

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

**European Union Capacity Building Mission in the Horn of Africa
(EUCAP Nestor)
1-2015 Extraordinary Call for Contributions**

Organisation:	European Union Maritime Capacity Building Mission in the Horn of Africa (EUCAP Nestor)			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded (3)</u>			
	SOM 088	Police Adviser (operational level)	Mogadishu	ASAP
	SEY 109	Senior Coast Guard Adviser*	Seychelles	20/04/2015
	BRS 122	Brussels Support Element Mission Support	Brussels	ASAP
	<u>Seconded/Contracted (3)</u>			
	DJI 031	Senior Mission Security Officer	Djibouti	ASAP
	DJI 048	Medical Advisor	Djibouti	22/04/2015
	SOM 092	Mission Security Analyst Officer	Djibouti	ASAP

Deadline for applications:	Friday 20 March 2015 at 1700 Brussels time
E-mail address to send the Job Application Form:	cpcc.eucaphoa@eeas.europa.eu
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Mr Tapio RASANEN cpcc.eucaphoa@eeas.europa.eu +32 (0)2 584 2643</p>

(*) The availability of this position is subject to the non-confirmation of a request for extension.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States / contributing third States (contributing States) will be considered. Contributing States

will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the 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 EU Member States.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUCAP Nestor, according to the requirements and profiles described below:

A. Essential requirements

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 an EU Member State or of a contributing third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission; they 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. They shall carry out their duties and act in the interest of the Mission.

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the 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) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able 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 Mission.

Physical and Mental Health – The candidates must be 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 contributing States.

Language Skills – The candidates must have the ability to be fully fluent in written and spoken English. Report-writing skills are especially needed. Knowledge of local languages will be an asset.

Computer Skills – The candidates' 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.

Driving License – The candidates must be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. Category C driving license is desirable or as specified in the respective job description.

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 – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Knowledge of the Mission Area – The candidates should 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 – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

C. Essential documents for selected candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

Security clearance required – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For

both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

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

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

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages contributing States 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 contributing State will bear any related costs.

Information on the outcome –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 Operational Plan (OPLAN).

SECONDED POSITIONS

Position Name: Police Adviser (operational level)	Employment Regime: Seconded	Availability: ASAP
Ref. Number: SOM 088	Location: Mogadishu/Somalia	
Component/Department/Unit: Country Office Somalia	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

Reporting Line:

The Police Adviser (operational level) reports to the Head of Country Office Somalia and has the following duties and responsibilities:

I - Main Tasks and Responsibilities

- Provides expertise on the policing function to the Somali Police Force (SPF) at operational level to develop the capacity of Somali law enforcement agencies in particular in the coastal areas, with a special focus on the fight against piracy;
- Maintains permanent and close relationships with the heads of the marine policing services/agencies in the host country;
- Establishes and develops an efficient working relationship with the SPF services in charge of the development and training of the Somali police;
- Coordinates with the other Police advisers in the Somalia Field Offices;
- Maintains liaison with Interpol and Europol as appropriate, as well as EUNAVFOR;
- Establishes efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including the EU Somalia Unit, UNDP, UNODC, as well as the Somalia Police Authorities;
- Liaises and cooperates closely with the Somali police training team in the preparation and delivery of police training courses in the region;
- Participates in the organisation of the police training courses in the region;
- Validates the e-training material;
- Validates the training curricula;
- Carries out any other task in the domain of his/her competency as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

II - Eligibility Criteria

Essential

- University degree in management, maritime, security or other equivalent academic training relevant to the post;
- Senior police officer with 10 years of operational experience;
- Minimum 2 years of management experience including at operational level;

III - Required Competencies

- 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 Crisis Management;
- Knowledge in security policy, law enforcement strategies, police service organisation and administration, and some knowledge of coast-guard functions/responsibilities;
- Good understanding of the practicalities of the Somali police challenges and organized crime, including Piracy;
- Previous work experience in the Horn of Africa;
- Experience of operating in complex environments and high risk environments.

IV - Desirable Competencies

- Previous work experience in international surroundings in crisis management;
- Experience in international co-operation;
- Strategic liaison with international partners;
- Peacekeeping Missions or in CSDP Missions at in the field of Policing.

Position Name: Senior Coast Guard Adviser*	Employment Regime: Seconded	Availability: 20/04/2015
Ref. Number: SEY 109	Location: Seychelles	
Component/Department/Unit: Country Office Seychelles	Security Clearance Level: EU Confidential or equivalent	Open to Third Contributing States: Yes

Reporting Line:

The Senior Coast Guard Adviser reports to the Head of Country Office Seychelles and has the following duties and responsibilities:

I - Main Tasks and Responsibilities

- Gives advice to the head of the country office on topics related to the coast guard functions;
- Supports the Head of the Country Office in the design and implementation of a training programme for the Seychelles Coast Guard;
- Establishes and maintains cooperation with the authorities of the Seychelles Coast Guard on maritime security matters;
- Establishes a working group with the Coast Guard training officers to plan implement and improve the training activities;
- Conducts, upon request, in support of the Head of country Office, reviews of the structures on authorities involved in carrying out the Coast Guard function;
- Supports the selection of future trainees, among the Seychelles Coast Guard, for advanced training courses;
- Delivers training, expert advice and mentoring as required;
- Elaborates e-training courses in cooperation with the other Mission experts;
- Develops training curricula in cooperation with the other Mission experts;
- Participates as required in duty trips to high risk areas;
- Carries out any other task in the domain of his/her competency as deemed necessary.

II - Eligibility Criteria

Essential

- Officer from the Navy or Coast Guard (OF3/4 or 8 years of seniority);
- Previous experience in the delivery of training connected to the coast guard functions.

III - Required Competencies

- Good understanding of policies and organisational 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.

IV - Desirable Competencies

- Previous experience in planning and execution of maritime operations;
- Previous work experience in international surroundings in crisis management;
- Previous work experience in Africa.

Position Name: Brussels Support Element Mission Support	Employment Regime: Seconded	Availability: ASAP
Ref. Number: BRS 122	Location: Brussels	
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Reporting Line:

The Brussels Support Element Mission Support reports to the Head of Mission Support and has the following duties and responsibilities:

I - Main Tasks and Responsibilities

- Works as a contact point for EUCAP Nestor in Brussels;
- Establishes and maintains contacts with the Member States and other international actors as well as the civil society at Brussels Level;
- Supports logistic, finance, procurement and contracting processes;
- Uses legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions;
- Liaises as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;
- Provides assistance to the Mission departments related with all logistic, finance, contracting and procurement matters;
- Assists in the development of internal Mission support procedures.

II - Eligibility Criteria

Essential

- Advanced University Degree in Law, Public Administration, Business Administration or equivalent;
- At least three years of relevant work experience.

III - Required Competencies

- Knowledge of the EU financial and procurement rules;
- Experience in using policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of logistic, financial and/or tendering processes, preferably including EU procedures;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

IV - Desirable Competencies

- Knowledge of French;
- Previous experience in the CSDP Missions.

SECONDED/CONTRACTED POSITIONS

Position Name: Senior Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Expert level
Ref. Number: DJI 031	Location: Djibouti	Availability: ASAP
Component/Department/Unit: Mission Security & Safety Department	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Reporting Line:

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) the Senior Mission Security Officer (SMSO) reports directly to the Head of Mission (HoM) and liaises closely with the CPCC Chief of Staff Office and has the following duties and responsibilities:

I - Main Tasks and Responsibilities

- Advises the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- Manages and supervises the Mission's Security and Safety Office/Department, as per the relevant Annex of the OPLAN, and provides instructions and support;
- Assesses the security situation and provides advice, assistance, and implements measures in order to ensure the security and safety of Mission's members;
- Is 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 Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- Coordinates the drafting of security policies and procedures, related to security issues;
- Is responsible for the protection of EU classified information (EUCI) within the Mission and thereby ensures that information is handled in accordance with EU rules;
- Produces security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensures real time reporting from potential trouble spots;
- Is responsible for the supervision of journey management planning and provides timely advice and guidance to Mission members as required;
- Provides comprehensive security induction training to new Mission members as required;
- Ensures that regular security drills, communication tests and evacuation exercises are conducted;
- Ensures that the private security provider complies with ToRs (Terms of Reference) and fulfils the contract requirements to the assigned performance standards;
- Supervises the recruitment of new staff to the Mission Security and Safety Office/Department;
- Monitors and assesses the security situation and provides security analyses, recommendations and reports;
- Ensures that personal security advice is given to Mission members as required;
- Ensures an effective system of security reviews in relation to the Mission's property and buildings and recommends changes if necessary;

- Identifies staff training needs in security related areas;
- Develops professional contacts with national law enforcement agencies, International Organizations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- Conducts and/or directs security reviews of Mission members' personal security requirements, as well as provides recommendations as necessary;
- Alternates with the Deputy Senior Mission Security Officer (DSMSO), and is available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- Works in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related Terms of Reference;
- Ensures that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- Ensures that the policy on security clearances for Mission staff is correctly applied;
- Travels to High Risk areas, if required, and conducts security duties;
- Collaborates and reports to CPCC COS Office on all security related matters and ensures the adequate implementation of the MSC's security recommendations;
- Contributes to the identification of lessons learnt;
- Undertakes any other tasks as required by the HoM in the domain of his/her competency as deemed necessary;
- Participates as required in duty trips to high risk areas, including Somalia.

II - Eligibility Criteria

Essential

- Successful completion of a full course of university studies attested by a degree in security related field, where the normal duration of university education in the country awarded is three (3) years or more;

or

- Equivalent Police and or Military education, or graduate diploma from a civilian security organization with special training in field operations, force protection;

and

- After having fulfilled the above requirements, a minimum of 10 years of relevant and proven professional experience, out of which a minimum of 3 years in management position, acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets.

III - Required Competencies

- Ability to work in a demanding and deadline-driven environment as well as 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;
- Excellent organizational, planning and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent 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.

IV - Desirable Competencies

- Working command of French;
- Previous work experience in the region;
- Firearms trained;
- Previous international experience in CSDP Missions or other multi-national/international organization;
- Successful completion of the Mission Security Officer Certification Course.

Position Name: Medical Advisor	Employment Regime: Seconded / Contracted	Post Category: Mission Support Management Level (MSML)
Ref. Number: DJ 048	Location: Djibouti	Availability : 22/4/2015
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU Confidential	Open to Third Contributing States: No

Reporting Line:

The Medical Advisor reports to the Head of Mission Support and has the following duties and responsibilities:

I - Main Tasks and Responsibilities

- Provides medical advice and services in support of the Mission as well as primary health care to Mission members who are found to have medical issues or concerns and may require referral management for care/treatment;
- Assists and advises the HoM and Head of Mission Support on all medical/welfare matters;
- Has direct access to HoM;
- Plans, analyses, designs and maintains a program to implement all aspects of the medical needs of the Mission;
- Provides, asked and unasked, the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- Provides medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- Coordinates the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- Liaises with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- Develops, organises and monitors the provision of primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- Provides primary health care to the Mission members;
- Assesses the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency, e.g. RTA, in close cooperation with the medical practitioner in attendance;
- Coordinates and monitors all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the Mission's insurance company;
- Organises the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- Coordinates and perform Medical Briefings and First Aid Training for all incoming Mission members;
- 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 immunisations;

- Gathers all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- Implements all aspects of medical needs of the Mission after formal approval by the HoM;
- Establishes professional contacts with EU personnel from all levels throughout the areas of operation;
- Is integrated in all operational planning and maintains a detailed understanding of both current and future plans;
- Assesses on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issues an updated list of available MTF in the areas of operation;
- Establishes and regularly updates a medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organisations in the areas of operation;
- Ensures that the contents of all Mission First Aid and Trauma kits are sufficient;
- Is responsible for managing medical cabinet, including personnel and budget.

II - Eligibility Criteria

Essential

- Completion of a full course of university studies attested by a degree in Medicine from a recognised Medical School having a license to practice medicine;
- To have a minimum of 7 years of relevant professional experience and at least 2 years of experience in a managerial position. Such experience must be gained after having obtained the relevant degree;
- Minimum 3 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning.

III - Required Competencies

- An ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- Experience in assessing medical facilities, even under difficult conditions abroad;
- Interpersonal skills, capabilities to work with people from various backgrounds.

IV - Desirable Competencies

- Flight Medical and/or MEDEVAC experience;
- Major incident medical management and support (MIMMS course);
- International experience preferable, particularly in crisis area with multi-national and international organizations;
- Previous work experience in Africa;
- Working Knowledge of French.

Position Name: Mission Security Analyst Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Mission Support Management Level (MSML)
Ref. Number: SOM 092	Location: Djibouti	Availability: ASAP
Component/Department/Unit: Mission Security & Safety Department	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Reporting Line:

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) the Mission Security Analyst Officer (MSAO) has the following duties and responsibilities:

I - Main Tasks and Responsibilities

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- Assesses the security situation and analyses all relevant information;
- Generates and elaborates precise and accurate reports on information received impacting upon the Mission, and provides appropriate analyses and assessment of all pertinent information;
- Produces incident based and travel security advisories;
- Prepares daily, weekly, monthly security working papers;
- Prepares security incident background papers;
- Produces long-term assessments and forecasts of the security situation;
- Assists the SMSO in maintaining continuity of security information analysis efforts;
- Gathers comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area;
- Conducts risk analysis and threat assessments on security developments in the area of operations as well as persons and assets;
- Provides briefings to new staff members on the Mission's wide security situation and ensures that all members are properly prepared for emergencies;
- Ensures the quick dissemination of security related information;
- Assists and supports the Information Security Officer in the management of EUCI and security clearances and acts on his/her behalf in his/her absence;
- Conducts or initiates security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- Liaises and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- Provides assistance and appropriate response to Mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- Undertakes any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

II - Eligibility Criteria

Essential

- Successful completion of a full course of university studies attested by a degree in security related fields, where the normal duration of university education in the country awarded is three (3) years or more;

or

- Equivalent Police and or Military education, or graduate diploma from a civilian security organization with special training in field operations, force protection;

and

- After having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets.

III - Required Competencies

- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- Ability to work in a demanding and deadline-driven environment as well as 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;
- Excellent organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C.

IV - Desirable Competencies

- Previous work experience in the region;
- Firearms trained;
- Previous international experience in CSDP Missions or other multi-national/international organizations;
- Successful completion of EU Mission Security Officer Certification Course.