



## TERMS OF REFERENCE

For the position of Head of Mission, European Union Border Assistance Mission to Moldova and Ukraine (EUBAM)

**Position Title:** Head of Mission, EUBAM  
**Duty Station:** Odesa, Ukraine  
**Classification:** Individual Contractor (IC)  
**Type of Appointment:** IC Contract

**Project to which the consultancy is contributing:** European Union Border Assistance Mission to Moldova and Ukraine

**Background:** In June 2005, the Presidents of Moldova and Ukraine sent a joint letter to the EU requesting assistance for enhanced border management capacities, including the development of an international standard of border and customs control at the state border of the Republic of Moldova and Ukraine. The EU responded positively to this request and an EU Border Assistance Mission to Moldova and Ukraine was established, based on a tripartite Memorandum of Understanding (MoU) signed on 7 October 2005 by the European Commission, the Republic of Moldova and Ukraine. The initial duration of EUBAM was 2 years, until November 2007. Its mandate has been extended most recently until 30 November 2015, EUBAM Phase 10. Suggestions to amend the MoU are under discussion, and the next mandate, currently being negotiated, for EUBAM Phase 11, is slated to cover 1 December 2015 – 30 November 2017. IOM is the European Commission's implementing partner for the EUBAM project.

**General Functions:** The Head of Mission of EUBAM works under the overall guidance of the Advisory Board and the EU Delegations to Ukraine and Republic of Moldova and carries the overall responsibility for the implementation of the mandate of EUBAM and the effectiveness of the overall results and activities as well as efficiency of its operations. S/he ensures the cost-effective use of EUBAM resources and appropriate management processes and mechanisms. The Head of Mission has the overall management responsibility for approximately 215 international and national Mission personnel. S/he acts as a political advisor to the Head of the EU Delegation to the Republic of Moldova on issues related to the Transnistrian conflict.

**Specific Functions:**

- Assume overall responsibility for the implementation of the EUBAM mandate, its operations and activities and for the achievement of results. Assume responsibility for the overall management, communications, reporting and security of the Mission and its personnel.
- Assume responsibility for work of the Mission personnel and overall supervision and guidance as relates to EUBAM operations and activities. Lead and supervise staff through general and individual instructions as pertains to areas not covered in the standard operating and administrative procedures.

- Assume overall accountability for the management of EUBAM financial resources, formulation and implementation of the budget and appropriate internal controls within the framework of the Description of the Action and in accordance with relevant regulatory framework and operational procedures of the EC and IOM.
- Ensure conformity with applicable standard operating and administrative procedures as well as compliance of EUBAM procedures with the relevant regulatory frameworks and the EUBAM-specific division of roles and responsibilities in managing resources, as per delegation of authority.
- Ensure compliance with the regulatory frameworks related to security and safety guidelines and procedures in co-ordination with the Chief of the IOM Mission in Ukraine.
- Ensure management of strategic partnerships and communications with all EUBAM stakeholders, including the governments of the partner countries, EEAS, senior EC and Council officials and officials of the EU member states and senior officials of international organisations. Regularly participate in meetings, conferences and undertake consultations.
- Work closely with EEAS, the various Commission services and the EU Delegations to the Republic of Moldova and Ukraine on implementation of the overall objectives of EUBAM. Provide overall coordination with other related EC assistance projects or projects of other donor countries/institutions.
- Ensure timely and appropriate reporting to the EEAS and Commission services and the relevant Council bodies (PSC, COEST, CIVCOM).
- Represent EUBAM at senior level meetings with Moldovan and Ukrainian partner services, in meetings with EU Member State representations in the Republic of Moldova and Ukraine and with various international organisations, e.g. OSCE.

#### **Main outputs and deliverables:**

- Overall responsibility for the development and implementation of EUBAM mandate, operations and activities and achievement of results as well as management, communications, reporting and financial resources.
- Overall supervision of, and guidance to, personnel as relates to EUBAM operations and activities and responsibility for the security of the Mission and its personnel.
- Effective relationships with strategic partners at the senior level in the partner countries, EEAS, the EC, EU Member States and international organisations.
- Contribution made to improving cooperation on border management in the Republic of Moldova and Ukraine, in particular related to integrated border management.
- Contribution made towards settlement of the Transnistrian issue.
- Contribution made towards enhancing institutional capacity of partners in the Republic of Moldova and Ukraine.
- Contribution made towards enhancing the operational capacity of partners in the Republic of Moldova and Ukraine.
- Contribution made towards enhancing cooperation with civil society.

#### **Reporting requirements:**

The Head of Mission reports to the Heads of EU Delegations to Ukraine and the Republic of Moldova, to the relevant EU Council bodies and to the IOM Chief of Mission in Ukraine.

#### **Requirements:**

- Master's degree (or equivalent) in law, economics, public administration or a related field.
- Extensive experience as national or international law enforcement official or civil servant of an EU Member State or EU institution.

- At least 20 years of relevant professional experience in border management, customs management, law enforcement, crisis management or a related field, of which at least 7 years spent in a senior management position.
- Relevant operational experience with border police/customs/other law enforcement services in EU Member States or at the European level.
- Excellent communication and interpersonal skills.
- Excellent leadership, management and political skills and broad operational experience.
- Computer literacy (Windows applications).
- National certificate of no criminal records.
- Executive leadership experience with capacity building projects related to law enforcement services or with EU/EC police or customs missions in transition/developing countries is an asset.
- Excellent knowledge of EU policy in the Eastern Neighbourhood, especially related to the Republic of Moldova and Ukraine and EU-UA and EU-MD relations in the sphere of customs and border management is an asset.
- Excellent knowledge of 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.

Send CV and cover letter in English to: [vacancies\\_ukraine@eubam.org](mailto:vacancies_ukraine@eubam.org)

Please, indicate the position you are applying for in the subject line of your message.

Closing date for applications is 26 June 2015; however, interested candidates are strongly encouraged to apply sooner.

Only pre-selected candidates will be contacted for an interview.