

Position: Senior Border Management Adviser/Head of Unit	Employment Regime: Seconded	
Ref. number: LIBOP05	Location: Libya/Tunisia	Availability: 01-07-2018
Component/Department/Unit: Border Management Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Unit/ Senior Border Management 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 (MIP);
- To lead, direct and manage 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 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 and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- 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 good practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To coordinate the work of the Border Security Management and Migration Planning and Advisory Unit;
- To support planning efforts addressing immediate border management requirements in Libya;
- To contribute to inform and develop EU civilian planning options as part of the overall Security Sector Reform (SSR) effort in Libya by conducting strategic analysis aimed at identifying needs, starting in Tripoli and progressively Libya-wide, to support: Democratic governance, including the enabling conditions for the exercise of legitimate governance over all institutions involved in border security management;
- Assessing the overall status of border security management-related institutions and relevant governing authorities, including through the analysis of the relevant legislation;
- Support to the development of an overall border security management concept;
- Establishing professional relationships with law enforcement agencies, prosecution and judges related to border security management issues;
- Establishing the necessary internal coordination among border security management-related institution;
- Mapping the role of civil society in the oversight of border security management-related institutions and relevant governing authorities, and promoting their involvement if appropriate;
- To contribute to the mapping of the relevant Libyan and International Community actors who are relevant to the Libyan stabilization process;

- Closely liaise with Mission Advisers on law enforcement, criminal justice, counter-terrorism, and organised crime.
- To liaise and cooperate closely with other EU, Libyan, UNSMIL, ICRC/Red Crescent, ICMPD, IOM and International Community actors (in particular FRONTEX, EUROPOL, EASO and INTERPOL), as appropriate and directed by the Head of Mission (HoM);
- To undertake any tasks related to CPCC operational planning;
- Progressively as they establish, to engage in consultations with and assistance to Libyan border security management and management institutions and relevant governing authorities (MoI, MoD, MoF, MoT and MoJ), both at central and decentralised levels;
- To contribute to Mission external reporting and to lessons identification;

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 7 years of relevant professional experience, experience in change management, management and implementation of reform programmes, out of which a minimum of 3 years at a management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Strong knowledge and experience of the integrated border management concept, nationally and internationally;
- Strong experience of international border management cooperation and protocols;
- Experience of institutional reforms;
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands;
- Ability to lead and oversee a Mission with staff members of different professional backgrounds;
- Experience in leading and coordinating multi-thematic and multi-layered efforts, including anti-corruption, to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level;
- Ability to demonstrate political and diplomatic acumen;
- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent interpersonal and managerial skills and the ability to communicate the strategic vision of the Head of Mission, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff, to review and edit the work of others.
- Language skills: excellent knowledge of English language.

6. Desirable Qualifications and Experience:

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions;
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Arabic and/or French is an advantage;
- Knowledge of and/or experience in Libya is an advantage;

Position Name: Human Resources Officer	Employment Regime: Seconded/Contracted	
Ref. number: LIBAD08	Location: Libya/Tunisia	Availability: 01-08-2018
Component/Department/Unit: Mission Support Department/ Human Resources Unit	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Human Resources Officer reports to the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Head of Mission Support;
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution;
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved;
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc;
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To advise and assist staff members concerning human resources policies and procedures;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures;
- To conduct timely issuance and proper management of employment contracts for international and local staff;
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To maintain updated the personnel databases as appropriate;
- To provide advice, guidance and support to staff on personnel administration related matters;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist in the planning and set up of Mission-specific human resources related core functions in the build-up phase of the Mission;
- To assist the Head of Mission Support in identifying, developing and implementing relevant policies, Standard Operating Procedures (SOP's) and guidelines in Human Resources.

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 4 years of relevant professional experience, in the field of human resources management field, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Influencing, persuading, coaching and negotiating skills;
- Ability to prepare HR communications appropriate to the audience;
- Language skills: must be fluent in written and spoken English. Report writing skills are especially needed.

6. Desirable Qualifications and Experience:

- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.
- Experience in developing SOPs related to Human Resources and in setting up personnel databases and management systems.
- Language skills: knowledge of Arabic and French will be an asset.