

Annex I. EUBAM 12 Core Personnel Terms of Reference

1. Head of EUBAM Office in Ukraine, Odesa/Ukraine(seconded)
2. Analyst, Planning, Analysis and Co-ordination Office, Odesa/Ukraine (seconded)
3. Border Control & Border Management Expert, Border Management and Customs Control Team, EUBAM Office in Ukraine, Odesa/Ukraine(seconded)

1. Head of EUBAM Office in Ukraine, Odesa/Ukraine(seconded)

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. Analyst, Planning, Analysis and Co-ordination Office, Odesa/Ukraine (seconded)

Main objectives of the assignment/scope of work:

Analyst works in the Planning, Analysis and Co-ordination Office under the supervision of the Head of Planning, Analysis and Co-ordination Office (HoPACO) 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.

Analyst 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.
- Analyse data and information received from the EUBAM units/field offices and partner services using 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 periodic and ad hoc operational, economy or trade-related analytical products (reports, briefings, presentations, evaluations, write-ups).
- Compile and formulate statistical information on results of EUBAM activities.
- 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:

Analyst reports to the Head of PACO 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 and international relations.
- Experience as national or international official or civil servant of an EU Member State or an EU institution.
- Minimum eight (8) years of professional experience in economic analysis, including analysis of customs/fiscal and/or 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 record.

3. Border Control & Border Management Expert, Border Management and Customs Control Team, EUBAM Office in Ukraine, Odesa/Ukraine (seconded)

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 the Head of EUBAM Office in Ukraine and is responsible for providing consultancy and practical support to the partner services of the 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 Ukrainian/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 Ukrainian/Moldovan 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 EUBAM Office in Ukraine. The Head of EUBAM Office in Ukraine 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.
- 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 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.

