

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<p><b>European Union CSDP Mission in Niger</b>  <b>(EUCAP Sahel Niger)</b>  <b>1-2015 Extraordinary Call for Contributions</b></p>
--

<b>Organisation:</b>	European Union CSDP Mission in Niger (EUCAP Sahel Niger)			
<b>Job Location:</b>	Niamey			
<b>Availability:</b>	As indicated below			
<b>Employment 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>
	<u>Seconded/Contracted</u>			
	NI 20	Chief of Human Resources	Niamey	ASAP
<b>Deadline for Applications:</b>	Wednesday 09 September 2015 at 1700 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>eeas-cpcc-eucap-niger@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 style="text-align: center;"><b>Mr Aurel HARITON</b>  <b>aurel.hariton@ext.eeas.europa.eu</b>  <b>+32 (0)2 584 69 04</b></p>			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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).

**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 seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty/Contract Period** – Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international expert position for EUCAP Sahel Niger, according to the requirements and profiles described below:

#### **A. Essential Requirements**

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

**Citizenship** – Citizenship of an EU Member State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates 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. 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 candidates should, in principle, be under the normal age of retirement in EU Member States.

**Language Skills<sup>1</sup>** – Language requirements are specified in the respective job descriptions. Report writing skills are especially needed. Knowledge of local languages will be an asset.

**Computer Skills** – The candidates must be skilled in word processing, spread sheet and e-mail systems is essential. Knowledge of other IT tools will be an asset.

**Training** – e-Hest<sup>2</sup> or equivalent.

**Driving Licence** – The candidates must be in possession of a valid – including in the 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. Recommended Requirements**

**Knowledge of the EU Institutions** – The candidates should have a 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 Sahel** – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

**Knowledge and Experience of SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in Africa (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 and Equipment 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** – EU 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 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

---

<sup>1</sup> [http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment\\_grid/assessment\\_grid\\_english.pdf](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment_grid/assessment_grid_english.pdf)

<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

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. Yellow fever vaccination is compulsory to be admitted in to the country.

**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 EU Member States. A copy of this certification must accompany deployed seconded/contracted personnel.

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates, i.e. Police/Military Officers with a bullet proof vest and helmet (level IV), and a 9mm duty side arm together with 100 rounds of ammunition upon deployment.

#### **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 the EU Member States and European Institutions to take this into account when offering contributions.

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

**Selection Process** – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission headquarters for interviews, the EU Member States will bear any related costs.

**Information on the Outcome** – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

#### **E. Additional Information**

Mission Members will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

#### **F. 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 / Contracted Position

<b>Position Name:</b> Chief of Human Resources	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. no.</b> NI 20	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission HQ/Mission Support Department/Human Resources	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Invited Third States:</b> No

#### **Reporting Line:**

The Chief of Human Resources will assist Head of Mission Support in fulfilling the duties set, in support of the Mission mandate and reports to the Head of Mission Support.

#### **Main Tasks:**

- To manage and coordinate all human resources matters;
- To manage the staff in the Human Resources unit;
- To create and update a Human Resource Policy for International and National staff in accordance with the OPLAN and Standard Operating Procedures;
- To draft and update Standard Operating Procedures related to HR, where required;
- To update the deployment plan of the Mission on an ongoing basis;
- To provide advice and support to the HoM and D/HoM, line managers as well as all staff members on human resources related matters;
- To manage the personnel database of the Mission members as well as to provide any relevant statistics;
- To implement the Mission selection process of qualified applicants for the vacant positions for all international and national posts, in accordance with the CPCC Staff Selection Procedures;
- To manage the HR administration according to applicable rules and regulations and best practises;
- To ensure adherence to the guidelines for transparent and objective performance assessment and evaluation system for the mission;
- To be responsible for weekly, monthly and six months reports concerning all human resources and personnel issues;
- To liaise with CPCC and the European Commission, where required, on human resources related matters;
- To implement the existing personnel administration rules for CSDP operations;
- To supervise all special projects related to HR;
- To coordinate with the relevant functions in relation to personnel disciplinary and code of conduct matters;
- To undertake any other tasks assigned by the HoMS.

#### **Qualifications and Experience:**

- University degree in Human Resources, Social Sciences, Business Administration or other relevant degree where the normal duration of university education in the country awarded is three (3) years or more;

- A minimum of 5 years of relevant professional experience in human resources and/or administration management experience or equivalent, with broad professional experience in legal, administrative and operational aspects of human resources and training; such experience must be gained after having obtained the relevant degree;
- A minimum of 2 years at middle management level;
- Previous experience in the CSDP Missions would be an advantage;
- Previous work experience in Africa would be an advantage.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				