

**JOB DESCRIPTIONS OF EUBAM CORE AND FIELD  
SECONDED EXPERTS  
JULY 31, 2024**

1. **Planning, Analysis & Co-ordination Expert**, Customs or Border Guard/Police, Planning, Analysis and Coordination Office (duty station in Odesa, Ukraine; however due to the security situation, the incumbent will be temporarily deployed to Chisinau, Republic of Moldova, unless the security situation changes, and travelling on duty to Ukraine when required)
2. **Customs Advisor/Officer-in-Charge of Transnistrian Settlement Team**, Customs (duty station in Chisinau, Republic of Moldova)
3. **Border Control & Border Management Expert**, Border Guard/Police (duty station in Odesa, Ukraine; however due to the security situation, the incumbent will be temporarily deployed to Chisinau, Republic of Moldova, unless the security situation changes, and travelling on duty to Ukraine when required)

# **1. Planning, Analysis and Co-ordination Expert, Customs or Border Guard/Police, Planning, Analysis and Coordination Office (in Ukraine<sup>1</sup>)**

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

Planning, Analysis and Co-ordination Expert works in the Planning, Analysis and Coordination Office under the supervision of the Head of Planning, Analysis and Coordination Office (PACO) and is responsible for collection of information and data from various sources and preparation of analytical products (such as reports and statistics) for the use of EUBAM and various partner institutions. In particular, s/he will ensure effective collecting of information and data related to customs and law enforcement matters and prepare regular contextual and analytical products in this regard.

Planning, Analysis and Co-ordination Expert respects confidentiality clauses regarding any sensitive and confidential information, which s/he obtains or accesses in connection with the activities.

## Detailed description of activities:

- Collect data and information from internal (Field Offices, and other sections) and external sources such as partner services, international organisations (FRONTEX, Europol, Interpol) and open sources.
- Ensure information flows and share information within the EUBAM and with partner services involved in risk management.
- Analyse data and information received from the EUBAM units and partner services using wide selection of research tools with the objective to solicit findings and observations.
- Analyse data and information received from the Field Offices and partner services using a wide selection of research tools with the objective to solicit findings and observations.
- Support development of responses to trends and findings to partner services within the framework of EUBAM objectives.
- Contribute to drafting regular (weekly, monthly, annual) and ad hoc reports (incident, thematic, special).
- Compile and formulate statistical information on results of EUBAM activities.
- Contribute to the development of EUBAM's and partner services analytical capacity by advising partner services and developing/conducting training.
- Perform other tasks as assigned.

## Main outputs/deliverables:

1. Reliable and accurate analytical outputs on border police/guard and customs analysis formulated for the use of EUBAM and partner services (as per EUBAM Action Plan).
2. Timely inputs annually to periodic and ad hoc reports for use of EUBAM and partners produced (as per EUBAM Action Plan).
3. Advisory in customs/law enforcement related data collection and analysis formulated and delivered to partner institutions (as per EUBAM Action Plan).

## Monitoring and reporting requirements:

Planning, Analysis and Co-ordination Expert reports to the Head of PACO/OiC who is responsible for appraisal of performance and quality of work deliverables. The reporting takes place through written and verbal briefs.

## Selection criteria/requirements:

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<sup>1</sup> Duty station in Odesa, Ukraine; however due to the security situation, the incumbent will be temporarily deployed to Chisinau, Republic of Moldova, unless the security situation changes, and travelling on duty to Ukraine when required.

- Master's degree (or equivalent), preferably in law, economics, social sciences or a related field or Diploma from Police/Customs/Border Police/ Border Guard Academy of the same level complemented with minimum 10 years of relevant working experience and specialised training.
- Experience as national or international law enforcement official or civil servant of an EU Member State or an EU institution.
- At least 10 years of operational experience in law enforcement/border or customs services, including analysis of cross-border trafficking in drugs, human beings, smuggling and economic fraud patterns, etc.
- Previous international experience with customs/border police reform 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 is an asset.
- Computer literacy (Windows applications). Experience with data analysis and research software, preferably Analyst Notebook (i2).
- 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.

## **2. Customs Advisor/Officer-in-Charge, Transnistrian Settlement Team, Customs (in Republic of Moldova)**

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

The Customs Advisor/Officer in Charge works in the Transnistrian Settlement Team under the overall supervision of the Team Leader/Technical Advisor on Transnistrian Issue and is responsible for providing background information through research on relevant customs issues and supports a wide range of initiatives, including the development and implementation of confidence building measures related to the settlement of the Transnistrian Issue. S/he ensures collection of information and data from various sources and prepares analytical products (such as reports and statistics) for the use of EUBAM and various partner institutions. Moreover, s/he acts as an Officer in Charge of Transnistrian Settlement Team in the absence of the Team Leader/Technical Advisor on Transnistrian Issue.

### Detailed description of activities:

- Act as an Officer in Charge of Transnistrian Settlement Team in the absence of the Team Leader/Technical Advisor on Transnistrian Issue.
- Analyse the Moldovan and Ukrainian legislation, rules and regulations and procedures in customs, trade, transport and trans-boundary management. The analysis will also include Transnistrian procedures.
- Based on analysis, develop and formulate advice and recommendations to the Moldovan (including Transnistrian structures) and Ukrainian partner services on customs, trade, transport and trans-boundary management following the EU rules and regulations and international standards.
- Provide advice in implementation of the EU customs standards in accordance with the EU Customs Blueprints, especially as regards customs liabilities, customs transit, post-clearance control and audit, trade facilitation, risk management and supply chain security.
- Develop and formulate plans and recommendations for improvement of legislation/systems/functions/procedures customs, trade, transport and trans-boundary management, as requested by partner services.
- Conceptualise and conduct meetings, training sessions and workshops to the Moldovan (including Transnistrian structures) and Ukrainian partner services on customs, trade, transport and trans-boundary management.
- Represent EUBAM at meetings, training and other events and deliver presentations, increase awareness and provide expert knowledge and advice in the area of responsibility.
- Contribute to drafting regular reports (weekly, monthly, annual, activity progress,) and ad hoc reports (incident, thematic, special including recommendations).
- Based on request of Field Offices, provide guidance on cases related to customs, trade, transport and trans-boundary management at operational and tactical levels.
- Perform other tasks as assigned.

### Main outputs/deliverables:

1. Advice through written inputs (drafts, comments, opinions, proposals, and recommendations) to the Moldovan (including Transnistrian structures) and Ukrainian partner services related to customs, trade, transport, and trans-boundary management (as per EUBAM Action Plan).
2. Workshops and seminars to partner services on customs, trade, transport, and trans-boundary management (as per EUBAM Action Plan).
3. Consultations on a variety of topics related to customs, trade, transport, and trans-boundary management with staff at various levels of the Moldovan (including Transnistrian structures) and Ukrainian partner services (as per EUBAM Action Plan).

### Monitoring and reporting requirements:

The Customs Advisor/Officer in Charge reports to the Team Leader/Technical Advisor on Transnistrian Issue 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 at least 8 years' experience in a customs administration or a related service dealing with customs issues of which at least 4 years at dealing with customs control and/or customs procedures and at least 3 years at management level.
- Extensive knowledge and comparative overview of Customs Code of the European Union and other relevant regulations and EU member state best practice and understanding customs matters, specifically customs liabilities, customs transit, post-clearance control and audit, trade facilitation, risk management and supply chain security.
- Experience with customs/border police reform projects/missions in transition or developing countries is an asset.
- Excellent communication and drafting skills; ability to draft clear and concise documents on complex matters for various audiences.
- Excellent analytical and critical thinking skills.
- Ability to work well under pressure, both independently and in a team.
- 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.
- 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 Guard/Police (in Ukraine<sup>2</sup>)**

#### 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 Ukraine (EOU), under the supervision of respectively the 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.
- 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 (as per EUBAM Action Plan).
2. Delivering written reports under established EUBAM planning and monitoring procedures (as per EUBAM Action Plan).
3. Providing technical support when required to assist other members of EUBAM in the achievement of their objectives (as per EUBAM Action Plan).

#### Monitoring and reporting requirements:

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

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<sup>2</sup> Duty station in Odesa, Ukraine; however due to the security situation, the incumbent will be temporarily deployed to Chisinau, Republic of Moldova, unless the security situation changes, and travelling on duty to Ukraine when required.

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.
- Practical experience in management or design of jointly operated border crossing points including the application and implementation of the IBM concept, one-stop-shop controls and/or experience in the Schengen accession process.
- 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 record.
- 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.