

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

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

<b>Organisation:</b>	European Union Aviation Security Mission in South Sudan			
<b>Job Location:</b>	Juba			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b>			
	EUAVSEC 34	Ministry of Transport (MOT) Advisor	Juba	ASAP
	EUAVSEC 35	Aviation Security Trainer	Juba	ASAP
	EUAVSEC 38	Airport Security Mentor	Juba	ASAP
	EUAVSEC 39	Airport Security Mentor	Juba	ASAP
	EUAVSEC 40	Airport Security Mentor	Juba	ASAP
	EUAVSEC 41	Airport Security Mentor	Juba	ASAP
	EUAVSEC 42	Airport Security Mentor	Juba	ASAP
	EUAVSEC 43	Airport Security Mentor	Juba	ASAP
	EUAVSEC 44	Airport Security Mentor	Juba	ASAP
	EUAVSEC 45	Airport Security Mentor	Juba	ASAP
	<b><u>Seconded/Contracted</u></b>			
	EUAVSEC 14	Engineer / Facilities Manager	Juba	ASAP
	EUAVSEC 30	Ministry of Transport (MOT) Advisor	Juba	ASAP
	EUAVSEC 32	Security Officer	Juba	ASAP
	EUAVSEC 33	Medical Assistant / Nurse	Juba	ASAP
<b>Deadline for applications:</b>	<b>22 March 2013</b>			
<b>E-mail address to send the Job Application Form/CV:</b>	<b>eeas-cpcc-euavsec-south-sudan@eeas.europa.eu</b>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p><b>Mr. Jørn Laursen /</b> <b>cpcc.cfc@eeas.europa.eu</b></p>			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document

7291/09 (10 March 2009). Personnel seconded from Third Contributing States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract <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 administrative posts will be reviewed once the preparatory phase of the Mission has been completed.

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

#### **A. Essential requirements**

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

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

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

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

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

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

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

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

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

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

**Training** – eHest (<https://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**

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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.

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

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

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

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

### **C. Essential documents for selected candidates**

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

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

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

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

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

### **D. Additional information on the selection process**

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

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

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

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

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

### **E. Job descriptions**

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

## **Seconded Positions:**

### **Ministry of Transport (MOT) Advisor (EUAVSEC 34)**

**Duty Station:** Juba, South Sudan

**Security Clearance level:** EU Restricted or equivalent

#### **Main tasks**

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

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

#### **Qualifications and Experience**

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

## **Aviation Security Trainer (EUAVSEC 35)**

**Duty Station:** Juba, South Sudan

**Security Clearance level:** EU Restricted or equivalent

### **Main tasks**

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

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

### **Qualifications and Experience**

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

**Airport Security Mentor  
(EUAVSEC 38 to 45)**

**(8 positions)**

**Duty Station:** Juba, South Sudan

**Security Clearance level:** EU Restricted or equivalent

**Main tasks**

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

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

**Qualifications and Experience**

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

## **Seconded/Contracted Positions**

### **Engineer / Facilities Manager (EUAVSEC 14)**

**Category :** Mission Support Management Level

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Secret

#### **Main Tasks**

Under the supervision of the Head of Mission Support (HoMS), and in close co-operation with the Logistics and Security Units:

- Assume primary responsibility in the management of all EUAVSEC facilities in Juba (HQ compound and external training/mentoring facilities).
- Act as the project manager for the rental contract of the HQ compound, including ancillary services.
- Carry out regular checks of the HQ Compound ensuring facilities and systems are in an adequate state of repair.
- Develop a preventative maintenance plan for all EUAVSEC Facilities in Juba.
- Plan and supervise all maintenance and cleaning activities for EUAVSEC facilities in Juba.
- Manage the allocation of office and residential accommodation within EUAVSEC facilities in Juba.
- Plan and supervise the delivery of fuel supplies to the Compound and the maintenance of adequate reserves of same.
- Responsible for waste management services; liaise with waste company as appropriate.
- Assist in developing contracts for support services including preparation of Statements of Work, technical evaluations, requisitioning, contract quality control and quality assurance, accounting and invoicing verification.
- Preparing tender request documents, such as ToR, justifications and technical specifications for works, supplies and services in the area of Engineering and Facility Management.
- Identify cost saving maintenance initiatives for all EUAVSEC Facilities in Juba.
- Responsible for catering activities for official functions.
- Coordinate and manage all resources provided to clean and maintain all kitchen equipment; ensuring that safety and hygienic standards are met.
- Supervise, train and monitor performance of all EUAVSEC facility management staff.
- Undertakes any other tasks required by the HoMS.

#### **Qualifications and Experience**

- University Degree in Engineering or equivalent combination of education, training and practical experience or equivalent.
- Minimum of 6 years of relevant experience.
- Good practical knowledge of field operations, contract execution and administration; in-depth understanding of procurement policies, practices and procedures.
- Excellent technical awareness with experience of a broad range of maintenance requirements.
- Logical analytical approach to solving problems using sound judgment and decision making methodologies.
- Client service orientation.
- Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects and activities.
- Strong negotiating skills.
- Good computer skills.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.
- International experience, particularly in crisis areas with multi-national and international organisations, desirable.
- Relevant experience at management level, desirable.
- Professional qualification in Engineering or Health and Safety, desirable.



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

**Category :** Expert

**Duty Station:** Juba, South Sudan

**Security Clearance level:** EU Restricted or equivalent

### **Main tasks**

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

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

### **Qualifications and Experience**

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

## **Mission Security Officer** **(EUAVSEC 32)**

**Category :** Mission Support Management Level

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Secret

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 and supervision of the Senior Mission Security Officer (SMSO), the MSO will be responsible for:

### **Main Tasks**

- Implement security requirements for EU-led civilian crisis management operations.
- Assist the SMSO in the development and review 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 operation.
- 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**

- 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 organisation 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, 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.
- 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.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- 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 only, mandatory.
- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.
- Successful completion of the EEAS Security Officer Certification Course, desirable.
- International experience of an ESDP/CSDP together with experience of multi-national and international organisations / Missions, desirable.

## **Medical Assistant / Nurse (EUAVSEC 33)**

**Category :** Mission Support Assistant Level

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Restraint

### **Main Tasks**

Under the supervision of the Head of Mission Support (HoMS), the Medical Assistant / Nurse:

- Assists and advise the Head of Mission (HoM) and Head of Mission Support on all medical/welfare matters, as well as provides general support to the HoM's duty of care over mission personnel.
- Ensures that the activities for which he/she is responsible are consistently planned and executed according to HoM's directions, and regularly reports on them.
- Plans, analyses, designs and maintains all aspects of the medical needs of the Mission.
- Provides the medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents.
- Provides medical guidance and counselling to all staff members.
- Liaise with international civilian and non-governmental humanitarian and support agencies in the region.
- Develops, organises and monitors the provision of primary care and first aid to mission personnel in close coordination with regional health care providers and within means and capabilities.
- Assesses the requirements for further treatment in theatre and/or the medical evacuation if EU staff members are in need of advanced medical treatment due to illness or an emergency.
- Organizes the use of available MEDEVAC capabilities.
- Coordinates and performs medical briefings and First Aid Training for all incoming mission members and update of mission members, if needed.
- Monitors the epidemiological and overall medical situation in the area of operation, promotes and implements preventive medical and occupational health measures including hygiene and recommendations for immunizations.
- Gathers all information related to medical support for the mission members, including social security and health and repatriation insurance, practical and administrative aspects.
- Establishes and regularly updates a medical emergency plan in coordination with all relevant elements of mission, international, civilian and military organizations in the mission area.
- Ensures that the contents of all mission First Aid and Trauma kits are sufficient.
- Contributes to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).
- Contributes to mission external reporting as required.
- Contributes to the induction training of new mission personnel as required.
- Contributes to identify and report lessons and best practices within his/her respective fields of responsibility.
- Undertakes any other tasks assigned by the HoMS.

### **Qualifications and Experience**

- Qualified nurse.
- Preferably a PHATLS trained and having extensive knowledge of tropical and emergency medicine or similar experience as a nurse.
- At least 5 years of relevant professional experience.
- Interpersonal skills, capabilities to work with people from various backgrounds.
- Flight Medical and/or MEDEVAC experience would be desirable.
- Fluent level of written and spoken English and ability to report effectively both orally and in writing is essential.

- At least 3 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.