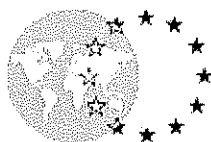


EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Aviation Security Mission in South Sudan (EUAVSEC-South Sudan)

Organisation:	European Union Aviation Security Mission in South Sudan			
Job Location:	Juba			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	EUAVSEC 23	Airport Security Advisor	Juba	ASAP
	EUAVSEC 24	Airport Security Mentor - 9 positions	Juba	ASAP
	EUAVSEC 25	Aviation Security Trainer - 4 positions	Juba	ASAP
	EUAVSEC 26	Ministry of Transport (MOT) Advisor - 2 positions	Juba	ASAP
	EUAVSEC 27	Movement Control Officer (Movcon)	Juba	ASAP
	<u>Seconded/Contracted</u>			
	EUAVSEC 28	Communications and Information System (CIS) Officer	Juba	ASAP
	EUAVSEC 29	Project Manager	Juba	ASAP
EUAVSEC 30	Ministry of Transport (MOT) Advisor	Juba	ASAP	
Deadline for applications:	18 January 2013			
E-mail address to send the Job Application Form/CV:	eeas-cpcc-euavsec-south-sudan@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Mr. Jørn Laursen / cpcc.cfc@eeas.europa.eu			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009). Personnel seconded from Third Contributing States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by Member States.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision of the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months. The administrative posts will be reviewed once the preparatory phase of the Mission has been completed.

The Civilian Planning and Conduct Capability, CPCC, requests that Member/Contributing States propose candidates for the following international expert positions for the EUAVSEC South Sudan, according to the requirements and profiles described below:

A. Essential requirements

Member/Contributing States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU), or of a Third Contributing State when foreseen for specific positions, and full rights as a citizen.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

Computer Skills – Skills in word processing, spreadsheet and E-mail systems are essential. Knowledge of other IT tools will be an asset.

Driving license – Be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). Category C driving license (desirable). Able to drive any 4-wheel drive vehicle.

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy.

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

Knowledge of South Sudan – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in an CSDP Mission (desirable).

Language skills – knowledge of local languages will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

Visas – Member States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required: The selected candidate will have to be in possession of the necessary level of security clearance, according to every job description, when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC encourages Member/Contributing States and European Institutions to take this into account when offering contributions.

Application form – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word-format, and indicating which position(s) the candidate is applying for.

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels location for interviews, the Member State will bear any related costs.

Information on the outcome – Member/Contributing States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the CONOPS/OPLAN.

Airport Security Advisor (EUAVSEC 23)

Duty Station: Juba, South Sudan

Security Clearance level: EU Restricted or equivalent

Main tasks

Under the supervision of the Senior Airport Security Advisor, the Airport Security Advisor will:

- Provide specialist advice to the key personnel of the airport security, police, customs, rescue firefighting and other services involved in the security of Juba International Airport (JIA) in close coordination with the aviation security mentors and trainers;
- Provide strategic advice in the set-up and establishment of the aviation security office within the airport management and the Airport Security Committee at JIA in line with the model International Civil Aviation Organisation (ICAO) terms of reference;
- Support all relevant stakeholders in the development of airport planning capacity;
- Provide operational advice and assistance to the development and implementation of
 - a standardised airport aviation security programme including standard operation procedures,
 - a quality control programme and
 - a training programme;
- Provide advice and assistance in the selection, recruitment and management of security staff;
- Prepare proposals for upgrading of individual parts of the aviation security structure and introduction of essential regulations and procedures as well as improvement of security procedures;
- In case of absence the Senior Airport Security Advisor will maintain close, result-orientated working relationships with relevant local counterparts, the Ministry of Transport (MoT) and international stakeholders active in security issues of JIA;
- Undertake any other tasks assigned by the Senior Airport Security Advisor.

Qualifications and Experience

- ICAO Aviation Security (AVSEC) Professional Management diploma, or certification as National AVSEC Auditor, or European Civil Aviation Conference (ECAC) or other national equivalent qualification. Alternative qualifications or professional training in an equivalent and relevant field of professional training can be accepted;
- Progressively senior professional experience in a managerial position within the security sector, preferably in the field of aviation security;
- Proven experience in Aviation Security at national and/or international level;
- Ability to establish priorities, coordinate and plan, whilst exercising control over the conduct of activities;
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment;
- International experience, particularly in Africa or other crisis areas with multinational and / or international organisations, ideally in an operational capacity is desirable.
- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.

Airport Security Mentor (EUAVSEC 24)

9 positions

Duty Station: Juba, South Sudan

Security Clearance level: EU Restricted or equivalent

Main tasks

Reporting to the Senior Airport Security Advisor, the Airport Security Mentor will:

- Mentor the key operational security staff of Juba International Airport (JIA) in their daily management and operations, in close coordination with the aviation security advisors and trainers;
- Mentor the operational Aviation Security (AVSEC) screeners and officers working within the airport terminal and on patrol at JIA;
- Prepare proposals for upgrading of individual parts of the aviation security structure and introduction of essential regulations and procedures as well as improvement of security procedures;
- Maintain close, result-orientated working relationships with relevant local counterparts;
- Undertake any other tasks assigned by the Senior Airport Security Advisor

Qualifications and Experience

- ICAO Aviation Security (AVSEC) Professional Management diploma or European Civil Aviation Conference (ECAC) diploma or certification as national or airport AVSEC auditor or trainer preferred.
- Alternative appropriate qualifications or professional training in policing, military or in aviation security may be accepted;
- Appropriate professional experience in a supervisory position at national and/or international level within the security sector, preferably in aviation security;
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment;
- Ability to establish priorities, coordinate and plan, whilst exercising control over the conduct of activities;
- International experience, particularly in Africa or other crisis areas with multinational and / or international organisations, ideally in an operational capacity is desirable.
- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.

Aviation Security Trainer (EUAVSEC 25)

4 positions

Duty Station: Juba, South Sudan

Security Clearance level: EU Restricted or equivalent

Main tasks

Under the supervision of the Senior Aviation Security Trainer, the Aviation Security Trainer will:

- Develop curricula for Aviation Security (AVSEC) training courses according to identified priorities;
- Plan, organise, conduct and evaluate AVSEC training at Ministry of Transport (MoT) (in association with Senior MoT Advisor) and airport level on the basis of the International Civil Aviation Organisation (ICAO) Security Standards (Annex 17 to the Chicago Convention), including computer based courses;
- Assist in the establishment of the National Aviation Security Training Programme (NCASC) for South Sudan (in association with Senior MoT Advisor) and Juba International Airport (JIA);
- Provide advice and assistance to the selection, recruitment, aptitude testing, and management of security staff;
- Prepare proposals for upgrading the aviation security structure and introduction of essential regulations and procedures as well as improvement of security procedures;
- Deliver expertise in all aviation security matters;
- Undertake any other tasks assigned by the Senior AVSEC Trainer.

Qualifications and Experience

- Progressively senior or supervisory roles in the aviation security sector and preferably with experience in providing specialist training;
- Qualification as ICAO, European Civil Aviation Conference (ECAC) or National Aviation Security Auditor or Trainer is desirable;
- Proven experience in Aviation Security at national and/or international level;
- International experience, particularly in Africa or other crisis areas with multinational and / or international organisations, ideally in an operational capacity with police or AVSEC development is desirable.
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment;
- Fluent level of written and spoken English with a demonstrated ability to deliver lectures and report effectively both orally and in writing is essential.

Ministry of Transport (MOT) Advisor (EUAVSEC 26)

2 positions

Duty Station: Juba, South Sudan

Security Clearance level: EU Restricted or equivalent

Main tasks

Under the supervision of the Senior MoT Advisor, the MoT Advisor will:

- Provide advice and assistance on the development and implementation of
 - a standardised national civil aviation security program including standard operating procedures,
 - a quality control programme and
 - a training programme;
- Provide strategic advice on the set-up and establishment of the national aviation security authority and the National Civil Aviation Security Committee (NCASC) of South Sudan in line with the model International Civil Aviation Organisation (ICAO) terms of reference;
- Provide specialist advice to the staff of the Directorate General of Civil Aviation of MoT including the aviation security division;
- Assist with the development of reporting procedures between South Sudan and ICAO;
- Provide advice and assistance to the selection, recruitment and management of security staff;
- Prepare proposals for upgrading the aviation security structure and introduction of essential regulations and procedures as well as improvement of security procedures;
- Maintain close, result-orientated working relationships with relevant national and international counterparts, the national airports and international stakeholders active in aviation security issues;
- Undertake any other tasks assigned by the senior MOT advisor.

Qualifications and Experience

- Qualification as ICAO Professional Manager, or equivalent European Civil Aviation Conference (ECAC), or appropriate national, or professional training;
- Qualification as ECAC or ICAO Aviation Security Auditor desirable;
- Proven experience in Aviation Security at national and/or international level;
- International experience, particularly in Africa or other crisis areas with multinational and / or international organisations, ideally in an operational capacity with police or Aviation Security (AVSEC) development is desirable;
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment;
- Fluent level of written and spoken English with a demonstrated ability to report effectively both orally and in writing is essential.

Movement Control Officer (Movcon) (EUAVSEC 27)

Duty Station: Juba, South Sudan

Security Clearance level: EU Restricted or equivalent

Main tasks

The Movcon Officer reports to the Senior Logistics Officer and will be responsible for the following duties:

- Accept, register and process correctly complied Movement of Personnel (MOP) and Cargo Movement Request (CMR) and forward to Air / Road / Movcon cell for movement planning.
- Ensure necessary information in respect to passengers and freight Movcon activities are received, displayed and updated as needed / confirm forecast of vessel / aircraft availability, arrival and departure.
- Provide Movcon technical advice for the execution of tasks by contractors / vendors in connection to all passengers and freight movement to / from aircraft / vessel / truck in accordance with Movcon existing procedures.
- Ensure compliance with international regulations for all movements of general and dangerous cargo and movements of passengers.
- Assist with the movement of EUAVSEC personnel and cargo on contracted assets into, within and out of Mission area.
- Receive, register and inspect all incoming cargo.
- Properly pack, mark and weigh outgoing cargo. Process outgoing cargo by approved CMR.
- Accept / verify and register correctly CMR and liaise with Movcon cargo unit for movement planning.
- Ensure the Movcon EUAVSEC Warehouse is maintained in an orderly fashion including storage of cargo by destination.
- Ensure Dangerous Goods are packed in accordance with IATA Dangerous Goods Regulations and Shipper's Declaration for Dangerous Goods is compiled prior to transportation.
- Liaison between Airport, Seaport, Warehouse Movcon units.
- Provide professional customer services to clients.
- Receive and action Missing Cargo Forms submitted by clients / consignee.
- Process / handle documentation for all import and export cargo procedures both for sea and air movements.
- Keep the Senior Logistics Officer informed of any movement changes or delays that may affect planned operations.
- Compile and update daily statistics as flights / vessels arrive and depart, and send weekly statistic reports to Senior Logistics Officer.
- Maintain warehouse inventory, Assets Management and be the responsible person for EUAVSEC Supply unit.
- Undertake any other tasks assigned by the line manager.

Qualifications and Experience

- Higher Degree or College Degree in Logistics, Transport or equivalent combination of education, training and practical experience or equivalent.
- Minimum 8 years of progressive experience in logistics with at least 3 years on supervisory level.
- Movecon, Warehouse, Assets Management and Supply management skills preferable.
- Experience in managing support services of international operations is highly desirable.
- Extensive knowledge of the CSDP rules, regulations and working practices pertaining to field missions is an advantage.
- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple projects and activities.
- Analytical approach to solving problems using sound judgement and decision making skills.

- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment.
- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.

Communications and Information System (CIS) Officer (EUAVSEC 28)

Category: Mission Support Management Level

Duty Station: Juba, South Sudan

Security Clearance Level: EU Secret

Main Tasks

Under the supervision of the Senior CIS Officer:

- Assists and advises the chain of command on all CIS issues.
- Ensures that the activities for which he/she is responsible are consistently planned and executed according to Senior CIS directions, and regularly reports on them.
- Produces clear and concise reports concerning CIS issues recommending improvements.
- Participates in technical liaison and coordination with other international organisations in the mission area.
- Maintains CIS and communications networks as directed in support of the mission.
- Installs and maintains telecommunication systems or equipment as required.
- Participates in improving the efficiency of Standard CIS related Operating Procedures/Internal Guidelines containing policies and directives.
- Ensures, if required by the Senior Mission Security officer, task related to information Assurance (could incl. Crypto Custodian) of the Mission.
- Contributes to preparing CIS contingency plans.
- Working with Mission personnel, Identifies needs and defines application/database requirements, assists with user training, using Windows technical skills, troubleshoots problems and assists with change requests.
- Defines and forwards as appropriate the requirements for goods and/or services for its area of responsibility and supervises their satisfaction.
- Contributes to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).
- Contributes to mission external reporting as required.
- Contributes to the induction training of new mission personnel as required.
- Contributes to identify and report lessons learnt and best practices within his/her respective fields of responsibility.
- Undertakes any other tasks assigned by the Senior CIS Officer.
- Operates and coordinates telecommunications systems including automated networks, data links and circuits in the communication spectrum
- Applies diagnostic, corrective and recovery techniques to telecommunications and information systems
- Administers Local Area Networks, network troubleshooting, assigning user profiles, configuring network products, configuring networks, and performing system/file back-up and system and files recovery.

Qualifications and Experience

- University degree in IT or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience
- Strong hands on capabilities with Windows Server 2008R2 and Active Directory including end user devices using Windows 7.
- Hands on Capabilities with Cisco routers and ASA firewalls. Understanding of TCP/IP and network protocols.
- A minimum 5 years of experience as a desktop or server engineer supporting users in a Windows based operational environment.
- Excellent background and experience in communication information networks and information management systems.

- Knowledge of desktop setup, imaging and deployment and bare metal build.
- Strong customer focus
- Ability to work independently, remain cool, calm and collected when under pressure
- Experience on drafting procedures for the use and management of computer systems and networks, including information security.
- International experience, particularly in crisis areas with multi-national and international organisations (desirable).
- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.

Project Manager (EUAVSEC 29)

Category: Mission Support Management Level

Duty Station: Juba, South Sudan

Security Clearance level: EU Secret

Main tasks

Under the supervision of the Head of Planning and Operations (HPO), the Project Manager (PM) will:

- Identify and address, under the current financial regulations, Mission-essential equipment capability gaps.
- Provide information and advice to the Head of Planning and Operations on supporting the host countries authorities in identifying the Mission needed equipment required for training and in compliance with European regulations.
- Plan and maintain timelines, allocating resources and coordinating all phases of the identified projects to ensure that all objectives have been achieved.
- Ensure upon project completion that post-project reporting and evaluation have been completed.
- Develop and maintain reports, presentations and lessons of the projects to provide assistance in the periodic briefings to the Member States.
- Undertake any other tasks as required by the Head of Planning and Operations.

Qualifications and Experience

- University degree in Police Sciences, Economic, Project Management, Business administration or equivalent academic training
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects and using project management methodologies and risk management approaches particularly in Africa or other crisis areas.
- Extensive experience in budget preparation and implementation.
- Highly developed reasoning and decision making skills.
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment.
- Ability to use MS Project and high level of computer literacy.
- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.

**Ministry of Transport (MOT) Advisor
(EUAVSEC 30)**

Duty Station: Juba, South Sudan

Security Clearance level: EU Restricted or equivalent

Main tasks

Under the supervision of the Senior MoT Advisor, the MoT Advisor will:

- Provide advice and assistance on the development and implementation of
 - a standardised national civil aviation security program including standard operating procedures,
 - a quality control programme and
 - a training programme;
- Provide strategic advice on the set-up and establishment of the national aviation security authority and the National Civil Aviation Security Committee (NCASC) of South Sudan in line with the model International Civil Aviation Organisation (ICAO) terms of reference;
- Provide specialist advice to the staff of the Directorate General of Civil Aviation of MoT including the aviation security division;
- Assist with the development of reporting procedures between South Sudan and ICAO;
- Provide advice and assistance to the selection, recruitment and management of security staff;
- Prepare proposals for upgrading the aviation security structure and introduction of essential regulations and procedures as well as improvement of security procedures;
- Maintain close, result-orientated working relationships with relevant national and international counterparts, the national airports and international stakeholders active in aviation security issues;
- Undertake any other tasks assigned by the senior MOT advisor.

Qualifications and Experience

- Qualification as ICAO Professional Manager, or equivalent European Civil Aviation Conference (ECAC), or appropriate national, or professional training;
- Qualification as ECAC or ICAO Aviation Security Auditor desirable;
- Proven experience in Aviation Security at national and/or international level;
- International experience, particularly in Africa or other crisis areas with multinational and / or international organisations, ideally in an operational capacity with police or Aviation Security (AVSEC) development is desirable;
- Excellent interpersonal skills which will facilitate effective communication in a culturally and politically sensitive environment;
- Fluent level of written and spoken English with a demonstrated ability to report effectively both orally and in writing is essential.