

# **JOB DESCRIPTIONS OF EUBAM CORE SECONDED EXPERTS DECEMBER 15, 2017**

# 1. Head of EUBAM Office in Ukraine

## Main objectives of the assignment/scope of work:

The Head of EUBAM Office in Ukraine works under the overall supervision of the Head of Mission and manages the activities of the EUBAM Office in Ukraine and coordinate the activities of the EUBAM field offices in Ukraine. S/he coordinates the strategic objectives for the Mission's interventions in Ukraine. S/he ensures sustainability of the implementation of services and products related to the activities of the office. S/he works closely with various Ukraine and international partners.

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

## Detailed description of activities:

- Manage and oversee the EUBAM Office in Ukraine (including EUBAM Field Offices in Ukraine) and manage its activities as per the Mission mandate and the Description of Action.
- Plan and organise the work of the international seconded personnel under his/her direct supervision and responsibility, determine tasks and work plans and monitor results.
- Coordinate, in support of implementation of EUBAM Action Plan and various activities, with the Customs Service, Border Police Department, National Food Safety Agency and other law enforcement agencies of Ukraine.
- Ensure discipline and obedience to the Code of Conduct/ Standard Administrative Procedures and instructions issued by EUBAM Headquarters.
- Ensure that the advice and support provided by the EUBAM field personnel to the partner services is pro-active, considers the provisions of the Ukrainian legislation and is in line with rules/regulations of the EU and the best practices of EU member states and follows EUBAM instructions.
- Prepare weekly and ad hoc reports (situation reports, incident reports).
- Provide support to Mission's specific operational activities (such as investigations or analysis).
- Facilitate exchange of information between partner services by organisation of meetings and coordination of joint activities at the local level.
- Perform any other tasks as assigned.

## Main outputs/deliverables:

1. Management of the EUBAM Office in Ukraine by supervision of international seconded experts and national personnel.

2. Support to implementation of EUBAM Action Plan through coordination with various Ukrainian stakeholders (as per EUBAM action plan).
3. Represent EUBAM towards the Ukrainian partner services (as per EUBAM action plan).
4. Overall responsibility for planning and implementation of monitoring and support activities of the EUBAM Office in Ukraine (as per EUBAM action plan)

Monitoring and reporting requirements:

The Head of EUBAM Office in Ukraine reports to the Head of Mission who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Master's degree (or equivalent), preferably in law, economics, social sciences or a related field or Diploma from Police/Customs/Border Guard or Border Police Academy of the same level.
- Active official /civil servant of an EU Member State.
- At least 15 years of relevant professional experience, of which (i) 10 years' in law enforcement/border or customs services, and (ii) 5 years at management level.
- In depth knowledge of the integrated border management concept. Experience in implementing the concept of integrated border management at all levels of the organisation.
- Experience with customs/border management projects in transition/developing countries is an asset.
- Demonstrated ability to decisively build and manage teams in a multinational environment and manage complex partner/stakeholder relationships.
- Very good interpersonal, communications and drafting skills.
- Excellent knowledge of EU policy in the Eastern Neighbourhood, especially related to the Republic of Moldova and Ukraine and EU-Ukraine and EU-Moldova relations in the sphere of customs and border management is an asset.
- Excellent knowledge of the Moldovan and Ukrainian state institutions is an asset.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications).
- National certificate of no criminal record.

## 2. Cross-border Crime Expert, Cross-border Crime Team

### Main objectives of the assignment/scope of work:

The Cross-border Crime Expert works in the Cross-border Crime Team of EUBAM Office in Moldova (EOM)/EUBAM Office in Ukraine (EOU), under the supervision of respectively the Head of EOM/Head of EOU and is responsible for providing day-to-day operational support and advice to the national partner services. S/he assists the partner services in enhancing their investigative capacities at the operational and tactical levels.

### Detailed description of activities:

- Provide support and advice to the partner services and law enforcement agencies in carrying out criminal investigations of significant cross-border crimes at the Moldovan-Ukrainian state border.
- Provide support and advice to partner services and law enforcement agencies in the establishment of Joint Investigation Teams with the objective to enhance their investigative capacities of cross-border crime.
- Provide support and advice to the partner services and law enforcement agencies in the development/planning, implementation and evaluation of joint operations.
- Examine and analyse data, information and reports, in relation to the tasks of the Office and cooperate with the other units to provide adequate and timely analytical assistance to EUBAM and partner services.
- Prepare analysis and data and contribute to drafting of reports.
- Assist and advice the EUBAM Field Offices in their efforts to support the Moldovan and Ukrainian services in effective and efficient prevention and fight against crime, in particular in the area of trafficking in human beings and trafficking in drugs and weapons.
- Formulate and draft ad hoc reports e.g. special reports including recommendations for the Moldovan and Ukrainian partner services and law enforcement agencies in area of investigations.
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Day-to-day support to the Moldovan and Ukrainian partner services in investigations at operational and tactical levels (as per EUBAM action plan).
2. Advice and support in planning, development and operationalization of joint investigations and related structures and processes to partner services (as per EUBAM action plan).

3. Advice and support to EUBAM in conceptualisation, planning and implementation of investigative support to partners at tactical level (as per EUBAM action plan).

Monitoring and reporting requirements:

The Cross-border Crime Expert reports respectively to the Head of EOM/EOU who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/requirements:

- Active Police/Border Police/Border Guards official of an EU Member State with at least 10 years of operational experience in police/border police/border guards investigations.
- Demonstrated knowledge of classical and modern investigation techniques, including interviewing and interrogation of suspects, witnesses and victims of crime, controlled delivery actions, securing the crime scene and evidence, profiling, risk assessment, exchange of operational information at international level.
- Experience in working at regional or international levels with prevention/fight against organised cross-border crime, customs fraud, trafficking in drugs, smuggling of goods.
- Experience with customs/border police reform projects in transition/developing countries is an asset.
- Good communications and drafting skills.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Corresponding national security clearance.
- Computer literacy (Windows applications) and experience in the usage of office equipment.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

### **3. Border Control & Border Management Expert, Border Management and Customs Control Team**

#### Main objectives of the assignment/scope of work:

The Border Control & Border Management Expert works in the Border Management and Customs Control Team of EUBAM Office in Moldova (EOM)/EUBAM Office in Ukraine (EOU), under the supervision of respectively the Head of EOM/Head of EOU and is responsible for providing consultancy and practical support to the partner services of the Moldovan and Ukrainian Border Police/Border Guards and other services in achieving effective integrated border management practices and procedures that reflect EU standards and best practices.

As an overriding objective, the post holder will seek in all activities to maximize the opportunities to empower partners and to transfer ownership and responsibility to them.

#### Detailed description of activities:

- Provide advice and support to partner services in the development and implementation of strategies related to Integrated Border Management.
- Provide advice and support on the introduction of systems for exchanging personal data that is compliant with national legislation and EU standards.
- Coordinate EUBAM activities with EU initiatives and projects, e.g. Eastern Partnership Flagship Initiative on IBM, EU projects on improvement of the technical facilities of EUBAM partners, etc.
- Provide advice and support to partner services in the implementation of the Visa Liberalization Action Plan.
- Follow up on developments of the Schengen Regulations in order to provide updated advice to the partner services.
- Facilitate the development and implementation of joint/shared border crossing points along the Ukraine/Moldovan border.
- Provide technical advice to facilitate agreements between the Republic of Moldova and Ukraine on border-related issues.
- Advise and assist EUBAM Field Offices in the implementation of all aspects related to the Integrated Border Management along the Moldovan/Ukrainian border.
- To perform other tasks as assigned.

#### Main outputs/deliverables:

1. Providing written advice and recommendations to partner services on issues of legislation, procedures, plans and policies.
2. Delivering written reports under established EUBAM planning and monitoring procedures.

3. Providing technical support when required to assist other members of EUBAM in the achievement of their objectives.

Monitoring and reporting requirements:

The Border Control & Border Management Expert reports respectively to the Head of EOM/Head of EOU. The Head of EOM/Head of EOU is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and oral briefs.

Selection criteria/requirements:

- Active border police/border guard official of an EU Member State with operational experience in border police/border guard matters.
- At least 8 years of operational experience in border police/border guard activities.
- In depth knowledge of the EU concepts and strategies in the border police/border guard field.
- Experience with the application of EU standards and best practices on border control, the Schengen Border Code of the Community, the Integrated Border Management concept and other relevant policies.
- Experience with customs/border management projects in transition/developing countries is an asset.
- Good communications and drafting skills.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian is an asset.
- Computer literacy (Windows applications).
- National certificate of no criminal records.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.

## 4. Customs & Border Management Expert, Border Management and Customs Control Team

### Main objectives of the assignment/scope of work:

The Customs & Border Management Expert works in the Border Management and Customs Control Team of EUBAM Office in Moldova (EOM)/EUBAM Office in Ukraine (EOU) under the supervision of respectively the Head of EOM/Head of EOU and is responsible for development and formulation of advice related to various aspects of customs issues related to the partner services of the Moldovan and Ukrainian Customs Service/State Fiscal Service and other services in achieving effective integrated border management practices and procedures that reflect EU standards and best practices.

As an overriding objective, the post holder will seek in all activities to maximize the opportunities to empower partners and to transfer ownership and responsibility to them.

### Detailed description of activities:

- Contribute to the implementation of the overall objectives assigned to the Border Management and Customs Control Team.
- Analyse the Moldovan and Ukrainian customs legislation, rules and regulations and procedures related to the customs control of goods and vehicles entering and leaving Ukraine/Moldova. .
- Provide advice and assistance to the Moldovan and Ukrainian partner services in the effective implementation of all customs aspects of integrated border management that will establish greater security at the Moldova-Ukraine border, diminish cross-border crime and provide the correct balance between security and trade facilitation following the EU rules and regulations, and standards of the World Customs Organisation.
- Improve the operational effectiveness of the Moldovan and Ukrainian partner services through the transfer of knowledge, skills and identified best practices.
- Assess and report on lack of capacity of the Moldovan and Ukrainian partner services in order to promote a more effective customs control.
- Advise and assist EUBAM Field Offices in the implementation of customs aspects of integrated border management, customs control procedures and trade facilitation measures along the Moldovan/Ukrainian border.
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Providing written advice and recommendations to partner services on issues of legislation, procedures, plans and policies.
2. Delivering written reports under established EUBAM planning and monitoring procedures.

3. Providing technical support when required to assist other members of EUBAM in the achievement of their objectives.

Monitoring and reporting requirements:

The Customs & Border Management Expert reports respectively to the Head of EOM/Head of EOU who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

Selection criteria/Requirements:

- Active Customs official of an EU Member State with operational experience and knowledge of latest EU developments in the Customs field.
- At least 8 years of experience in a customs administration or a related service dealing with customs issues.
- Extensive knowledge and comparative overview of Customs Code of the European Union and other relevant EU regulations and EU member state practice and understanding of customs policing issues.
- Experience with the application of EU standards and best practices on border and inland control, the Integrated Border Management concept and other relevant policies.
- Experience or participation in customs/border management projects in transition/developing countries is an asset.
- Good communication and drafting skills.
- Fluency in written and spoken English. Knowledge of other EU languages (Romanian, in particular) and Russian and/or Ukrainian are considered useful.
- Computer literacy in Windows applications.
- National certificate of no criminal records.
- Possession of a valid civilian driver license for motor vehicles (Category B or equivalent) and ability to drive any 4-wheel drive vehicles with manual/automatic transmission under complicated road conditions.
- Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment.