

TERMS OF REFERENCE

Title: Head of Field Office in Kotovsk
Duty Station: Kotovsk, Ukraine
Category: Democratic Governance
Project: EU Border Assistance Mission to Moldova and Ukraine (00063781)
Type of Contract: Special Service Agreement (SSA)
Starting Date: as soon as possible
Application deadline: 4 January 2009

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 Moldova/Ukraine state border. The EU responded positively to this request and an EU Border Assistance Mission to Moldova and Ukraine was set-up which is based on a Memorandum of Understanding dated 7 October 2005 and signed between the European Commission, the Republic of Moldova and Ukraine. UNDP is the European Commission's implementing partner in this endeavor. The initial duration of the EUBAM was 2 years until November 2007. Its mandate has been extended for further 2 years until end of November 2009.

DESCRIPTION OF RESPONSIBILITIES

Under the guidance and direct supervision of the Head of Operations, the Head of Kotovsk FO¹ assumes overall responsibility and accountability for, and coordination of, the operational activities of EUBAM FO in Kotovsk. In this activity he or she will be supported by the Deputy Head of Kotovsk FO. His/her main functions shall be:

- In coordination with the Head of Mission, the Deputy Head of Mission, the Head of Operations, and the Deputy Head of Operations, to organize the work of the seconded field personnel under his/her direct supervision and responsibility, to determine concrete tasks and to define their daily work schedule and working plans (including time table);
- To ensure field personnel's discipline and the obeying of the Code of Conduct/Standard Operating Procedures and the Standard Administrative Procedures as well as of individual instructions received from the EUBAM Headquarters;
- To oversee the on-the-job training and support provided by the field personnel to their operational customs or border guards counterparts in a live work environment, and of the practical work organisation and implementation of the field personnel;
- To ensure pro-active advice and support provided by the field personnel to their counterparts in the practical working environment on the basis of the Ukrainian legislation, in order to assist them through the transmission of EU good/best practices;
- To keep frequent contact with the EUBAM Headquarters, in particular the Head of Operations;
- To regularly report to the Head of Operations on the basis of the introduced reporting schemes and templates;

¹ Field Office

- To ensure the monitoring, assistance, advice, recommendations and in-job training at border crossing points, customs houses, relevant law enforcement posts and at along the green and blue border areas as regards control and clearance standards, prevention of and fight against smuggling of goods, customs valuation and fraud, trafficking of drugs, persons and weapons as well as prevention of corruption.

COMPETENCIES AND QUALIFICATIONS

- Citizenship of an EU Member State; active (or recently retired) customs or border police/border guard or related law enforcement official of an EU Member State or an EU institution;
- At least 15 years of operational experience of border and/or customs controls, of which at least 8 years spent at middle management level (e.g. Head of Unit);
- Experience of working in, or designing / managing customs / border guard reform projects / missions in transition countries / other third countries will be an asset;
- Respect of confidentiality clauses regarding any sensitive/confidential information which could be received or handled in the exercise of the duties;
- Very good command in written and spoken English;
- Very good communication and drafting skills;
- Knowledge of Russian and/or Ukrainian and/or Romanian is an asset;
- Demonstrated ability to decisively build and manage teams in a multinational environment is an asset;
- Corresponding national security clearance.

HOW TO APPLY

Interested individuals shall submit their applications (*most recent CV and cover letter*) in English language to the e-mail addresses: vacancies@eubam.org and/or vacancies-bam@undp.org. Please indicate "**Head of EUBAM FO in Kotovsk**" in the subject line of your message. Please also mention the minimal salary level expected in your application/CV.

Applicants are strongly advised to match their qualifications against the post requirements before submitting applications.

The deadline for submission of applications is **4 January 2009**.

Qualified women are strongly encouraged to apply. Only short-listed candidates will be contacted for interviews.

UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest. Applications may only be submitted for specific vacancies. We regret that we will not be able to acknowledge all unsolicited general applications for employment.