

HQ EUFOR CIVILIAN JOB DESCRIPTION

PART I

POST NO: CI HQE 101 **DATE:** 02 OCT 2020
HQ/UNIT: HQ EUFOR/DCOS SPT/ HQ CAMP CMDT / SECURITY AND SCREENING
DUTY LOCATION: CAMP BUTMIR / SARAJEVO **JOB CODE:**
JOB TITLE: EUFOR HEAD QUARTER SECURITY OFFICER / SCREENING OFFICER (SO/SSO)
NATIONALITY: EU/TCN **SERVICE:** CIV **RANK:** ICC-3

PART II - CE DUTIES

A. Post Context

The EUFOR HEAD QUARTER SECURITY OFFICER (HQSO) acts as a focal point for all security issues and responsible for enforcing security policies and procedures in Camp BUTMIR.

He/she also serves as Screening Officer at EUFOR Theatre Security Screening Cell and responsible for the function of the Screening Cell. He/she enforces security screening procedures for Local Employed Personnel (LEP) in the Area of Operation, and contributes with information to EUFOR J2 Counter Intelligence cell.

The HQSO deputizes the ID Access System Manager and acts as ID Access System Manager in his/her absence.

B. Reports To

HQ CAMP COMMANDANT (for HQSO and CI duties he reports to EUFOR TSO in J2)

C. Principal Duties

- Security Screening area.
 - Manages the work of EUFOR Theatre Security Screening Cell, on behalf of J2 Chief, according to Screening Procedures for Local Personnel (SOP 5170).
 - Manages the work of the ID/Screening Assistants.
 - Develops and enforces security screening procedures for Local Employed Personnel (LEP) and other local citizens requiring access to Camp BUTMIR (PSOTC, BIH OP CMD, visitors, etc.).
 - Keeps the LEP database update in Intel-FS/HMART OM.
 - Organizes types and copies correspondence, recurring and special reports, records, and similar material based on written or verbal instruction.
 - Acts as POC for EUFOR TSO/CI and Human Resource Management Office (HRM) Liaison Officer to Law Enforcement Agencies (LNO LEA) concerning

vetting procedures for the LEP personnel and security procedures in Camp BUTMIR

- Provides Screening Cell Reports to J2 according to SOP 5170.
- Deputizes the ID Access System Manager, and acts as ID Access System Manager in his/her absence.
- EUFOR Head Quarter Security Officer (HQSO) and Counter Intelligence area.
 - Authority for overall security of Camp BUTMIR.
 - HQSO acts as a focal point for all security issues and is responsible to the Chief of Staff (COS), through TSO/CI, for enforcing security policies and procedures. Therefore she/he acts as the direct supervisor of and supports all BSOs and equivalent security officers.
 - Advises COS and HQ Camp CMDT on formulation of policy and directives governing implementation of and adherence to this Security Directive and briefs them on status of security.
 - Ensures EUFOR HQ adherence to related security directives.
 - Monitors the status of security violations and related issues and reports security breaches immediately to the TSO/CI.
 - Close coordinate with HQ Camp CMDT Operations regarding Camp BUTMIR physical security and Force Protection.
 - Close coordinate with EUFOR DIRSO regarding B200 security according to SOP 3701.
 - Contributes with Counter Intelligence information to EUFOR J2.

D. Additional Duties

- Maybe required to undertake operational deployment and/or Temporary Duty assignments both within and outside EUFOR's boundaries.
- May be required to perform other related duties as directed by EUFOR HQ Camp Commandant.

PART III – QUALIFICATIONS

A. ESSENTIAL QUALIFICATIONS

1. Professional/Experience

- Five years of experience in intelligence, counter intelligence, counter terrorism, police or military police with investigative background.
- Two years experience with MS Access or MS SQL database administration, and one year experience as data controller.
- Experience working in a multinational operation.

2. Education/Training

- College or higher secondary education / certification in criminology, law, security administration, industrial security administration.

3. Security Clearance

EU SECRET

4. Language

English STANAG 3.3.3.3 (Good)

5. Standard Automated Data Processing (ADP) Knowledge

a. Word Processing

Basic knowledge.

b. Spreadsheet

Basic knowledge.

c. Graphics presentation

Basic knowledge.

d. Database

Advance knowledge using the NATO Intelligence system for LEP database.

B. DESIRABLE QUALIFICATIONS

1. Professional/Experience

- Knowledge of JOIIS database, I-Base and EU/NATO specific Intelligence software and relational database applications.
- Familiarity with the intelligence cycle and the role of the analyst.
- One year experience in IT system administration

2. Language

- Local language (BOS, HRV, SRB) speaking.

C. CIVILIAN POSTS

Personal Attributes:

The ideal candidate will be highly motivated team-player with excellent interpersonal and communications skills. Must have sound judgment, unquestionable integrity, above average decision-making skills and demonstrate exceptional attention to detail.

Managerial Responsibilities:

The work covers a single subject or few similar well defined tasks or a routine or similar nature requiring information analysis and assessment. Management of all BSOs in EUFOR and supervision of two Local Civilian Hire (LCH).

Professional Contacts:

The successful candidate will be required to build and maintain contacts with EUFOR J2 Branch, TSO/CI and Human Resource Management Office (HRM) and liaison

officer (LO) to Law Enforcement Agencies (LEA) concerning to vetting procedures for the local employed personnel and security procedures and civilian employees in and outside HQ EUFOR.

Contribution to the Objectives:

This post has a theater-wide impact on security. Following the screening results the issued ID/Access Card itself provides the first level of security for access to EUFOR/NHQ Sa installations throughout BiH. The policies and procedures put in place will ensure that only authorized personnel have access to the installations. Must be able to maintain confidentiality and adhere to the loyalty code.

Work Environment:

The work environment has no direct negative effect on the work performed, such as a standard office environment.

D. REMARKS

This is a preemptive recruitment campaign. The position requires formal approval and funding to be secured prior to any contracting arrangement.

EMPLOYMENT CONDITIONS

Once the position is formally approved, the successful candidate will be offered a 12 month initial contract which may be followed by an extension contract, subject to satisfactory performance, and the continued operational need/funding for the position.

The starting salary for an MCIV-3 position is EURO 4,696.00 per month (exempt from local taxation).

Other employment benefits include:

- Affiliation to a Group Medical Insurance Scheme (premiums shared);
- 24 annual leave days per calendar year;
- 4 fixed and 6 floating official holidays;
- Installation allowance equal to one month's salary if applicable;
- Removal allowance equal to one month's salary if applicable;
- Travel expenses to and from HQ upon taking duty and end of tour

WHO CAN APPLY?

Internal and external candidates who are nationals of a EU member country or Troop Contribution Nations are invited to apply for this vacancy notice.

In order to apply, all candidates (internal and external) must fill in and submit the EUFOR application form available on our website <http://www.euforbih.org/eufor/index.php/vacancies-a>

Documents should be submitted by email to: vacancies@eufor.europa.eu

Applications which do not meet the above-mentioned prerequisites will be automatically rejected.

Due to the broad interest in HQ EUFOR and the large number of potential candidates, telephone or email enquiries cannot be dealt with. Only successful candidates selected for the interviews will be further contacted by the HQ EUFOR recruitment board.