

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Regional Maritime Capacity Building Mission in the Horn of Africa and the Western Indian Ocean (EUCAP NESTOR)

Organisation:	European Union Regional Maritime Capacity Building Mission in the Horn of Africa and the Western Indian Ocean			
Job Location:	Djibouti			
Availability:	As indicated below			
Staff Regime:	CRT/MS short term Expert			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
		Financial accounting officer	Djibouti	ASAP
Deadline for applications:	18 January 2013 COB			
E-mail address to send the Job Application Form/CV:	<u>cpcc.crt@eeas.europa.eu</u>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Ms Ulla Bergqvist cpcc.crt@eeas.europa.eu</p>			

Seconded Personnel – Only personnel nominations received through official channels from Member States will be considered. The Mission will cover the daily allowances and high-risk insurance (the Vanbreda's Group insurance facility which is the same policy applicable to all EUCAP NESTOR International staff members and covers medical care, accidental death & disability benefits amongst other benefits). All other personnel-related costs for those seconded are the responsibility of the contributing Member States, including salaries, pre-mission medical care, travel expenses to and from and inside the Mission area (including home leave), and allowances other than those paid according to the Council document 7291/09 (10 March 2009).

Tour of Duty/Contract Period – The duration of the deployment should be up to 3 months until such a time as suitable mission personnel has been recruited for the position.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert position for the EUCAP NESTOR Mission, according to the requirements and profiles described below:

A. Essential requirements

Member 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) 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 French and English – Mission members must be fully fluent in written and spoken French and 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.

Training – eHest (<https://ehest.consilium.europa.eu>) / Hostile Environment Awareness Training as required.

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 (CFSP), including the European Security and Defence Policy(CSDP).

Knowledge of Horn of Africa – 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).

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

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, as indicated in the respective 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.

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.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages Member 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 States 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 OPLAN.

- to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Financial Accounting Officer

Duty Station: Djibouti

Security Clearance Level: EU Restraint

The Financial Accounting Officer will assist the Head of Mission Support in fulfilling the duties set in support of the Mission mandate. Reporting to Head of Mission Support, he/she will be responsible for:

Main tasks

- Assists the Head of Mission Support in maintaining the accountancy of the CSDP Mission
- Manages on a daily base and with the assistance of the local team, the general ledger, the accounting books, the bank statements, the payroll, the computerized system, and other accounting tools
- Ensures the periodic reporting of accounts
- Liaises and cooperate on accounting issues with the EU institutions and all other relevant actors
- Identify the needs in goods and in services required for improving the proper keeping of the books and technically defines them for procurement
- Undertakes any other related tasks as required by the Head of Mission Support

Qualifications and experience

- University degree in Finance, Administration or Accountancy or/and a professional accountancy qualification
- To have a minimum of 5 years of professional experience
- Excellent analytical, research and problem-solving skills
- Ability to operate MS software and computerized European accounting systems.
- Excellent level of written and spoken English
- Good command of French is a requirement.