

## EU Border Assistance Mission to Moldova and Ukraine



### INTERNATIONAL REQUIREMENTS for SECONDED PERSONNEL

(financed under the EC NDICI programme)

#### General points :

- All international seconded personnel of the EU Border Assistance Mission to the Republic of Moldova and Ukraine ("the Mission") should be **EU citizens**.
- All Posts should be filled by **active civil servants: police, border police/guard or customs officials** from relevant national or European-level public administrations.
- All international personnel of the Mission will receive a **Monthly Living Allowance (MLA)** from the Mission's budget, to cover the costs for accommodation, meals, etc. This allowance comprises € 3,300 per month. In addition, the budget will also cover **medical insurance** for the Mission personnel, as well as **travel expenditures** (economy class) including one home leave round trip in every twelve months, unless such home leave travel is provided at the expense of their national administration.
- Considering prevailing security situation in the EUBAM area of responsibility, seconded personnel will receive the **Special Hardship Fee (SHF)** whenever required to work or travel through locations in Ukraine where very dangerous conditions prevail. The SHF is determined by the IOM Mission in Ukraine and may be modified from time to time. Its application is lifted when the very dangerous conditions are deemed to have abated. Currently, the amount of SHF is set at US\$1,645 per month (rounded US\$ 54 per day). Prorated calculations will apply where appropriate.
- Mission personnel may, depending on operational requirements and work schedules, be expected to also work in **night shifts** and **during weekends**. As a rule, they will be expected to work 40 hours per week with the equivalent of 2 days off per week, and 2.5 working days of leave for every full month of service in the Mission. There may be cases when seconded personnel are required to work extra hours or to work on official holidays, then seconded personnel will be provided with compensatory time off (CTO).
- **"Field"** and **"Core"** personnel of the Mission (tactical level) shall be **seconded** by their national administration, which will continue paying their national salaries throughout this assignment.
- **Entry-on-duty** date should be proposed by the Mission in official letter of the request for secondment to the respective home-country authorities of the expert. Home authorities, based on their decision and upon getting the consent of the expert, should reply with an **official confirmation letter/e-mail** fixing the date for commencement of the secondment. This is a necessary step prior to any further Mission's internal arrival arrangements.
- The normal tour of duty of seconded personnel **should not exceed three years**, subject to extension of the Mission's mandate, availability of funds, and individual performance. In case of outstanding performance, specific knowledge and experience of seconded personnel,

the Mission may approach the EU Member States requesting prolongation of the expert's secondment beyond the aforementioned three years' term.

- Seconded personnel are required to ensure the validity of their **national passports** and apply directly to the **Ukrainian consulates** for obtainment of the necessary **working visas**, if applicable, prior to commencing their duties in the Mission. Such working visas are prerequisite for obtaining the corresponding status according to Art. 37 of the 1961 Vienna Convention on Diplomatic Relations (for holders of ordinary or service passports) or according to Art. 31 of the 1961 Vienna Convention on Diplomatic Relations (for holders of diplomatic passports). Upon arrival, seconded personnel will be temporarily included in the diplomatic lists of the Delegation of the European Union to Ukraine or the Republic of Moldova, respectively, as the personnel of the EU Border Assistance Mission, and will receive accreditation cards of the "IP" category certifying this status for the entire duration of their secondment. A list of the Mission personnel will be circulated among the Moldovan and Ukrainian Ministries of Foreign Affairs accordingly.
- Seconded personnel will be expected to make their **own accommodation arrangements** while residing in the Republic of Moldova or Ukraine. The project support personnel will, however, to the extent possible, provide initial support/advice on this matter.
- **Job descriptions provided hereunder are indicative** and may be further revised with regard to operational requirements.
- Applications for **seconded posts** should be sent, together with a detailed *Curriculum vitae* in English language (see Annex IV: Curriculum vitae template or could be filled through <https://europa.eu/europass/>) and *Selection criteria form* (see Annex III: Selection Criteria Form) **in Word format (indicating no more than three preferred job profiles) through the relevant national administrations of the EU Member States** directly to the EU Border Assistance Mission to Moldova and Ukraine (EUBAM) by e-mail to [secondment@eubam.org](mailto:secondment@eubam.org) with reference "**Application for a seconded post in EUBAM**".
- All seconded personnel upon arrival to EUBAM are required to possess **completed medical examination** in order to be authorized to drive EUBAM/IOM duty vehicles as envisaged by their respective job descriptions.
- All seconded personnel upon arrival to EUBAM will be offered an induction training programme on various issues related to their entitlements, EUBAM structure and its activities. Part of this programme will include English written test that all seconded personnel are required to undertake. Fluency in English is an absolute requirement for all seconded personnel, as English is the working language in EUBAM.
- **Female Nominees are highly encouraged to apply.**

Applications for seconded posts should be received:

- not later than **31 July 2024**

All Mission's seconded personnel will be required to accept and strictly follow the **IOM Standards of Conduct** and EUBAM Standard Administrative Procedures for seconded personnel, **which will apply** throughout the entire duration of their assignments.