



**EUROPEAN UNION**

SPECIAL REPRESENTATIVE IN BOSNIA AND HERZEGOVINA

## **VACANCY ANNOUNCEMENT**

**EUSR Mission Security Officer, Local Agent, Ref: LC2015/2016-4**

Please send your application and supporting documents to

[DELEGATION-BIH-EUSR-PERSONNEL@eeas.europa.eu](mailto:DELEGATION-BIH-EUSR-PERSONNEL@eeas.europa.eu)

with subject “*Application Ref. No LC2015/2016-4*”.

The package should include a cover letter and a detailed CV in English using the ‘European Curriculum Vitae Format’ (available on our website <http://www.europa.ba>).

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Deadline for application: **27 November 2015.**



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## **Terms of Reference**

**Position Title:** EUSR Mission Security Officer  
**Position reference number:** LC2015/2016-4  
**Direct Supervisor:** EUSR Head of Administration and Finance  
**Duty Station:** Sarajevo, Bosnia and Herzegovina

In accordance with Art 10 of the EUSR in BiH mandate, referring to Title V of the TEU (Field Security Policy), the EUSR Mission Security Officer [EUSRMSO] is responsible for security matters related to the person of the EUSR, the staff of the EUSR, the office premises and EUSR physical assets in general.

The EUSR in BiH is double-hatted with the EU Head of Delegation. The MSO therefore executes all duties in close cooperation with and with due respect to the competences of other EU security, administrative or logistic services as may be involved in the management and operation of the EU Delegation. The MSO is within the administrative oversight of the EUSR finance and administration section but additionally has a direct responsibility to the EUSR on security matters.

The EUSR *modus operandi* and internal organisation will necessarily evolve in accordance with decisions of the Council and in relation to the challenges the EUSR meets in BiH. The duties and responsibilities outlined are therefore typical but not exclusive and the EUSR reserves the right to reasonably amend the duties and responsibilities here within.

### **Typical Duties and Responsibilities**

Generic duties and responsibilities are listed below. Fuller elaboration of duties and responsibilities will be provided to the successful candidate.

- Ensure that appropriate security planning and measures are in place and operational.
- Maintain situational awareness of the security environment, including terrorist threat, and promptly provide and/or update security assessments and incident reporting.
- Maintain regular liaison with other EU and IC and national security actors in the area.
- Maintain oversight of office security environment and security contractors and ensure practices and services are of the highest standards appropriate to the environment.
- Plan and implement all aspects the security of the EUSR when operating outside of the office perimeter and in particular including when travelling to and attending public meetings/events. This includes coordination with state security authorities, diplomatic security agencies, local police and other authorities as necessary.
- Plan and implement security for high level meetings and events at EU House and high level delegations/visitors from HQ
- Ensure that all staff are suitably security aware and have received appropriate training before or upon arriving in the mission area.
- Provide security advice to EUSR staff members including advice on the security suitability of rented accommodation.



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- To be available 24/7 to deal with unforeseen/unexpected events or incidents.
- Other tasks as assigned by the EUSR and/or delegated authority.

### **Professional Requirements/Qualifications**

- University degree or seven (7) years equivalent combination of relevant education, training and practical experience.
- Minimum of 5 years of related operational security experience, at least 3 of which at middle management level in his/her organization. Professional experience of being overall responsible for the provision of security to a diplomatic VIP will be highly relevant.
- Working experience of liaison and coordination with local security and police authorities and their resources to provide security cover for the EUSR and staff at specific events or in response to specific situations.
- In depth and up to date working knowledge of the security environment in BiH in particular and in the Western Balkans region in general.
- Knowledge of the EU security requirements applicable to external missions will be highly relevant.

### **Competencies & Attributes**

- Experience of interacting with interlocutors at police authority and other government levels;
- Experience in office management and the management of staff.
- Ability to be take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to work long hours with focus on result and objective;
- Ability to operate independently;
- Good communication and reporting skills, and the ability to present information in a clear and concise manner;
- ICT skills commensurate with the scope of the post;
- Good interpersonal skills to interact within multicultural environment;
- Fluency in written and spoken English;
- Fluency in the official languages of Bosnia and Herzegovina;
- An experienced driver with full driving licence

### **General conditions**

- National of Bosnia and Herzegovina or other national legally eligible to work in BiH and subject to BiH labour law
- The Candidate will need to be in possession of a necessary level of security clearance (Secret or equivalent) for the post. In the case that security clearance is awaited, the EUSR may conditionally extend the probationary employment period. Further advice may be provided during interview
- The Candidate will need to be certified medically fit for employment by a competent authority/person in BiH