

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### **European Union Maritime Capacity Building Mission in the Horn of Africa (EUCAP NESTOR Horn of Africa)**

| <b>Job Titles/<br/>Vacancy notice</b> | <b>Reference number</b>                         | <b>Name of the post</b>                                 | <b>Location</b> | <b>Available on</b> |  |
|---------------------------------------|---|---|-----------------|---------------------|--|
|                                       | <b><u>Seconded positions</u></b>                |   |                 |                     |  |
|                                       | DJ 36   | IT Expert (Web developer)                               | Djibouti        | ASAP                |  |
|                                       | DJ 38   | Mission Legal Adviser                                   | Djibouti        | ASAP                |  |
|                                       | SE 60   | Law Drafting Expert / Attorney General's Office         | Victoria        | ASAP                |  |
|                                       | DJ 80   | Head of Planning and Operations Department              | Djibouti        | ASAP                |  |
|                                       | DJ 81   | Reporting Officer                                       | Djibouti        | ASAP                |  |
|                                       | DJ 82   | Damage Control Expert (Engineering Chief Petty Officer) | Djibouti        | ASAP                |  |
|                                       | DJ 83   | Police Expert CID Training                              | Djibouti        | ASAP                |  |
|                                       | DJ 84   | Personal advisor to Chief of Coast Guard                | Djibouti        | ASAP                |  |
|                                       | DJ 85   | Personal advisor to Chief of Navy                       | Djibouti        | ASAP                |  |
|                                       | DJ 86   | Head of the Training Unit (MHQ)                         | Djibouti        | ASAP                |  |
|                                       | DJ 87   | Training Coordinator (MHQ)                              | Djibouti        | ASAP                |  |
| NA 88                                 | Strategic Advisor Mogadishu Federal Authorities | Nairobi   | ASAP            |                     |  |

|  |   |   |          |      |
|--|---|---|----------|------|
|  | SE 89   | Court Administration Expert - Office of the Chief Justice | Victoria | ASAP |
|  | DJ 97   | Maritime Situation Awareness –<br>Navigation Expert       | Djibouti | ASAP |
| <b><u>Seconded/Contracted positions:</u></b>               |   |   |          |      |
|  | EUCAP 13  | Chief of Procurement                                      | Djibouti | ASAP |
|  | DJ 17   | Human Resources Officer                                   | Djibouti | ASAP |
|  | DJ 19   | Financial Accounting Officer                              | Djibouti | ASAP |
|  | NA 21   | Logistics Officer   | Nairobi  | ASAP |
|  | DJ 24   | CIS Officer (Database Administrator)                      | Djibouti | ASAP |
|  | DJ 26   | Senior Mission Security Officer                           | Djibouti | ASAP |
|  | DJ 27   | Deputy Senior Mission Security Officer                    | Djibouti | ASAP |
|  | NA 51   | Mission Security Officer                                  | Nairobi  | ASAP |
|  | DJ 69   | Information Security Officer                              | Djibouti | ASAP |
|  | DJ 90   | Document Manager - Registry/Archive                       | Djibouti | ASAP |
|  | DJ 92   | Financial Verifier  | Djibouti | ASAP |
|  | NA 94   | Financial and Administrative Expert                       | Nairobi  | ASAP |
| <b>Deadline for applications:</b>                          | <b>Friday 8 March 2013</b>  |   |          |      |
| <b>E-mail address to send the Job Application Form/CV:</b> | <b><u><a href="mailto:cpcc.eucaphoa@eeas.europa.eu">cpcc.eucaphoa@eeas.europa.eu</a></u></b>  |   |          |      |
| <b>Information:</b>  | For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,<br><br><b>Ms Alma Noubel: <a href="mailto:alma.noubel@ext.eeas.europa.eu">alma.noubel@ext.eeas.europa.eu</a></b> |   |          |      |

**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 291/09 (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 <sup>(1)</sup>. 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 Civilian Planning and Conduct Capability, CPCC, requests that Member and contributing States propose candidates for the following international expert positions for the EUCAP Horn of Africa, 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) 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

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<sup>1</sup> 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.

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.

**Training** – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) 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 European Security and Defence Policy.

**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).

**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.

**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 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 OPLAN.

Seconded positions

**IT Expert (Web developer) (DJ 36)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

The IT Expert reports to the Chief CIS but works closely with the Senior PPIO, who is responsible for the substance and the final lay-out of the web page.

**Main Tasks**

- Responsible for the mission Intranet/Internet web development. Designs, creates, maintains and updates websites in cooperation with the Senior PPIO officer, allowing mission information to be available online.
- Work in close relation with external actors to enhance and maintain an information database for maritime capacity building information including online training schedules and interactive training possibilities (e-learning) for a larger set of online participants.
- Establishes working relationships with all departments of the Mission to facilitate the identification and collection of material to be fed into the website.
- Designs a web policy for the approval of the Head of Mission, including guidance to the Mission members regarding identification and formatting of material to be made available online.
- Processes the material provided by all the different departments of the Mission into web accessible documentation.
- Maintains continued relationship with all departments of the Mission regarding the development and improvement of the website as well as its maintenance.
- Cooperates with the CIS Officers and the IT Developer and supports their activities.
- Undertakes any other tasks as deemed necessary.

**Qualifications and Experience**

- University degree in Communications or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience.
- A minimum of 5 years of experience in Information and Communication Technology support and implementation preferably as a web developer/specialist.
- Experience of Web application development in Content Management Systems (CMS) like Moodle and Joomla.
- Experience in HTML, PhP is required. AJAX would be an advantage
- Experience in development of intranet pages with access control functionality via Microsoft Active Directory
- Experience of installing, maintaining and developing MSSQL/MySQL databases/applications.
- Experience in Open Source Environment (Linux) and open source web applications would be an advantage.
- Experience in project management for software development (desirable)

- Knowledge of BS7799/ISO27XX information security standards (desirable)
- Good level of written and spoken English. French would be an advantage.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

## **Mission Legal Adviser (DJ 38)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

Mission Legal Adviser reports to the Head of Mission (HoM)

### **Main Tasks**

- Provides advanced legal expertise and advice for the HoM on legal issues pertaining to the mission, its legal framework, and its mandate.
- Drafts legal guidelines for the mission in accordance with HoM instructions.
- Ensures his/her involvement in all relevant legal aspects of the mission, including but not limited to operational issues, contracts relating to any legal, financial and procurement aspects, contracts of employment, and other personnel management related or administrative legal issues.
- Coordinates and liaise with other components of the mission on issues where legal expertise is required.
- Liaises with other international and local stakeholders in the area of the above mentioned legal issues.
- Drafts assessments and recommendations for the HoM and/or duly authorized delegates in relation to internal disciplinary and administrative proceedings.
- Contributes to induction and other training with regard to general legal issues related to the mission, its legal framework and its mandate.
- Undertakes any other tasks required by HoM.

### **Qualifications and Experience**

- An advanced university degree in Law.
- A minimum of 10 years relevant professional experience;
- Proven knowledge of and experience in, labour law, contract law, procedural law and administrative law.
- Proven skills and experience in drafting laws, Standard Operating Procedures, other regulations and assessments.
- Prior CSDP or equivalent mission experience (highly desirable)
- Excellent interpersonal skills to allow effective communication in a culturally and politically sensitive environment.
- Ability to operate Microsoft Office package (Word, Excel, PowerPoint, Outlook).
- Excellent command of both English and French



## **Law Drafting Expert, Attorney General's Office (SE 60)**

(1 position)

**Duty Station:** Victoria, Seychelles

**Clearance:** EU Secret or equivalent

**Availability:** As soon as possible

The Law Drafting Expert will support the efforts of the Government of the Seychelles to review, amend and enact legislation to counter piracy and other forms of serious crime, and strengthen its maritime capacities. Under the supervision of the Head of the Legal Advisory Programme of EUCAP Nestor, the expert will be located within the office of the Attorney General where he/she will provide advice on both maritime-related and criminal-law legislation, assist with the teaching of legal drafting skills, and undertake other steps to support the prosecution of piracy cases around the Horn of Africa region.

### **Main Tasks**

- Under the guidance of the Attorney General, and based on the policy directives of the Seychelles Government, the Law Drafting Expert will review and undertake drafting or amendment of key legislation and/or statutory instruments covering both the maritime law and criminal law fields.
- As a priority, this will cover amendment of the Seychelles Criminal Procedure Code. Other work will include, but not be limited to, enactment of laws concerning shipping, fisheries, and coast guard regulation.
- Advises and assists government departments in preparing memoranda on the amendment or repeal of legislation.
- Advise government agencies on matters of statutory interpretation and application of laws.
- Develops and introduce training to improve the law drafting skills of Seychelles drafters, lawyers and potentially law students.
- As part of EUCAP Nestor's regional legal programme, provides support to EUCAP Nestor's legal projects in other Horn of Africa states and disseminate good practices relating to legislative reform and the prosecution of piracy (and other forms of serious crime).
- Develops a strong working partnership with the Attorney General and his office and other partner organisations.

### **Qualifications and Experience**

- Master degree or equivalent internationally recognized qualification in law
- At least ten years' relevant professional experience, with at least five years experience as a legislative drafter within a government/state department advising upon, reviewing and drafting/amending legislation
- Common law experience is essential
- Ability to analyze complex legal issues in a crisis situation and advise on legal texts
- Negotiating skills, confident inter-personal skills and experience in operating in complex environments and high risk environments
- Experience of operating in politically complex and sensitive environments is an advantage
- Excellent written and spoken English.

## **Head of Planning and Operations Department (DJ 80)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

Under the authority of the Head of Mission (HoM) the Head of Planning and Operations Department (HPOD)

### **Main Tasks**

- Supervises and Co-ordinates the Planning and Operations Department (POD) Staff, which includes the Senior Maritime Advisor, Project Cell, the Human Rights and Gender Advisor, the Training Unit, the Senior Police Advisor and the Head of Legal Advisory Program.
- Ensures that all mission operational activities are consistently planned, supported and executed according to HoM's directions.
- Ensures the production and periodic review of the Mission Implementation Plan (MIP), and contributes the mission benchmarking.
- Co-ordinates the functional branches of the MHQs to ensure that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of mission activities.
- Supports that the MHQs Staff are periodically updated on mission implementation progress as well as on the political and security situation of the mission area.
- Ensures that POD Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed by the relevant POD personnel.
- Contributes to the Mission's external reporting.
- Ensures that all POD members contribute to identify and report lessons and best practices within their respective fields of responsibility.
- Assumes any other responsibilities delegated to him/her by the HoM, on a temporary or permanent basis.
- Carries out any other task as deemed necessary.

### **Qualifications and Experience**

- University degree in Management or other equivalent academic training relevant to the post. Coast Guard background would be an advantage.
- At least 10 years of experience at senior management level.
- Experience in CSDP project management, planning and execution of CSDP missions.
- Excellent organisational and co-ordinating skills. Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crises Management.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organizations, ideally in a operational management capacity;
- Knowledge of the region's history, culture and politics.
- Excellent command in English. French is desirable.

## **Reporting Officer (DJ 81)**

(1 position)

**Duty station:** Djibouti

**Clearance:** EU Secret

**Availability:** As soon as possible

Under the overall supervision of the Senior Reporting Officer the Reporting Officer will:

### **Main Tasks**

- Be responsible for providing daily support to the HoM's Office;
- Handle international enquiries ;
- Collect, assemble, assess and collate Mission information in a cohesive and variable format;
- Synthesize information from Mission Members in order to draft reports for internal and external audiences;
- Prepare and draft reports and presentations (weekly, monthly, six monthly and special reports);
- Take meeting minutes on request
- Assist in organizing visits, meetings, presentations etc;
- Undertake any other tasks required on behalf of the HoM / DHoM.

### **Qualifications and Experience**

- University degree in a related field such as political science, journalism, literature, etc;
- Substantial and broad understanding of activities in policing and rule of law activities;
- Five years of proven experience as a reporting officer in a related area of work
- Very high proficiency in writing, reading and speaking English (native speaker level)
- Relevant international experience
- Knowledge of political, and cultural context in the Horn of Africa
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

## **Damage Control Expert (Engineering Chief Petty Officer) (DJ 82)**

(1 position)

**Duty Station:** Djibouti

**Clearance:** EU confidential or equivalent

**Availability:** As soon as possible

The Damage Control Expert reports to DJI Training Team Leader (DJI TTL)

### **Main Tasks**

- To advise the DJI TTM in all aspects related to the proper use, maintenance and reparations of mechanical, electric and damage control equipment associated to ships.
- To advise the DJI TTM in all aspects related to the formation and training of DJI Navy and Coast Guard mechanical, electrical and damage control crews.
- To prepare and deliver training courses related to manipulation, maintenance and reparations of different mechanical, electric and damage control equipment, including fast patrol boat engines and rigid inflatable boat (RHIB) engines.
- To develop training curriculum for DJI Navy and CG mechanical, electric and damage control crews.
- Under command and supervision of TTL, to deal and cooperate with MHQ e-cell to elaborate digital training courses in his/her domain of competence.
- To carry out any other task in the domain of his/her competency as deemed necessary.
- To support MHQ with maritime maintenance expertise when necessary.
- To be able to train and advise in the complete mission area as required.

### **Qualifications and Experience**

- Secondary school degree or higher level of education.
- Petty officer from the Navy or Coast Guard agency.
- Experience on board Navy or Coast Guard ship acting as electrical or mechanical petty officer (at least five years embarked and five years dedicated specifically to any of these two functions).
- Experience in maintenance, reparation and manipulation of mechanical, electric and damage control equipment associated to ships.
- Experience in use and maintenance of mechanical and electrical components of small fast patrol boats and rigid inflatable boats (RHIBS).
- Experience in damage control (fire-fighting and flooding) technics and equipment.
- Preferably experience as teacher of Navy or Coast Guard school (mechanic or electric).
- Preferably, previous work experience in a mechanical or electrical Navy/Coast Guard workshop.
- Ability to work in a group or team and to motivate staff. High interpersonal communications skills.
- Ability to work in a rather hostile environment due to hot weather and lack of equipment and tools.
- Ability to deliver training and to mentor trainees.
- Ideally, experience in another international operations.
- Ideally, previous work experience in Djibouti or in the Horn of Africa.
- Excellent French and English. French particularly is a must, both speaking and writing.

## **Police Expert CID Training (DJ 83)**

(1 position)

**Duty Station:** Djibouti

**Clearance:** EU Secret

**Availability :** As soon as possible

The Police Expert CID Training reports to DJI Training Team Leader

### **Main Tasks**

- Under the directives of the DJI Training Team Leader, designs and implements the CID training curriculum for the DJI Coast Guard training, including for basic evidence preservations/gathering and forensics examinations.
- Organises all aspects of the CID training in Djibouti, based on the means available to the DJI Coast Guard.
- Updates as necessary and implements the CID part of the DJI Coast Guard training project in coordination with the project cell and within the dedicated budget.
- Supports as appropriate, through advice and reports, the DJI Training Team Leader and the Mission police advisor.
- Provides advice to the country teams, as requested, for their preparation of the training for the law enforcement dimension of the coast guard services.
- Contributes to the production of the e-training material.
- To carry out any other task in the domain of his/her competency as deemed necessary.
- To be able to train and advise in the complete mission area as required.

### **Qualifications and Experience**

- University degree or other equivalent academic training relevant to the post.
- Senior police, gendarmerie or coastguard officer with 10 year experience in CID and with a maritime police background.
- Previous work experience in designing and implementing CID training.
- Good understanding of policing a coastal area and of the threats and challenges that Piracy represents to law enforcement officers.
- Good understanding of the practicalities of the DJI Coast Guard challenges.
- Excellent level of written and spoken English and French.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in the Horn of Africa.

## **Personal Adviser to Chief of Coast Guard (DJ 84)**

(1 position)

**Duty Station:** Djibouti (CG Office)

**Clearance:** EU Secret or equivalent

**Availability :** As soon as possible

The Personal advisor to Chief of Djibouti Coast Guard (DCG), under the authority of the Senior Coast Guard and Maritime Advisor, reports to DJI Training Team Leader (DJI TTL).

### **Main Tasks**

- Delivers training courses and expertise and elaborates e-training courses, with the support of the MHQ dedicated cell, as required
- To develop training curriculum for Djiboutian Coast Guard (DCG), in cooperation with other experts belonging to the regional maritime team and the country teams.
- Establishes and maintains cooperation with EUNAVFOR and the other maritime security stakeholders and donors in Djibouti with the DCG, facilitating practical cooperation and exchange of information, between the Mission and the DCG.
- Establishes a working group with the Coast Guard training officers to plan, implement and improve the training activities.
- Establishes and assist to conduct DCG organization reviews.
- Supports the selection of future trainees, among the DCG, for advanced training courses in the DRMTC (Djibouti Regional Maritime Training Centre).
- Manages the implementation and the coordination of agreed projects in DCG, according to the operational planning.
- Ensures that the knowledge and experience acquired by the DCG personnel from training as well as the equipment provided by projects, will be effectively utilized.
- Verifies periodically and performs the security procedures of IT systems and documentation (i.e. through log analysis, integrity of seals, suspicious elements) in DCG Office and reports to the SMSO for any security incidents.
- Ability to travel along the ECN Countries to provide advice and assist in developing the CG functions in the Region, as required.
- Carries out any other tasks as deemed necessary.

### **Qualifications and Experience**

- Officer from a Coast Guard agency with coast guard functions Capabilities (OF3/4 or 8 years of seniority).
- Preferably with knowledge in police, legal and related Law enforcement.
- Preferably experience in ships carrying out Coast Guard functions or Patrol boats.
- Ability to work in a group or team and to motivate staff.
- High interpersonal communications skills.
- Ability to work in a rather hostile environment due to hot weather and lack of equipment.
- Ability to deliver training and to mentor trainees.
- Ideally, experience in another international operation, particularly capacity building operation.
- Ideally, previous work experience in Djibouti or in the Horn of Africa.

- Excellent command of French, written and spoken, is a requirement. Good knowledge of English.

## **Personal Advisor to Chief of the Navy (DJ 85)**

(1 position)

**Duty Station:** Djibouti (MHQ/DJI Navy office).

**Clearance:** EU Secret or equivalent

**Availability:** As soon as possible

The Personal advisor to Chief of Djiboutian Navy (DJI Navy), under the authority of the Senior Coast Guard and Maritime Advisor, reports to DJI Training Team Leader (DJI TTL).

### **Main Tasks**

- Delivers training courses and expertise and elaborates e-training courses, with the support of the MHQ dedicated cell, to the Djiboutian Navy (DJINavy)
- Develops curricula, in relation with the Mission Regional Maritime Training Team, in his domains of competency.
- Establish in the DJ Navy OpCen, the DJI MSA Support Cell to produce information products. The information will be compiled, analysed and exchange at regional level, establishing a permanent MSA Regional Information Flow.
- Establishes and maintains cooperation with EUNAVFOR and French Navy and other maritime security stakeholders and donors, facilitating practical cooperation and exchange of information, between the Mission and the DJ Navy.
- Establishes and assist to conduct DJ Navy organization reviews.
- Supports the selection of future trainees, among the DJ Navy, for advanced training courses in the DRMTC (Djibouti Regional Maritime Training Centre).
- Manages the implementation and the coordination of ECN agreed projects in DJ Navy, according to the operational planning.
- Ensures that the knowledge and experience acquired by the DJ Navy personnel from training as well as the equipment provided by projects, will be effectively utilized.
- Verifies periodically and performs the security procedures of IT systems and documentation (i.e. through log analysis, integrity of seals, suspicious elements) in DJ Navy Office and reports to the SMSO for any security incidents.
- Ability to travel along the ECN countries, to provide advice and assist in developing the Maritime Security and MSA, as required.
- Contributes to the induction training for new Mission personnel.
- Carries out any other tasks as deemed necessary.

### **Qualifications and Experience**

- Senior Officer from the Navy or the Coast Guard ships (OF3/4 or 8 years of seniority).
- Previous experience in the delivery of training in basic and advanced navigation.
- Knowledge of and experience in Maritime Situational Awareness, naval intelligence and planning and execution of maritime operations at tactical level at sea.
- Good understanding of policies and organizational aspects of maritime administration, maritime security and Coast Guard function.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.



- Ideally, previous work experience in Djibouti or in the Horn of Africa.
- Excellent command of French, written and spoken, is a requirement.
- Good knowledge of English.

## **Head of the Training Unit MHQ (DJ 86)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

Under the supervision of the Head of Planning and Operations, the Head of the Training Unit MHQ will be responsible for related regional strengthening activities across the mission AoR and for coordinating police, maritime and legal training delivered in each country.

### **Main Tasks**

- Establishes efficient working relationships at strategic level with all the national and international key stakeholders involved in the police, legal and maritime training in the mission AoR.
- Establishes a close cooperation in the mission with the Senior Police, Maritime and Legal Advisers, the Training Team Leader Djibouti and the Country Team Leaders on training activities
- Organizes and coordinates all trainings in the mission AoR in close cooperation with the Senior Advisers, the Training Team Leader Djibouti and the Country Team Leaders
- Provides strategic advise, mentor and assist in the identification of training needs and requirements and the development of curricula for relevant training courses according to identified priorities
- Coordinates and having overall control of the training related projects, especially the projects for regional training
- Coordinates the participation of visiting experts in the mission area in close cooperation with the Training Team Leader Djibouti and the Country Team Leaders
- Develop tools to assess the effectiveness of the conducted training including Train the Trainer courses, the participation of visiting experts and e-learning in close cooperation with the Training Team Leader Djibouti and the Country Team Leaders
- Participates in the organisation of training on regional level and train senior officials in regional courses organized in the Djibouti Regional Training Centre
- Ensures that the Unit's operational activities are consistently planned and executed according to HoM's directions, and regularly reports on their outputs and outcomes.
- Contributes to develop and periodically review the Mission Implementation Plan (MIP) and to keep track of mission benchmarking
- Contributes to mission external reporting as required
- Contributes to the induction training of new mission personnel as required
- Travels within mission area as deemed necessary, to include trips to high risk areas as Somalia.
- Carries out any other tasks as deemed necessary

### **Qualifications and Experience**

- University or equivalent degree or other academic training relevant to the post
- At least 8 years of management experience including experience as Leader of a Training unit
- Ability to establish priorities, to plan and to execute control over the conduct of activities
- Ability to mentor and motivate staff, to review and edit

- Excellent organizational and co-ordinating skills
- Ability to establish priorities and to plan and to exercise control over the conduct of activities
- Excellent interpersonal and communications skills
- Ability to mentor and motivate staff, to review and edit the work of others.
- Familiarity with the European Institutions and the EU Crises Management
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a operational management capacity;
- Knowledge of the region's history, culture and politics.
- Past work experience in Africa is desirable.
- Excellent level of written and spoken English.

## **Training Coordinator (MHQ) (DJ 87)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

Under the supervision of the Head of the Training Unit MHQ and the Head of Planning and Operations, the Training coordinator will support and assist the Head of Training in the coordination of police, maritime and legal training delivered in each country.

### **Main Tasks**

- Supports the Head of Training in his coordinating activities with the mission Senior Advisors, the Training Team Leader Djibouti and the Country Team Leaders
- Assists the Head of Training in establishing efficient working relationships on strategic level with national and international stakeholders involved in the police, legal and maritime training in the mission AoR
- Supports in the coordination of the trainings in the mission AoR
- Supports the Head of Training on all training related projects, especially the projects for regional training
- Assists in the coordination of visiting experts in the mission area in close cooperation with the Training Team Leader Djibouti and the Country Team Leaders
- Develops tools to assess the effectiveness of the conducted training including Train the Trainer courses, the participation of visiting experts and e-learning in close cooperation with the Training Team Leader Djibouti and the Country Team Leaders
- Assists in the organisation of training on regional level
- Assists the Head of Training in the periodically review the Mission Implementation Plan (MIP) and mission benchmarking
- Contributes to mission external reporting as required
- Contributes to the induction training of new mission personnel as required
- Travels within mission area as deemed necessary, to include trips to high risk areas as Somalia.
- Carries out any other tasks as deemed necessary

### **Qualifications and Experience**

- At least 8 years of training experience, including the drafting of curricula and training plans
- University or equivalent degree or other academic training relevant to the post
- Excellent organizational and co-ordinating skills
- Ability to establish priorities and to plan and to exercise control over the conduct of activities
- Excellent interpersonal and communications skills
- Familiarity with the European Institutions and the EU Crises Management
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a operational management capacity;
- Knowledge of the region's history, culture and politics.
- Past work experience in Africa is desirable.
- Excellent level of written and spoken English.

## **Strategic Adviser Mogadishu Federal Authorities (NA 88)**

(1 position)

**Duty Station:** Nairobi, with relocation into Somalia if required. Temporarily deployed in Djibouti.

**Security Clearance Level:** EU Secret or equivalent

**Availability:** As soon as possible

The Strategic Adviser reports to the Somalia Country Team Leader.

### **Main Tasks**

- Strategic Advisor to work with the Central Somali Government in the area of Maritime Security.
- Directly support the HoM and Somalia Country Team Leader in providing advice and mentoring to relevant Somali ministries in developing and operationalizing their maritime security strategy.
- Ensure links between central Government security strategy and operational implementation in Puntland and Somaliland.
- Provide maritime expertise to the Somalia team.
- Provide day to day management for the Mogadishu advisory team when deployed.
- The Key skill set would be in the maritime arena, preferably either civilian or military coast guard expertise, and strategic policy experience.
- Initially based from Nairobi/Djibouti with frequent travel to Somalia.
- Permanent move to Mogadishu when Security and Logistical situation allows.
- Carries out any other tasks as deemed necessary.

### **Qualifications and Experience**

- University degree in management, security or other equivalent academic training relevant to the post.
- At least 10 years of experience with some proven previous engagement at political and strategic levels.
- OF5 level or equivalent
- Excellent organizational and coordinating skills.
- Able to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Ability to work without secretarial support.
- Excellent interpersonal communications skills.
- Excellent written and spoken English with Somali and basic French as an advantage.
- Preferably previous work experience in international environment in crisis management.
- Excellent knowledge of and experience of working in Somalia.

## **Court Administration Expert - Office of the Chief Justice (SE 89)**

(1 position)

**Duty station:** Victoria, Seychelles  
**Clearance:** EU Secret or equivalent  
**Availability:** As soon as possible

The Court Administration Expert will support the efforts of the Chief Justice and Government of the Seychelles to improve the administration and efficiency of the Seychelles justice system. There will be a particular emphasis on improving the criminal justice process by advising and mentoring senior court staff.

In carrying out his or her tasks to improve the Seychelles justice system the expert will work under supervision of the Head of the Legal Advisory Programme of EUCAP Nestor, and under the direction of the Chief Justice, and the expert will be located within the office of the Chief Justice where he/she will provide expert support to the Chief Justice to implement a range of identified reforms.

Also, as a member of the Seychelles Country Team the expert will participate in the overall tasks and activities of the country team and report to the Country Team Leader.

Under the overall supervision of the Country Team Leader Seychelles the Court Administration Expert will:

### **Main Tasks**

- Under the guidance of the Chief Justice, provide mentoring for senior court staff.
- Support the Chief Justice in implementing already identified reforms, including:
  - (i) introducing measures to improve the efficiency of court proceedings (such as optimising the scheduling of hearings, minimising adjournments and delays, improving the service of summons and calling of witnesses, producing timely and accurate records of proceedings etc.)
  - (ii) the further development of the automated case management system
  - (iii) strengthening human resources administration for court staff
  - (iv) establishing a law library in the new Supreme Court building
  - (v) increasing the number of judicial decisions published online.
- Personally provide training to judges and court staff on how to improve court administration, and also develop and organize training to be provided by external partners.
- Support the development of a continuous professional program for judges and court staff.
- Assist in the development and management of a plan for the transition of the Supreme Court from its current location in downtown Victoria to the new court building.
- Work in close cooperation with the Seychelles Law Drafting Expert and other members of the Seychelles Country Team to achieve significant improvement in Seychelles maritime security.
- Undertake additional tasks as requested by the Country Team Leader to ensure the achievement of EUCAP Nestor's mandate in the Seychelles.
- Provide additional support as requested to enable the achievement of EUCAP Nestor's regional legal advisory programs.

## **Qualifications and Experience**

- University degree in law or administration.
- At least 10 years' relevant professional experience of administering a court or similar judicial organization.
- Experience of providing and organizing training for members of the judiciary and/or court staff.
- Negotiating skills, confident inter-personal skills and experience in operating in complex cultural/ political environments and high risk environments.
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail.
- Excellent command of English, written and spoken, is a requirement.

## **Maritime Situation Awareness – Navigation Expert (DJ 97)**

(1 position)

**Duty Station:** Djibouti

**Clearance:** EU Secret or equivalent

**Availability :** As soon as possible

The Maritime Situation Awareness – Navigation Expert reports to DJI Training Team Leader (DJI TTL)

### **Main Tasks**

- To advise and deliver expertise in all aspects related to Maritime Situation Awareness (MSA), navigation and naval operations.
- To prepare and deliver training courses related to MSA equipment and activities.
- To prepare and deliver training courses related to navigation and naval operations.
- To assist to develop training curriculum for DJI Navy and Coast Guard (MSA, navigation and operations)
- To deal and cooperate with MHQ MSA support cell.
- To deal and cooperate with MHQ e-cell to elaborate digital training courses related to MSA, navigation and operations.
- To assist to conduct reviews of MSA national and regional organizations.
- To assist to conduct Navy and Coast Guard organization reviews.
- To carry out any other task in the domain of his/her competency as deemed necessary.

### **Qualifications and Experience**

- Secondary school degree or higher level of education.
- Petty officer from the Navy or Coast Guard agency.
- Knowledge of and experience in Maritime Situational Awareness, navigation and naval operations.
- Experience on board Navy or Coast Guard ship acting as navigation or operations petty officer (at least ten years embarked and ten years dedicated specifically to any of these two functions)
- Preferably experience in ships carrying out Coast Guard functions or fast patrol boats.
- Preferably experience in the operation of MSA compiling and information sharing centre or MSA coastal station.
- Preferably experience as teacher of a Navy or Coast Guard school (MSA and navigation).
- Ability to work in a group or team and to motivate staff. High interpersonal communications skills.
- Ability to work in a rather hostile environment due to hot weather and lack of equipment.
- Ability to deliver training and to mentor trainees.
- Ideally, experience in another international operation, particularly capacity building operation.
- Ideally, previous work experience in Djibouti or in the Horn of Africa.
- Excellent French and English.



Seconded/Contracted Positions

**Chief of Procurement (EUCAP 13)**

**Duty Station:** Djibouti

**Security Clearance Level:** EU Confidential

**Availability :** As soon as possible

**Post category :** Expert Level

The Chief of Procurement will report to the Head of Mission Support and assist Head of Mission Support in fulfilling the duties set in support of the EUCAP NESTOR mandate.

**Main Tasks**

- Leads, develops, manages and co-ordinates the CSDP mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of European Commission (EC) legislation and regulations;
- Assist and advise the chain of command on all contracting and procurement issues;
- Provides assistance to the mission members related with all contracting and procurement matter
- Develops professional relationships and work partnership with EC in the field of contracting and procurement for the mission.
- Undertake any other related tasks as required by the Head of Mission

**Qualifications and Experiences**

- Advanced University Degree in Law, Public Administration, Business Administration or equivalent
- To have a minimum of 5 years of effective and extensive operational experience at middle management levels and 10 years of overall professional experience
- Previous experience in the CSDP missions
- Knowledge of the EU financial rules;
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in financial management of tendering processes and audits, preferably including EU procedures
- International experience, particularly in crisis management with multi-national and international organisations
- Experience in planning and implementing projects and programmes
- Good working knowledge of MS Word and MS Excel
- Excellent level of written and spoken English, French desirable

## **Human Resources Officer (DJ 17)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Restraint

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management Level

The Human Resources Officer reports to the Chief of Human Resources.

### **Main Tasks**

- Carries out assignments in management and co-ordination of all human resources related issues
- Applies human resources policies and procedures
- Advises in the preparation of job descriptions
- Implements the selection staff policies and processes job applications as per the CPCC rules.
- Maintains records related to the staff selection
- Participates in selection panels as directed by the Chief of Human Resources
- Maintains duty rosters and databases as appropriate
- Advises in the development of Standard Operating Procedures
- Advises in preparing and managing deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination of employment, attendance records, duty rosters, high risk cover, and all relevant finance related issues
- Advises in the development of the training for personnel
- Advises in identifying needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services
- Ensures appropriate administrative support for duty trips and travels

### **Qualifications and Experience**

- University degree in Human Resources, Social Sciences, Business Administration or equivalent academic or professional training
- A minimum of 5 years of experience, with professional experience in legal, administrative and operational aspects of human resources and training
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Skilled to operate databases and Office Suite;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Excellent level of written and spoken English;
- Good command of French, written and spoken, is a requirement.

## **Financial Accounting Officer (DJ 19)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Restraint

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management Level

The Financial Accounting Officer will report to the Head of Mission Support and assist Head of Mission Support in fulfilling the duties set in support of the Mission mandate.

### **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 and French

## **Logistics Officer (NA 21)**

(1 position)

**Duty Station:** Nairobi (Temporary deployed in Djibouti)

**Security Clearance Level:** EU Restraint

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management Level

The Logistics Officer reports to the Chief of General Support Services.

### **Main Tasks**

- During the deployment phase: Plan, monitor and implement all aspects of logistical needs of the Mission, its integrated logistic system management, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions, and the coordination of aspects related to custom's clearance procedures.
- Under the supervision of the Chief of GSS, the EUCAP Logistics Officer acts mainly in various technical domains, such as Operational Logistic planning, Movement and Transportation, supply chain, asset and services management, as well as engineering and facilities.
- Plans, develops and acts in order to implement strategies so as to meet expected the Mission performance within approved budget and timeframe.
- Administers lease contracts of all rented premises, and any other related contracts (e.g. Emergency Medical Services Contract, etc).
- Takes on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipments).
- Ensures that comprehensive and accurate policies and guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines.
- Be responsible/coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.
- Undertakes any other related tasks as required by the Chief of GSS.

### **Qualifications and experience:**

- A University degree in Management, Logistics, Engineering, or a diploma as Engineer, or an equivalent combination of education, training and practical experience.
- Minimum of 5 years of professional experience at middle management level in logistics related matters and in a specific Support Services related field (i.e. Supplies, Transportation, Engineering, Asset Management).
- Capacity to foresee needs, plan and delineate strategies for maximizing resources; therefore, due to related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2).
- International experience, particularly in crisis areas with multinational and international organizations will be an asset.
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks (distinct advantage).
- Very good level of written and spoken English as well as French is a requirement.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

## **CIS Officer (Database Administrator) (DJ 24)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management Level

The CIS Officer (Database Administrator) reports to the Chief of CIS.

### **Main Tasks**

- Administers SQL database systems.
- Assess, plan, analyse, design, program and implement web-based/desktop interfaces and applicable technologies, technical reports, operating instructions, guidelines and procedures for the applications produced/modified.
- To develop detailed database/software specifications, functional specifications and user documentation for the systems implemented.
- To identify needs and define application/database requirements, organise and implement user training, troubleshoot problems and assist with change requests
- To cooperate with the other CIS Officers and link with commercial companies and other actors the mission is working with for data retrieval.
- To be responsible for documentation of the data base configuration and to assure that trustworthy backups of the databases, source codes and applications is performed on a daily basis.
- To monitor and maintain the mission network and its data bases in Office Countries.
- Undertake any other tasks required in support of the objectives of the Mission

### **Qualifications and Experience:**

- University degree in Communications or Technical Specialization in Engineering, Information Technology systems, Communications or equivalent combination of education, training and practical experience relevant for the post.
- A minimum of 5 years of experience in Information and Communication Technology support and implementation preferably as a programmer/analyst.
- Knowledge of Web services integrator/programmer skills with experience in SQL Server, both MSSQL, MySQL and Microsoft Active Directory usage in development.
- Extensive knowledge in Microsoft Access, Visual Studio. Good knowledge in AJAX would be seen as an advantage.
- Knowledge in version handling software's like GIT, SVN or similar to assure proper source code documentation and version handling.
- Preferable with knowledge of Information Security Management; ISO 27X & BS 7799
- Very good level of written and spoken English. French would be an advantage.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

## **Senior Mission Security Officer (DJ 26)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

**Post category :** Expert

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM), who remains responsible overall for the security and safety of mission staff, the SMSO is responsible for managing the security and safety of EUCAP's Horn of Africa staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures. The SMSO reports to the Head of Mission of EUCAP Horn of Africa.

### **Main Tasks**

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information;
- To manage and supervise the EUCAP Horn of Africa Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support;
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans);
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To monitor and assess the security situation and make security analyses, recommendations, and reports;
- To ensure personal security advice is given to members of mission staff as required;
- To ensure effective system of security reviews in relation to EUCAP Horn of Africa mission's property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas in cooperation with the training officer(s), in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as

- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- To participate in Senior Management Team Meetings - providing relevant security input (including assessments);
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure the policy on security clearances for Mission staff is correctly applied;
- To liaise with the EEAS Security Department and CPCC's-Missions Security Coordinator on all matters foreseen by the EEAS Field Security Policy and supporting documents;
- To undertake any other related tasks as required by the Head of Mission.

### **Qualifications and Experience**

- Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from military/police academy or civilian security organization with specialized training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team: or equivalent combination of education, training and practical experience, preferably with substantial part of it in an international organization involved in crisis management.;
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police;
- Successful completion of the Mission Security Officer Certification Course (desirable);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- 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;
- Fluency in English (speaking, reading, writing, understanding)
- Knowledge of French desirable;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Civilian driving license class B and C mandatory;

## **Deputy Senior Mission Security Officer (DJ 27)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management Level

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) of EUCAP Horn of Africa, the DSMSO will:

### **Main Tasks**

- Assist the Senior Mission Security Officer and replace him / her in his / her absence.
- Be responsible for establishment and implementation of security requirements, recommendations and safety instructions.
- Assist the Senior Mission Security Officer in drafting, continued development, implementation and updating of the Mission security plans.
- Assess the threat level and assist the Senior Mission Security Officer in maintaining and updating the EUCAP Horn of Africa Mission Security Plan (MSP), SOP's and contingency plans.
- Ensuring that plans for relocation/evacuation are current and able to be implemented at short notice.
- Ensure that all security equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings on matters affecting security of mission members and ensure that they are properly prepared for emergencies.
- Liaise and co-operate closely with other international organizations and national law enforcement agencies working in the field for security.
- Provide comprehensive reports on all incidents affecting the mission and mission members, and initiate necessary follow up action with appropriate authorities.
- Ensure the protection of EU classified information.
- Elaborate precise and accurate reports concerning information received which impacts upon the mission and mission members, initiating appropriate analyses and assessments of all pertinent information.
- To work in close cooperation with the Department of Administration in matters related to the purchasing of necessary security related equipment and services.
- Elaborate security situation reports and risks assessments.
- Supervise and give the approval on security matters travel plan;.
- Conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.



## **Qualifications and Experience**

- Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management.
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 7 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- 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.
- Excellent command of English, written and spoken, is a requirement
- A working knowledge of French is a requirement
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B and C mandatory;

## **Mission Security Officer (NA 51)**

(1 position)

**Duty Station:** Nairobi/Hargeisa. Temporarily deployed in Djibouti.

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management level

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will:

### **Main Tasks**

- Implement security requirements for EU-led civilian crisis management operations.
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conduct regular security drills, communication tests and evacuation exercises.
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities.
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission.
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation.
- Report and assist the SMSO on the security level and state of alert for the mission staff.
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- To be responsible for in-depth planning and execution of security operations.
- Travel to High Risk areas and conduct security duties.
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission.

## Qualifications and Experience

- Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management.
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in firearms.
- Trained in basic life support (medical training).
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- 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.
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B and C mandatory.
- Security clearance EU SECRET mandatory.
- Fluency in English (speaking, reading, writing, understanding).
- Knowledge of French desirable.

## **Information Security Officer (DJ 69)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management level

The Information Security Officer reports to the Senior Mission Security Officer.

### **Main Tasks**

- Develops and ensures application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council Security Regulations.
- To be the Mission's focal point for information security compromise or suspicion of compromise.
- Liaises in conjunction with the SMSO, the Chief of CIS and with EEAS Security Directorate for information security issues and especially in case of incident.
- Collaborate with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems
- Be the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks which may include:
  - Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc).
  - Ensuring protection of accountable security items.
  - Ensuring secure transfer of accountable security items.
  - Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise.
- Verifies periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements).
- Reports to the SMSO for IT security incidents.
- Assesses any change to the IT systems (especially the Mission RESTRAINT UE LAN and Pre-DEUS) from a security perspective.
- Develops awareness with regard to IT security for the Mission staff.

### **Qualifications and Experience**

- Graduate from a national military/police academy with specialized training in field operations, force protection.
- Minimum 5 years of relevant work experience - not dating back more than two years from this current application- in mission security matters or professional training on field security.
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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;
- Excellent organisational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment

- International experience of an ESDP/CSDP desirable together with experience of multinational and international organizations / Missions;
- Fluency in English mandatory and good knowledge of French desirable
- Civilian driving license class B and C mandatory 44 / 55

## **Document Manager - Registry/Archives (DJ 90)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management Level

The Documents Manager - Registry/Archives reports to the Head of Mission Support.

### **Main Tasks**

- Ensures the security, integrity and optimal performance of document management system.
- Responsible for the effective and appropriate management of the Mission records and archives.
- Registers and distributes all official incoming and outgoing communications including all classified and registered access material, ensuring immediate access to the required documents.
- Stores, arranges, indexes and classifies records.
- Ensures secure destruction for "restricted" records authorized for destruction.
- Assists the Head of Mission Support in developing and sustaining relevant SOPs, directives and policies relating to documents management, registry and archiving, and keeps these up to date.
- Administers relevant reports and required information to internal and external functions.
- Facilitates the development and maintenance of office services by organizing office operations and procedures; controls correspondence.
- Designs filing systems to meet administrative, legal and financial requirements, reviews and supplies requisitions; monitors clerical functions.
- Undertakes any other related tasks as required by the Head of Mission Support.

### **Qualifications and Experience**

- Successful completion of a full course of university studies in Records, Information Management or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.
- Knowledge and application of records management practices including an understanding of computerized records management systems.
- In-depth knowledge of archiving systems in international organizations.
- Knowledge of mail handling and security and safety related issues.
- Tact in dealing with internal and external parties and the ability to maintain a high level of confidentiality.
- Excellent command of English in written and spoken, and working knowledge of French is desirable.

## **Financial Verifier (DJ 92)**

(1 position)

**Duty Station:** Djibouti

**Security Clearance Level:** EU Confidential

**Availability:** As soon as possible

**Post category :** Mission Support Staff/Management Level

The Financial Verifier reports to the Head of Mission Support

### **Main Tasks**

- Performs, in coordination with Finance Section ex-ante checks put in place by the Authorizing Officer responsible to verify operational and financial aspects of each operation.
- Monitors that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Guide to Missions, European Commission's Communications related to employment of personnel, local labor law etc.).
- Reviews and confirms, under the supervision of the Authorizing Officer and prior to the initial launch of any tender procedure and before the signature of contracts, that the Practical Guide to Contract Procedures for EC External Actions is duly respected.
- Defines and implements, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process.
- Ensures compliance with financial and other applicable regulations.
- Undertakes any other related tasks as required by the Head of Mission Support.

### **Qualifications and Experience**

- Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance, Accounting, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.
- Previous experience in EU Institutions.
- Excellent analytical, research and problem-solving skills.
- Excellent drafting skills.
- Ability to operate spread sheets, or PC-based budget, accounting or human resource systems.
- Excellent command of English both written and spoken, and working knowledge of French is desirable

## **Financial and Administrative Expert (NA 94)**

(1 position)

**Duty Station:** Nairobi (Temporarily deployed in Djibouti)

**Security Clearance Level:** EU Confidential

**Availability:** As soon as possible

**Post category :** Expert

The Financial and Administrative 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**

- Ensures the sound and effective financial management of the CSDP Mission, including the preparation of the budget and follow-up of its implementation.
- Revises and improves procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance.
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments).
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery
- Implements audit recommendations and ensure the effectiveness of internal controls.
- Provides sound financial advice to the head of mission support unit, assisting in the formulation of financial strategies for the CSDP Mission.
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions.
- Liaises and cooperates on financial issues with the EU institutions, with National Governments involved and with other relevant organizations.
- Identifies needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement.
- Undertakes any other related tasks as required by the Head of Mission Support.

### **Qualifications and Experience**

- University degree in Finance and Administration.
- To have a minimum of 10 years of overall professional experience.
- Excellent analytical, research and problem-solving skills.
- Ability to operate usual computer tools (e.g. Microsoft Office), intranet, internet, and computerized financial systems (e.g. FAME, Excel financial formulas and add-ins).
- Be familiar with usual Accounting automated systems (e.g. SAGE, QuickBooks).
- Knowledge of EU financial rules and regulations.
- Excellent level of written and spoken English, knowledge of French is desirable.