled the education requirements.

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

- Knowledge of EU Justice and Home Affairs (JHA) agencies and international police cooperation (EUROPOL, CEPOL, FRONTEX, INTERPOL);
- Expertise in change management, management and implementation of reform programmes
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to manage and coordinate a diversified team.

**6. Desirable Qualifications and Experience:**

- Experience in leading projects;
- Experience in Integrated Border Management at Strategic level;
- Practical field experience in integrated border management;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Knowledge of Arabic.

| | | |
|---|---|---|
| **Position Name:**<br>Border Criminal Intelligence/Analysis Adviser | **Employment Regime:**<br>Seconded | |
| **Ref. Number:**<br>LIBOP39 | **Location:**<br>Libya | **Availability:**<br>ASAP |
| **Component/Department/Unit:**<br>Operations Department/ Head of Fight against Border Crime and Terrorism Unit | **Security Clearance Level:**<br>EU CONFIDENTIAL | **Open to Contributing Third States:**<br>No |

**1. Reporting Line:**

The Border Criminal Intelligence /Analysis Adviser reports to the Head of Fight against Border Crime and Terrorism Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterparts on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities as per planning documents;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission horizontal advisers;
- To design and deliver training;
- To liaise, with EU, EU Member States and international programs/projects/initiatives in the field of Border Criminal intelligence and analysis, if requested and under control by her/his Line manager
- To conduct, upon request, review of the Border Management and relevant law enforcement agencies structure regarding criminal intelligence;
- To establish and develop working relationships with the Libyan partners in charge of the criminal intelligence aspects of fight against border crimes and terrorism, in particular Human being trafficking and migrant smuggling;
- To assess the needs of the Libyan partners in charge of criminal intelligence;
- To elaborate a training plan addressing operational criminal intelligence and the fight against terrorism and organised crime;
- To design and implement specialized training in analysis and sharing criminal intelligence process;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (Criminal intelligence);
- To coordinate and oversee criminal intelligence training;
- To deliver expertise in terms of criminal intelligence cooperation;
- To report to the Head of Fight against Border Crime and Terrorism Unit on the consistency, complementarity and sustainability of the programs;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

- Ability to mentor, advise and motivate local counterparts;
- Expertise in criminal intelligence and analysis within a law enforcement agency, including fight against migrant smuggling and Human being trafficking;
- 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.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of Arabic language.

| | | |
|---|---|---|
| **Position name:** Senior Border/ IBM Adviser | **Employment regime**: Seconded | |
| **Ref. number:** LVO 011 | **Location:** Lviv | **Availability:** 09 November 2024 |
| **Component/Department/Unit:** Operations /Field Office Lviv | **Security Clearance Level**: EU CONFIDENTIAL | **Open to Contributing Third States:** Yes |

**1. Reporting Line:**
The Senior Border/IBM Adviser reports to the Head of Field Office.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring local counterpart on the strategic and operational level;
- To support the Mission to address areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions;
- 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 liaise closely with other horizontal advisers;
- To design and deliver training;
- To support the development of the local institution Customs, State Border Guard Service, Economic Security Bureau and other related law enforcement agencies in the field of Integrated Border Management (IBM) through activities advise, mentor, capacity building activities as appropriate;
- To be the key interlocutor with the Regional Customs Houses in Western Ukraine;
- To develop policies in line with the local institutions' Integrated Border Management Strategy and the IBM Strategy Implementation Action Plan.

**3. General Tasks and Responsibilities:**

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

**4. Essential Qualifications and Experience:**

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

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

- Ability to mentor, advise and motivate local counterparts;
- Experience of designing and delivering training;
- Knowledge of Integrated Border Management, EU Customs Code, EU Schengen Regulation and Standards (Border and Customs).

**6. Desirable Qualifications and Experience:**

- Investigations on cross-border and organised crime;
- International experience, particularly in crisis areas with multinational and international organisations.

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

- Ukrainian or Russian language skills.

| | | |
|---|---|---|
| **Position Name:**<br>Senior Strategic Adviser on Customs | **Employment Regime**:<br>Seconded Visiting Expert | |
| **Ref. Number:**<br>UAVE 13 | **Location:**<br>Kyiv/countrywide | **Availability:**<br>ASAP |
| **Department/Component/Unit:**<br>Operations Department/<br>Strategic Civilian Security Sector Reform Component/ Border and Customs Unit | **Security Clearance Level:**<br>EU CONFIDENTIAL | **Open to Contributing Third States:** Yes |

***Timeline of deployment***

The deployment is for a 3 months period, starting during the 2nd quarter of 2021, with the possibility for flexible deployment (e.g. if needed, 1-2 weeks per month in the Area of Operations) and possibility for extension for another 3 months in 2021.

The planned deployment schedule is the following:

- 1st month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 2nd month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking;
- 3rd month of assignment: minimum of two weeks in the Mission HQ/countrywide, combined with teleworking.

**1. Reporting Line**

The Senior Strategic Adviser on Customs reports to the Head of Border and Customs Unit.

**2. Main Tasks and Responsibilities**

- To assist State Custom Services in Ukraine (SCS) in the development of a legislative framework of the SCS reform processes, in particular within Human Resources;
- To identify opportunities and come up with practical solutions related to SCS reform in accordance to the Mission mandate;
- To initiate technical projects for the sake of SCS in its reform process in accordance to the Mission mandate;
- To assist and advice SCS in their implementation of the integrated border management concept;
- To facilitate and advice SCS on the integrated approach between EU and international actors involved in the SCS reform process;
- To provide strategic advice on the reform processes of SCS and its counterparts;
- To assess current capacities of the SCS in relation to its reform, change management and Good Governance areas;
- To provide high-level strategic advice and assistance to the leadership of the State Customs Service of Ukraine (SCS) in implementing its reform in accordance with legal, organisational, IT and technical requirements set out by Ukrainian Government;
- To support and advice SCS on their reform processes at political, strategic and operational level;
- To coordinate all activities closely with all other EU and international actors working in support of the SCS;
- To ensure timely reporting on activities within State Custom Services reforms, in particular progress and/or lack of progress;
- To produce an interim report and a comprehensive final report on activities within the field of responsibility;

- To travel within the Mission's area of operations as required.

**3. General Tasks and Responsibilities**

- To build and maintain professional and trustful relationships with senior counterparts;
- To liaise closely with other EUAM Senior Advisers and Advisers as well as international partners as appropriate;
- To coordinate SCS-reform-related activities with other relevant Mission staff, and where required, local and international interlocutors;
- To prepare, chair and/or take part in briefings, roundtables or trainings related to internal and external processes of SCS in their reform efforts;
- To identify and report best practice and lessons within the field of responsibility;
- To undertake any other related task as requested by the Line Manager.

**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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; **OR** police or custom equivalent education or training and equivalent rank; **AND**
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience on Customs management.

**5. Desirable Qualifications and Experience**

- Experience on senior management and leadership of Customs (Head or Deputy Head of Department level);
- Experience of designing and delivering training;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations;
- Presentation skills;
- Confident with data analysis and visualization;
- Knowledge within one of the areas of reform process, change management, re-attestations or vetting procedure.

**6. Desirable Knowledge, Skills and Abilities**

- Ability to mentor and motivate local counterparts;
- Ukrainian or Russian language skills.

# United Nations

***Job Description for Positions requiring official secondment from national governments of Member States of the United Nations Organization***

| | |
|---|---|
| **Post title and level** | **Police Adviser, seconded (non-contracted)** |
| **Organizational Unit** | **United Nations Mission in the Republic of South Sudan** |
| **Duty Station** | **Within the Mission area according to the operational requirements** |
| **Reporting to** | **Police Commissioner through the established chain of command** |
| **Duration** | **12 Month (extendible)** |
| **Deadline for applications** | |

**United Nations Core Values: Integrity, Professionalism and Respect for Diversity**

## RESPONSIBILITIES:

Under the authority of the direct supervisor within the organizational structure of the UN Mission Police Component and within the limits of delegated authority, the UN Police Adviser will be responsible for, but not limited to, the performances of one or few of the following duties:

- Advise on the preparation of plans and programs related to institutional development for the effective and efficient administration and operation of the local police and carry out special studies, research and management of projects in this regard;
- Advise and assist the local police in translating strategic policies into concrete action for the smooth implementation of capacity-building projects;
- Mentor the operations and other duty activities of the local police and provide advisory support in the relevant area of expertise through observation and guidance, assisting in improving their skills and knowledge to adopt the best practices.
- Assist the local police in developing training programs and delivering training when necessary. In close coordination with local police training staff, assist in developing local police training programs, lesson plans, and prepare appropriate learning materials, guide books, manuals and all other instructional materials as necessary; conduct research, gather data and develop new and improved instruction methodologies for presentation of training modules.
- Provide support to the local police in the areas of operational capacity building, planning and organizing various operations through advising, coaching, mentoring, co-location and training; assist and provide relevant training in preparation of operational guidelines, procedures and regulations;
- Provide sound advisory services in the development and implementation of integrated strategies within the local police crime service and other relevant local law enforcement agencies in combating crime;
- Assist the local police with the development and implementation of the projects in the areas of crime combating and crime prevention;
- Provide technical advice and assistance to the local police, including guiding when necessary, on countering sexual and gender-based violence, illicit trafficking in narcotics, weapons and human beings, organized crime and transnational crime;
- Plan, develop and implement donor aid projects so that mission mandated goals, priorities and vision are effectively supported by donor contributions. Coordinate donor's support and investments into local police capacity building programs.

- In close collaboration with the local police, develop long-terms and short-term strategies in the areas of budgeting, logistics, transport system administration, procurement, supply, auditing, human resources management and legal support.
- Provide support to the local police authorities in elaborating resource requirements for budget submissions and strategic financial planning.
- Assist the local police in the development of the efficient human resources management system;
- Perform the duties in the areas related to the UN Police component management, administration, logistic and operational support, including FPU management and coordination (where applicable);
- Perform other duties as may be required by the UNPOL leadership within the framework of mandate implementation.

**COMPETENCIES:**

**Professionalism**: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular posts, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and Organizing**: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**QUALIFICATIONS:**

**Education:** Graduation from Police College or Academy or other recognized law enforcement educational institution is required. University degree in related field (law, law enforcement, security, forensic, criminology etc.) is desired.

**Work Experience**: A minimum of 5 years (in some missions 7 years) of active experience in national law enforcement is required in one or several areas of the following areas: Management (including, for example, police institution- and capacity-building), Administration (including, for example, human resource management, administration of police bodies, logistics, financing and budgeting), Police Operations/Security (including, for example, planning, maritime/riverine policing, border security, customs, immigration , special/formed police units operations, transnational organized crime), Crime Management/Crime Prevention (including, for example, crime investigation, forensic and community policing), Training (training organization, delivery and management, curriculum development and train-the-trainers) and Technical Support (including, for example, weaponry, police communication, civil engineering, architecture, natural

disaster management, medical services). Peacekeeping or other international experience in the UN or other organizations is an advantage.

**Languages:** English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is an advantage.

**Assessment for Mission Service:** All candidates should be cleared through an Assessment for Mission Service (AMS) either by a Selection Assistance and Assessment Team (SAAT) deployed to a Member State or on the basis of an in-mission AMS upon arrival of the candidates. Failure to pass the in-mission assessment will result in candidate's repatriation. All repatriation related expenses in this case are to be borne by the Member State. Therefore, the Member States are strongly encouraged to request a SAAT to conduct an AMS in the Member State prior to the police personnel deployment.

---

**Preference will be given to equally qualified women candidates.**
**Date of Issuance: ……..**
**http://www.un.org/en/peacekeeping/sites/police**

**In accordance with the new Policy on Human Rights Screening of UN Personnel, all individuals who seek to serve with the United Nations, are requested to make "self-attestation" that s/he has not committed any serious criminal offences and has not been involved in violations of international human rights or international humanitarian law. The exact wording of the self-attestation is outlined in para. 5.2 of the above mentioned Policy. The final decision on the selection of an individual to serve with the United Nations will also be subject to human rights screening.**

# United Nations

***Job Description for Position requiring official secondment***
***from national governments of Member States of the United Nations Organization***
***Appointments are limited to service on posts financed by***
***the support account of peacekeeping operations***

| | |
|---|---|
| **Post title and level** | **Operations Liaison Officer, seconded (non-contracted) – 2 vacancies** |
| **Organizational Unit** | **United Nations Interim Administration Mission in Kosovo** |
| **Duty Station** | **Pristina/Mitrovica** |
| **Reporting to** | **Senior Police Adviser, UNMIK through the established chain of command** |
| **Duration** | **12 Month (extendible)** |
| **Deadline for applications** | **30 April 2025** |
| **Post available** | **1) May 2025**<br>**2) December 2025** |

**United Nations Core Values: Integrity, Professionalism and Respect for Diversity**

---

**UNMIK Police has substantive responsibilities in the area of Rule of Law and international police cooperation regarding crime-related information exchange, facilitation of communication between Kosovo Police and non-recognizing States, monitoring and reporting on crime and security related matters and producing relevant assessments.**

**RESPONSIBILITIES:**

Under the general supervision of Senior Police Adviser or his/her delegate, the Operations Liaison Officer will be responsible for, but not limited to, the performances of the following duties:

- Under the direction of the Senior Police Adviser, liaise and support the activities of Kosovo Police on all operational matters;

- Liaise, support and facilitate the activities of the relevant international actors such as KFOR, EULEX, OSCE and representatives of Embassies on all matters related to the Rule of Law area;

- Collect information regarding activities of Police and other Law Enforcement authorities in Kosovo to identify possible security gaps, especially in the area of serious and organized crime as per mission mandate and guidelines set by UN Police Division and to provide the Senior Police Adviser and mission leadership with the corresponding advice and proposals on policing matters;

- If necessary, act as UNPOL Gender Focal point dealing with activities set forth by UN Police Division based on Gender Mainstreaming Policy and to liaise with international and national stakeholders;

- Facilitate liaison and coordination between local and international police authorities in Kosovo and police authorities from recognising and non-recognising countries;

- Monitor daily situation reports from different mission components, other local and international counterparts and provide relevant input to daily and thematic analytical reports drafted by JARU/JMAC;

- Draft high-quality official correspondence, including analytical reports, code cables and memos for various target audience (SPA, senior leadership of the Mission, UNHQ DPKO PD)

- Participate in planning, preparation and implementation of Programmatic Activities (projects) and liaising with internal and external partners and beneficiaries regarding mentioned activities and reporting on activities and progress achieved whenever needed;

- Perform other duties as may be required by the Senior Police Adviser or his/her delegate.

## COMPETENCIES:

**Professionalism**: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Possesses practical proven experience and outstanding expert knowledge in the technical field of work in general and in the specific areas required for the particular post, demonstrates good judgment in the context of assignments given; able to plan own work and manage work/task priorities. Ability to apply technical expertise to resolve police related issues and challenges. Strong organizational skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and Organizing**: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrates ability to draft/edit a variety of written reports.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits inputs by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Displays ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## QUALIFICATIONS:

**Education:**

- Graduation from a certified Police Academy/College and/or University degree (Bachelor's degree or equivalent) in related field (Criminology, Public Administration, Social or Police Science) and a relevant combination of professional training and experience is required.

**Work Experience**:

- A minimum of five (5) years (seven [7] years in absence of university degree) of relevant and progressive responsible experience in the field of policing (training, police management, police institutional and capacity building, planning, criminal investigation, intelligence gathering, operations, combatting serious and organized crime) is required;
- Excellent drafting skills and fluency in both oral and written English is required;
- Previous working experience in gathering intelligence, drafting analytical reports or conducting criminal investigations in national law enforcement environment;
- Experience in international policing, law enforcement issues, international police liaison activities and/or reporting is distinct advantage;
- Relevant experience of working in a multicultural environment and/or in peacekeeping operations (UN, NATO and/or EU) is desirable;
- Previous experience in planning, preparation and implementation of projects is an advantage;
- Good knowledge of the conditions prevailing in the country of assignment;
- Excellent knowledge of MS Office package.

**Languages:**

- English and French are the working languages of the UN. For the post advertised, fluency in oral and written English is required.
- Knowledge of a second official UN language is an advantage.
- Intermediate level of Serbian language skills is mandatory.

---

**Preference will be given to equally qualified women candidates.**
**Date of Issuance: 13 March 2025**
**http://www.un.org/en/peacekeeping/sites/police**

**UNITED NATIONS**
***DEPARTMENT OF PEACEKEEPING OPERATIONS***

**NATIONS UNIES**
***DEPARTEMENT DES OPERATIONS DE MAINTIEN DE LA PAIX***

**United Nations Core values: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

# POST DESCRIPTION

| | |
|---|---|
| Post Title: | **Patrol Officer** |
| Level: | |
| Organizational Unit: | **United Nations Police (UNPOL)** |
| Reporting To: | **Police Sector Commander & Deputy Police Sector Commander** |
| Duty Station: | **United Nations Mission in UNFICYP** |
| Duration: | **12 months** |

## Duties and Responsibilities:

The United Nations Police (UNPOL) Patrol Officers work under the direction of the Police Sector Commander, the Deputy Police Sector Commander and the Police Patrol Coordinator. The incumbent will be responsible for:

- Maintaining a presence in the buffer zone in order to prevent unauthorised entry by any individual not entitled to be there.
- Communicating and interacting with the community who reside in the buffer zone, in order to ensure that their quality of life is maintained at all times.
- Escorts of patients across the border from one medical centre to the other, or the evacuation of civilians if the need arises.
- Liaison with the local civil authorities when breaches of the law are detected inside the buffer zone and be prepared to give evidence in criminal courts in relation to violations detected.
- Supporting the Patrol Team Leader in the implementation of local policing plans and operations, such as demonstrations, pilgrimages, protests and any other matters that would require UNPOL attention to deal with the situation.
- Performing their duties in an efficient and effective manner and seeking to continually improve workplace performance.
- Reporting promptly for duty fully equipped and properly attired.
- Complying with all relevant instructions of UN policy and procedure.
- Application of appropriate health and safety practices.
- Performing duties and conducting affairs in accordance with professional values and ethical standards.
- Consulting with local communities and interest groups and ensuring that local fears and threats to public safety are dealt with promptly and effectively.
- Monitoring activities within the buffer zone, and maintaining the integrity of the buffer zone, by patrolling as directed by the Patrol Team Leader and relevant

supervisors. Cultivating good relations with all members of the communities of the buffer zone, while remaining impartial and independent.

- Monitoring the activities and functions of local police in the concepts of policing in a democratic society, if relevant to the mission mandate and to cross community humanitarian issues.
- Reporting in a timely and accurate fashion on operational activities and remaining fully briefed on UNFICYP issues and practices.
- Completing office administration effectively, including the planning and application for leave by team members, the accurate recording of operational activities and the maintenance and care of UN assets.
- Providing feedback to the Patrol Team Leader and if appropriate, the Sector Commander, on team performance.
- Accomplishing duties according to the patrol plans provided by the Police Patrol Coordinator (PPC).
- Providing the PPC with information regarding any incident in the field.

The Patrol Officer works a shift system which is rostered over a 14 day working period. These shifts consist of an early and late shift (0730hrs to 1530hrs and 1400hrs to 2200hrs). In addition the Patrol Officer will be required to provide an "on call" service when not on duty, in order to deal with emergency situations which may arise from time to time.

## Experience / Essentials

- An individual police officer who is recommended for service at UNFICYP based on his or her ability to carry out the functionality as described above.
- The officer must be able to work on their own initiative within the guidelines of UNFICYP.
- The appropriate candidate for this position must be fluent in English language, both written and oral.
- The individual must have high level computer skills, which is an essential requirement for the position.

## Other Essential Requirements

- Ability to meet minimum UN Civilian Police peace operations requirements (e.g Language Proficiency and Driving Skills)
- Fulfillment of all UN medical requirements.
- Availability for immediate deployment.

## Competencies

- **Organization Skills** - Including making sound decisions and achieving outcomes.
- **Communication Skills** — The appropriate candidate for this position must be fluent in English language, both written and oral. The individual must possess excellent communication skills and have the ability to liaise with internal and external stakeholders. Good interpersonal skills and ability to establish and maintain effective working relationships is essential.

- **Technology Awareness** — Fully proficient in the use of computers and relevant software and other applications, e.g. word processing, power point, graphics software, spreadsheets and other statistical applications, internet, etc
- **Teamwork** — Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Judgment/Decision-making** – Demonstrate sound judgment in applying technical expertise to resolve a range of issues/problems.
- **Initiative** - The member must have the ability to work using his/her own initiative. Demonstrates initiative to work independently and see work through to completion, including patience and persistence and good problem solving skills.

## Language

- Proficiency in English language (both oral and written) is required.

## Command and Control

The incumbent will be reporting directly to the Police Sector Commander and Deputy Police Sector Commander.

**Note: UNFICYP encourages the deployment of female UNPOL officers.**

UNMISS

**United Nations Core values: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

## JOB DESCRIPTION

| | |
|---|---|
| Post Title: | **Specialized Police Team (SPT) SGBV Team Member** |
| Level: | **Field Office** |
| Organizational Unit: | **United Nations Police (UNPOL)** |
| Reporting To: | **SPT SGBV Team Leader** |
| Duty Station: | **Juba, Bentui, Malakal, Wau & Bor** |
| Duration: | **12 months** |

## Duties and Responsibilities

Under the guidance and supervision of the SGBV Team Leader, the incumbent will contribute to planning and implementing activities for fulfilling the mandate on Women, Peace and Security (SCR 1325), Child rights and child protection related activities mandated by the Security Council resolutions on Children And Armed Conflict (CAAC), which were established to protect children from the effects of conflict with latest resolution 2427 (2018) and finally implementing the current mission mandate for UNMISS 2406, (2018). The implementation takes place following the guidelines given by UNPOL Gender Toolkit. He/she will work implementing the three-pillar protection of civilian's strategy (Political Protection, Physical Protection, Programmatic Protection) at the Gender, Child and Vulnerable Persons Protection (GCVPP) FO level:

- Assist the SPT SGBV Team Leader in the design and implementation of strategies for prevention, investigation, prosecution of SGBV/CRSV, Child abuse and related Human Rights violations against vulnerable groups in accordance with the SGBV Specialized Police Team Project plan.
- Assessment and implementation of the GCVPP Strategy;
- Assist and advise UNPOL Management in the design, implementation, monitoring & evaluation of projects aimed to combat SGBV/CRSV, Human Rights violations child abuse and etc
- Conduct needs assessments and research on gender-related issues inside and outside of Protection of Civilians Sites (POCs), such as SGBV, for example domestic violence, CAAC, for example 6 grave violation against children etc. These include research and analyses on crime trends to develop and enhance knowledge of gender-based crimes;
- Conduct needs assessments on the host-state police capacity and requirements to investigate SGBV-CAAC, in particular on the functioning of the host-state police special protection (SPU) units and training needs;
- Provide technical assistance and advice on the structure and resources required for the effective functioning of the host-state law enforcement agencies

- Advocate and Sensitize host-state police, security and government institutions and civil society actors on issues related sexual and gender-based violence (SGBV) and Children and Armed Conflict (CAAC) in cooperation with other relevant stakeholders;
- Co-locate, provide technical assistance and advise, mentor, guide and as well monitor host-state police investigators investigating (SGBV) and Conflict related Sexual Violence (CRSV) as well as other serious human right violation related issues;
- Conduct specialized sensitizing in collaboration with other actors and beneficiaries, train-for-trainers programs, for host-state police SGBV officers in identifying, investigating and managing SGBV-CAAC cases, interviewing and handling victims-witnesses-suspects, facilitating referral services, report writing and record keeping through a database;
- Assisting in development of curricula for Training on the prevention and investigation of SGBV-CAAC of the host State police as part of Confidence and trust building;
- Advise on the integration of community sensitization/awareness strategies into the operations of the host-state specialized SGBV police units;
- Advise on a referral and networking system with other stakeholders dealing with women's and children's rights including assisting in compiling lists of contacts and services provided, as well as drafting standard operating procedures;
- Interact with the community, church etc. leaders and members inside and outside of the POCs. Raise their awareness related to SGBV, CAAC, CRSV and Child protection issues as well as building confidence and trust between community and host-state Police.
- Enhance support for survivors of SGBV inside and outside of the POC sites
- Prepare guidelines and standard operating procedures, memory cards and other tools;
- Liaise and collaborate with the UNPOL field mission Gender Adviser and Gender Officers, field mission Gender Unit and other relevant offices, UN agencies when present, host-state government departments, international and national non-governmental organisations (NGOs), and women's organisations and community-based organisations;
- Represent UNPOL in joint technical working groups, conferences, task forces, events and inter-agency forums and liaise with Gender Focal Points, etc. from other sections or agencies in order to promote capacity building of GCVPP;
- Raise awareness, train and build the capacity of UNPOL officers on SGBV-CAAC issues to enhance operational effectiveness;
- Provide leadership in incorporating gender perspectives into the substantive work including knowledge and experience in the identification and handling of gender issues as well as ensuring appropriate attention to both gender balance and geographic representation in staffing;
- Ensure regular evaluation on the progress of implementation of activities and programmes;
- Provide Team leader with daily, weekly, monthly, bi-annual situation report using the official and uniformed reporting forms/system;
- Perform all other duties as may be required by UNMISS UNPOL Leadership.

## Experience / Essentials

- Graduate of a certified police academy
- Work experience: Minimum of 5 years of active police experience within the fields of investigations of sexual and gender-based violence, community-oriented policing, crime scene management, forensics, victim support or training.
- Policy development and programme implementation related to the promotion of gender equality, experience in police administration would be an advantage.
- Additional training within SGBV, investigations, community-oriented policing or training is highly desirable;

- Experience and knowledge of database development, such as Microsoft Access is highly desirable;
- Field experience and knowledge of peacekeeping will be an advantage;

## Competencies

- **Professionalism** - Displays commitment to human rights and the ability to give the necessary prominence to human rights; shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- **Teamwork** - Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- **Communications** - Diplomacy, negotiation and excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written documents and to articulate ideas in a clear and concise style, have experience in mediation and the ability to liaise with internal and external stakeholders;
- **Client orientation** - Ability to identify client needs and match them to appropriate solution;

## Language

- Proficiency in the field mission language is English, both oral and written, is required. Proficiency in Arabic is desirable

- Assessment for Mission service is mandatory