

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Capacity Building Mission in Niger (EUCAP Sahel Niger)

Organisation:	European Union Capacity Building Mission in Niger			
Job Location:	Niamey			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	EUCAP 04	Head of Operations	Niamey	ASAP
	EUCAP 10	Senior Military Expert	Niamey	ASAP
	EUCAP 28	Liaison Officer to Mali (*)	Niamey	16.06.2013
	NI 37	Database/Documentation Expert	Niamey	ASAP
	NI 43	Reporting Officer	Niamey	ASAP
	<u>Seconded/Contracted</u>			
	EUCAP 17	Project Cell Manager	Niamey	ASAP
	EUCAP 24	Medical Adviser	Niamey	ASAP
	NI 47	Finance Officer	Niamey	ASAP
	Deadline for applications:	1 February 2013		
E-mail address to send the Job Application Form/CV:	EEAS-CPCC-EUCAP-Niger@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC</p> <p>Mr Aurel Hariton aurel.hariton@ext.eeas.europa.eu</p>			

(* The post's availability is subject to the pending answer on an extension confirmation)

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing States and European Institutions 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 contributing third States are 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/Contributing States.

Tour of Duty/Contract Period – Subject to the Council approval of the next Mission's Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability (CPCC) requests that Member/Contributing States propose candidates for the following international expert positions for the EUCAP Niger Mission, 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 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.

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.

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/Contributing States.

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

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.

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 Sahel – 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 a 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/Contributing 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 - Unless mentioned otherwise in the specific job description, the **necessary level of security clearance** is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EUCL.

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/Contributing 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 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/Contributing 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 OPLAN.

Seconded positions

Head of Operations (EUCAP 04)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret only. No equivalent is acceptable.

Availability: ASAP

The Head of Operations is the Head of the four (4) operational objectives Teams, under the authority of HoM/DHoM.

Main tasks

- Manage and coordinate the operational sections of the Mission and provides guidance to each Team leader;
- Inform the Mission Implementation Plan and report against benchmarking;
- Upon request of the Nigerien authorities, review and assess the structures and organisations of the security forces;
- Coordinate and support the Nigerien security actors to assess and address their training needs;
- Organise and attend meetings with all relevant international and local counterparts;
- With the support of the team leaders in charge of each objectives, design training programmes and curricula for police leadership, criminal intelligence, penal procedures, forensics and police tactics;
- Design the description of the target audience for the training courses and, upon request, support the Nigerien authorities in selecting the future trainees;
- Provide guidance on advising and training activities carried out by the Mission;
- Develop and implement a training evaluation process (Kirkpatrick model) for each activity;
- Monitor training organised under local ownership and monitor operations as relevant;
- Provide recommendations for the improvement of Mission achievements;
- Provide induction to all new trainers appointed to the Mission.
- Report regularly to the HoM on the consistence and sustainability of the activities by the four teams;
- Undertake any other related tasks as required by the HoM.

Qualifications and Experience

- Senior rule of law officer (OF5);
- Relevant university or equivalent professional degree;
- At least 20 years of significant experience within a security service;
- Previous criminal investigation experience in terrorism and organised crimes, public security, and public order expertise;
- Previous experience of military-type planning;
- Previous experience of operational planning;
- Knowledge and experience in Security Operations and related law enforcement;
- Experience of operations/missions and/or cooperation in Africa;
- Experience of international organizations and/or multinational operations;

- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage;
- Excellent skills in written and spoken French (mandatory) and English;
- Good interpersonal skills, ability to engage with senior officials, ability 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.

Senior Military Expert - (EUCAP 10)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: As soon as possible

The Senior Military Expert reports to the Inter-operability Team Leader.

Main tasks

- Through the interoperability team leader, provide political-military and specific military analysis and advice on developments in Niger and in the Sahel region;
- Liaise with all relevant military actors, including Ministry of Defence, Chief of Defence, military authorities and Defence Attachés;
- In his/her remit, advise on draft mission papers and issues related to the Mission overall activity, including the implementation of the mandate;
- Contribute to planning and monitoring the improvement of coordination between Nigerian Security actors and Armed Forces;
- Facilitate cooperation between the strategic, operational and tactical levels;
- Contribute to the military aspects of the Press and Public Information activities;
- Undertake any other related tasks as required by the HoM.

Qualifications and Experience

- Senior Military Officer (OF-5 Colonel);
- Army/ Command and General Staff college/ Joint staff college would be appreciated;
- Planning experience;
- Experience of operations and/or cooperation in Africa;
- Experience of international organizations and/or multinational operations;
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Excellent skills in written and spoken French (mandatory) and English;
- Good interpersonal skills, ability to engage with senior officials, ability 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.
- Excellent drafting skills.

Liaison Officer to Mali (EUCAP 28)

(1 position)

Duty Station: Bamako.

Security Clearance Level: EU Secret.

Availability: 16.06.2013

The Mission Liaison Officer to Mali reports to the EUCAP SAHEL Niger Head of Mission.

Main tasks

- Act as the Mission representative in Mali;
- Help to develop regional awareness and help identify possible future actions, in particular an extension of EUCAP SAHEL Niger to Mali, and, as appropriate, other possible EU contributions to the Region, in accordance with the EU Sahel Strategy;
- Interact with government officials at appropriate levels and representatives of local and international organisations making good use of existing structures and available knowledge and expertise;
- Monitor the security situation in Mali as relevant for the mission;
- Assess requirements of Malian authorities in reconstituting its security sector and related capabilities, notably in view of maintaining the Rule of Law and effectively fighting against terrorism and organised crime;
- Assess more specifically requirements of Mali security forces and opportunities for relevant support through CSDP engagement;
- Liaise with national and international NGOs and civil society operating in the field of Security and Rule of Law in Mali;
- Promote coordination between Mali and other countries in the region as regards their fight against terrorism and organised crime, especially in view of effective information exchange, notably through the 'Collège Sahélien de Sécurité';
- Liaise with the Head of Delegation in Bamako and assist him/her as appropriate on security sector issues in line with the Mission's mandate, and in maintaining relations and coordinating with relevant national and international counterparts such as EU Member States' and partners' Defence Attachés/Security advisors, in Bamako;
- Contribute to the wider exchange of information with Mali as well as amongst EU actors and international stakeholders;
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and Experience

- Senior Security officer (Police or Military);
- With relevant military expertise;
- Experience in Counter insurgency or Counter Terrorism;
- Relevant university or equivalent professional degree;
- At least 15 years of significant experience within the security sector;
- Experience of operations/missions and/or cooperation in Africa will be ideal;
- Work experience of in international organizations and/or multinational operations will be ideal;
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Excellent skills in written and spoken French (mandatory) and English.

- Good interpersonal skills, ability to engage with senior officials, ability 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.

Database/Documentation Expert (NI 37)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Confidential or equivalent

Availability: As soon as possible

The Database/Documentation Expert reports to the Rule of Law Capacity Building Office Team leader.

Main Tasks

- Overall contribute to strengthen the rule of law through the development of the Nigerien criminal investigation capacities;
- Support the necessary measures for the implementation of Electronic Document Management System in the domain of the Criminal Intelligence and terrorism in favour of internal security actors (FSI);
- Map and Assess the needs in collecting, transmitting, filling and sharing intelligence data/documents of all security actors (FSI and FAN), especially in the field of fighting terrorism and organised crime;
- Provide advice on the possible improvements of skills and performance of the internal security actors (FSI) in regards to intelligence management;
- Propose procedures and guidelines for establishing a system to categorize and manage documents and eventually supports its implementation;
- Undertake any other related tasks as required by the Rule of Law Capacity Building Team leader.

Qualifications and Experience

- Rule of law (Police or Gendarmerie);
- At least 10 years of experience within law enforcement, including proven experience in data archiving;
- Experience in Electronic Document Management System;
- Advanced user of IT programs and knowledge of programming is ideal;
- Experience in criminal investigation on terrorism and organized crime matters will be ideal;
- Excellent skills in written and spoken French; working knowledge of English is an asset;
- Good interpersonal skills, ability 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.

Reporting Officer (NI 43)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret only. No equivalent is acceptable

Availability: As soon as possible

The Reporting Officer reports to the Senior Reporting Officer.

Main Tasks

- Gather information from across the Mission, analyse the information and prepare periodic reports for submission to missions hierarchy;
- Support the drafting of the Mission Implementation Plan (MIP) report;
- Provide colleagues with templates and other concrete support so that they can contribute to the drafting of the different reports;
- Follow up of all reporting in regards of the MIP and other reports;
- Compile inputs to reports on a periodic basis for submission to the chain of command;
- Interact regularly with the Senior Reporting Officer, Press and Public Information Office, Political Adviser, Mission Security Officer and others as required, to ensure submission of accurate and timely-submitted inputs; and, analyse the information and provide feed-back to mission members;
- Provide regular power-point briefings and presentations on selected topics to EUCAP Sahel Niger staff and visitors;
- Undertake any other tasks required by the Senior Reporting Officer.

Qualifications and experience

- University Degree or equivalent training and experience in relevant field of specialisation;
- A minimum of 5 years of professional experience in similar assignments;
- Proven analytical abilities and drafting skills;
- Fluent written and spoken French; good command of English;
- Knowledge in common computing software (PowerPoint software);
- Previous international experience, particularly in crisis management (desirable).

Seconded/contracted positions:

Project Cell Manager (EUCAP 17)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: As soon as possible

The Project Cell Manager reports to the Coordination Team Leader

Main tasks

- Provide information and advise the HoM on supporting the Nigerien authorities in taking responsibility for law and order and related matters;
- Support and develop the Project Management system which will identify, support and assess the progress of the programs/projects designed to achieve the goals of the Nigerien authorities and the Mission;
- Planning and maintaining timelines, allocating resources and coordinating all respective phases of the programs/projects to ensure the required progress and success;
- Manage the implementation of agreed projects according to the operational planning;
- Supervise close co-ordination and information sharing with other sections;
- Support the Coordination Team Leader in facilitating practical cooperation and exchange of information, between the Mission and the CPCC in Brussels, Nigerien Security Agencies, countries involved in the provision of security assistance, European Commission and other donors involved in the fight against terrorism and organized crime;
- Coordinate activity by guiding the participants and experts involved in the various projects, negotiating and liaising with people and organizations at different levels, and coordinating tasks and responsibilities;
- In cooperation with the Coordination Team Leader co-ordinate police assistance at field level and monitor and evaluate progress according to the above mentioned strategic plans;
- Develop and maintain reports, presentations and lessons of the projects to provide assistance in the periodic briefings to the Member States;
- Undertake any other related tasks as required by the HoM.

Qualifications and Experience

- An advanced university degree in Police Sciences, Economic, Project Management, Business administration or equivalent academic training;
- Management experience, with broad professional experience both in operational and organizational aspects of organizations;
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies such as PRINCE and risk management approaches;
- Budget management experience;

- International experience, particularly in crisis area with multi-national and international organizations (desirable);
- Excellent skills in written and spoken French (mandatory) and English;
- Excellent knowledge of political, cultural and security situation in crisis management questions related with Africa.

Medical Advisor (EUCAP 24)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Confidential

Availability: As soon as possible

The Medical Advisor reports to the Head of Mission Support.

Main tasks

- Assist and advise the HoM and Head of Mission Support on all medical/welfare matters.
- Plan, analyse, design and maintain a program to implement all aspects of the medical needs of the Mission;
- Provide, asked and unasked, the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- Provide medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- Coordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- Liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- Develop, organise and monitor the provision of primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- Assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency, e.g. RTA, in close cooperation with the medical practitioner in attendance;
- Coordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the mission's insurance company;
- Organize the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- Coordinate and perform Medical Briefings and First Aid Training for all incoming Mission members;
- Monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunizations;
- Gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- Implemental aspects of medical needs of the Mission after formal approval by the HoM;
- To establish professional contacts with EU personnel from all levels throughout the areas of operation;
- Be integrated in all operational planning and maintain a detailed understanding of both current and future plans;
- Assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issue an updated list of available MTF in the areas of

- operation;
- Establish and regularly update a medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organizations in the areas of operation;
- Ensure that the contents of all Mission First Aid and Trauma kits are sufficient.

Qualifications and experience

- University degree in Medicine from a recognised Medical School having a license to practice medicine;
- Preferably an ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- To have a minimum of 10 years of relevant professional experience including administrative and sufficient experience in medical planning and 5 years of experience in a managerial position;
- Minimum 5 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning/major incident medical management and support (MIMMS course desirable);
- Experience in assessing medical facilities, even under difficult conditions abroad;
- Interpersonal skills, capabilities to work with people from various backgrounds;
- International civilian and/or military experience, particularly in crisis areas with multi-national and international organisations (essential);
- Flight Medical and/or MEDEVAC experience - desirable;
- Very good level of written and spoken French;
- A good standard of written and spoken English is desirable.

Finance Officer (NI 47)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Restraint or equivalent

Availability: As soon as possible

The Finance Officer reports to the Head of Mission Support.

Main Tasks

- Ensure the sound and effective financial management of the CFSP Mission;
- Develop policies for accounting in close cooperation with the Financial Accounting Officer;
- Develop policies for the control of Mission finances;
- Define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- Verify the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- Ensure the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- Implement audit recommendations and ensure the effectiveness of internal controls;
- Provide sound financial advice to the head of administration, assisting in the formulation of financial strategies for the CFSP Mission;
- Evaluate and take measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- Liaise and cooperate on financial issues with the EU institutions, with National Governments involved and with other relevant organizations;
- Identify needs of goods and/or services required for improving the efficiency of the unit and help defining them for procurement;
- Undertake any other related tasks as required by the Head of Mission or the Head of Mission Support.

Qualifications and Experience

- University Degree in Finance, Accountancy or Administration;
- To have a minimum of 5 years of relevant professional experience including a minimum of 3 years in a managerial position;
- Excellent analytical, research and problem-solving skills;
- Proficiency in MS software;
- Experience of working with accounting software systems is required;
- Be familiar with the EU financial regulations;
- International experience, particularly in crisis areas with multinational and international organisations will be an asset;
- A high standard of written and spoken French is required;
- A good standard of written and spoken English is desirable.