

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<p><b>European Union CSDP Mission in Niger</b>  <b>(EUCAP Sahel Niger)</b>  <b>3-2015 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>
	<b><u>Seconded</u></b>			
	NI 06	Head of International Coordination Unit	Niamey	ASAP
	NI 10	Senior Military Expert	Niamey	25.03.2016
	NI 13	Liaison Officer to the Ministry of Justice	Niamey	01.01.2016
	NI 16	Capacity Building (LOG) Expert	Niamey	ASAP
	NI 34	Human Resources Training Expert	Niamey	01.03.2016
	NI 35	Logistics Training Expert	Niamey	01.01.2016
	NI 36	Human Rights and Gender Expert	Niamey	ASAP
	NI 38	Forensics Expert	Niamey	14.11.2015
	NI 40	Senior Analyst/Head of MAC	Niamey	09.01.2016
	NI 42	Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	Niamey	01.01.2016
	NI 43	Reporting Officer	Niamey	ASAP
	NI 58	Forensics Expert	Niamey	ASAP
	<b><u>Seconded/Contracted</u></b>			
NI 47	Finance Officer	Niamey	ASAP	
NI 51	Human Resources Officer*	Niamey	ASAP	
NI 68	Administration Officer	Niamey	ASAP	
<b>Deadline for Applications:</b>	<b>Friday 30 October at 1700 (Brussels time)</b>			
<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><b>Mr Aurel HARITON</b>  <b>aurel.hariton@ext.eeas.europa.eu</b>  <b>+32 (0)2 584 69 04</b></p>
---------------------	---

\* The availability of this position is subject to the non-acceptance of a job offer.

**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 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 contributing States propose candidates for the following international expert positions for EUCAP Sahel Niger, 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. 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 contributing 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 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).

---

<sup>1</sup>[Common European Framework of References for Languages](#)

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

### **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** – 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. 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 contributing 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 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/Mission headquarters for interviews, the contributing States will bear any related costs.

**Information on the Outcome** – Contributing 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).

<b>Position Name:</b> Head of International Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 06	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
Component/Department/Unit: Operations Directorate/ International Coordination Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Head of International Coordination Unit will be the team leader for the activities related to the support to the international coordination under the command and control of the Head of Operations (HoO).

### Main Tasks:

- Updates mapping and assesses the current activities of bilateral and multilateral co-operations programs;
- Assesses regularly Niger's FDSN requirements and share them with regional and international actors;
- Assesses, in his/her remit, the needs and possible improvements interns of regional and international co-operation in Niger;
- Organises coordination meetings between the interior internal security actors;
- Develops, under local ownership, the coordination of the regional and international cooperation through a coordination committee;
- Provides advice on the improvement of already existing cooperation programs;
- Delivers expertise in terms of international cooperation;
- Develops coordination between CSDP Missions in the Sahel area;
- In coordination with the Human Rights and Gender Adviser, ensures that Human Rights and Gender aspects are mainstreamed in the operational activities;
- Report to HoO on the consistency, complementarity and sustainability of Mission activities;
- Undertakes any other related tasks as required by the HoO.

### Qualifications and Experience:

- Senior Rule of Law Officer or Civilian Expert in security sector or international cooperation;
- At least 10 years of significant experience in a relevant field;
- Experience of international organizations and/or multinational operations;
- Experience of Operations/Missions and/or cooperation in Africa, desirable;
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**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)				

<b>Position Name:</b> Senior Military Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 10	<b>Location:</b> Niamey	<b>Availability:</b> 25.03.2015
<b>Component/Department/Unit:</b> Operations Directorate/ Interoperability Unit	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Senior Military Expert reports to the Head of Interoperability Unit.

### Main Tasks:

- Through the Interoperability Head of Unit, provides political-military and specific military analysis and advice on developments in Niger and in the Sahel region;
- Liaises with all relevant military actors, including the Chief of Defence, military authorities and Defence Attachés;
- In his/her remit, advises on draft mission papers and issues related to the implementation of the Mission mandate;
- Contributes to planning and monitoring the improvement of coordination between Nigerien Security actors and the Armed Forces;
- In coordination with the Human Rights and Gender Adviser, ensures that Human Rights and Gender aspects are mainstreamed in the operational activities;
- Facilitates cooperation between the strategic, operational and tactical levels in security forces.
- Provides the Mission's Press and Public Information Officer with information related to his/her activities with armed forces;
- Undertakes any other related tasks as required by the Head of Interoperability Unit.

### Qualifications and Experience:

- Senior Military Officer (OF4-5);
- Army/Command and General Staff College/Joint Staff College would be appreciated;
- Planning experience;
- Experience of operations and/or cooperation in Africa, highly desirable;
- Experience of international organizations and/or multinational operations, desirable;
- Good understanding and ideally direct experience in the European Institutions;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.



**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)				

<b>Position Name:</b> Liaison Officer to the Ministry of Justice	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 13	<b>Location:</b> Niamey	<b>Availability:</b> 01.01.2016
<b>Component/Department/Unit:</b> Main HQ/Operations Directorate	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Liaison Officer to the Ministry of Justice (MoJ) reports to the Head of Operations (HoO) and will be the "go between" of the Mission and the Nigerien Ministry of Justice, under the command and control of the HoO.

### Main Tasks:

- Updates the mapping and assesses the needs of the MoJ;
- Establishes working relationships with the different partners inside the MoJ;
- Facilitates the improvement of coordination between Nigerien Security Actors and MoJ;
- Updates the EU knowledge and understanding of Nigerien MoJ and bilateral cooperation activities;
- Provides the Nigerien MoJ with information on the Mission and with key messages from the HoM;
- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoJ;
- Facilitates the improvement of coordination between MoJ and the MOI, as well as the National Armed Forces (NAF);
- Organises meetings between Mission's Team Leader in charge of each objective and the Nigerien partners at the MoJ;
- Advises the MoJ authorities on possible improvements;
- Assesses the Mission's impact inside the MoJ;
- Establishes strong links with representatives of the judiciary;
- Coordinates with the respective Head of Unit in charge for each project;
- Contributes to enhance mutual transparency and confidence between the Mission and the Nigerien justice authorities;
- Undertakes any other related tasks as required by HoO.

### Qualifications and Experience:

- Magistrate/Prosecutor;
- Relevant university or equivalent professional degree;
- Experience of Operations/Missions and/or cooperation in Africa;
- Experience of international organizations and/or multinational operations;
- Good understanding and direct experience in the European Institutions and CFSP/CSDP;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**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)				

<b>Position Name:</b> Capacity Building (LOG) Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 16	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Capacity Building (LOG) Expert reports directly to the Head of the Sustainability Policies Unit.

### Main Tasks:

- Assesses, in close coordination with Nigerien Security forces, their current logistics and maintenance system capacities, strengths and weaknesses;
- Identifies actions to be put in place in order to maintain and rapidly upgrade their current capacities, adapted to the present structures;
- Develops a Logistics Management Plan, including policies, concepts, procedures and structures, based on the existing Nigerien Logistics capability, in the areas of system management, procurement, maintenance, supply of all logistical resources;
- Supports the Head of Sustainability Policies Unit in defining structural and training adaptation in order to strengthen Niger security actors' manpower and skills;
- Supports the Mission Coordination Cell in defining urgent and short term equipment delivery needed to foster and support the Mission activities;
- Assists the Nigerien Forces in the operational implementation of logistic planning and conduct, e.g. Movement and Transportation, Supply Chain, Asset and Services Management, as well as Engineering and Facilities;
- Develops synergies between the Nigerien Logistics management system and the bilateral cooperation activities;
- In coordination with the Human Rights and Gender Adviser, ensures that Human Rights and Gender aspects are mainstreamed in the operational activities;
- Undertakes any other related tasks as required by the Head of the Sustainability Policies Unit.

### Qualifications and Experience:

- Expert in the field of logistics (planning and implementation of logistics systems);
- Minimum 5 years related experience, including vehicle fleet management;
- Experience/familiarity with law enforcement or military institutions desirable;
- Experience of Operations/Missions and/or cooperation in Africa desirable;
- Experience of international organizations and/or multinational operations desirable;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**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)				

<b>Position Name:</b> Human Resources Training Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 34	<b>Location:</b> Niamey	<b>Availability:</b> 01.03.2016
<b>Component/Department/Unit:</b> Operations Directorate/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Human Resources Training Expert reports to the Head of Sustainability Policies Unit.

### Main Tasks:

- Supports the development of Nigerien Security Forces' sustainability;
- Supports the capacity development in human resources policies and management;
- Supports local authorities in identifying and assessing training needs and proposes strategic orientations;
- Contributes to developing training curricula on Human Resources, including for training the trainers;
- Advises on how to ensure an effective and transparent human resources policy, including recruitment and management systems;
- Contributes to plan, organise and deliver all training activities related to human resources, including on evaluation issues;
- In coordination with the Human Rights and Gender Adviser, ensures that Human Rights and Gender aspects are mainstreamed in the operational activities;
- Undertakes any other related tasks as required by the Head of Sustainability Policies Unit.

### Qualifications and Experience:

- Human Resources Expert;
- Relevant university or equivalent professional degree;
- 5 years of experience in the field of HR preferable within a Law Enforcement Agency;
- Experience of Operations/Missions and/or cooperation in Africa desirable;
- Experience in international organisations and/or multinational operations desirable;
- Operating experience in complex, crisis management and/or hostile environments with civilian and/or military staff is an advantage;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

### 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)				

<b>Position Name:</b> Logistics Training Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 35	<b>Location:</b> Niamey	<b>Availability:</b> 01.01.2016
<b>Component/Department/Unit:</b> Operations Directorate/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Logistic Training Expert reports directly to the Head of Sustainability Policies Unit.

### Main Tasks:

- Supports the development of Nigerien Security Forces' sustainability;
- Proposes a logistics and maintenance policy;
- Trains the trainers in the field of vehicle maintenance;
- Delivers training related to the equipment provided through the Project Coordinator;
- In close coordination with Nigerien security forces, assesses their current logistic and maintenance system capacities, strengths and weaknesses, notably for the vehicles fleet (4x4, pick-up and motorcycles);
- Assists the Nigerien security actors in the implementation of different logistic functions such as Movement and Transportation, Supply Chain, Asset and Services Management, as well as Engineering and Facilities;
- Explores possible ways to create synergies between the Nigerien Logistic management system and bilateral cooperation activities;
- Assists the local logistic responsible in the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines where necessary;
- Assists in the elaboration of technical specifications of items to be procured;
- In coordination with the Human Rights and Gender Adviser, ensures that Human Rights and Gender aspects are mainstreamed in the operational activities;
- Undertakes any other related tasks as required by the Head of Sustainability Policies Unit.

### Qualifications and Experience:

- Logistics Expert specialised in vehicle fleet maintenance;
- 5 years of relevant experience;
- Experience in management of logistics, including maintenance of transport means;
- Experience in training of trainers;
- Experience on Operations/Missions and/or cooperation in Africa is desirable;
- Experience in international organisations and/or multinational operations is desirable;
- Good interpersonal skills, ability to engage with local officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**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)				



<b>Position Name:</b> Human Rights and Gender Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 36	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Main HQ/HoM Office	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Human Rights and Gender Expert reports directly to the DHOM/HoM.

### Main Tasks:

- Acts as focal point for all human rights and gender matters in and relating to the Mission;
- Provides advice to the Head Of Mission and to other branches of the Mission as required on all human rights and gender issues, policies and trends in the region in general;
- Establishes and maintains cooperative and effective working relationships with relevant local and international partners, regarding their human rights and gender related activities;
- Analyses the human rights situation (legal and institutional) in Niger and identify possible areas of improvement;
- Assists the Mission in mainstreaming gender and human rights in the implementation of its programs and projects;
- Contributes to the design of training for members of the Nigerien security forces in regards to Human Rights and Gender concepts, international Human Rights standards and practices;
- Participates in the reporting procedures of the Rule of Law Capacity Building Unit;
- Helps coordinate donor efforts in the field of Human Rights and Gender in support of the Head of International Coordination Unit;
- Performs other duties and responsibilities as requested by the HoM.

### Qualifications and Experience:

- Advanced university degree in law, human rights, politics or other relevant fields;
- At least 5 year experience working on Human Rights issues, preferably in an international context;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice systems;
- Ability to develop projects and initiatives to promote Human Rights and accountability in the justice sector;
- Practical experience in the design of training curricula and conducting training on Human Rights issues;
- Strong analytical, planning and organisational skills and the ability to work independently with minimum supervision;
- Excellent interpersonal, communication and negotiation skills required as well as cultural sensitivity and political awareness.

**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)				

<b>Position Name:</b> Forensics Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 38	<b>Location:</b> Niamey	<b>Availability:</b> 09.01.2016
<b>Component/Department/Unit:</b> Operations Directorate/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Forensic expert reports directly to the Head of Technical Competencies Unit.

### Main Tasks:

- Overall contributes to strengthen the rule of law through the development of the Nigerien criminal investigation capacities;
- Identifies and assesses needs of the Nigerien security forces in charge of the forensics aspects of the criminal investigation;
- In cooperation with the local authorities, elaborates a training plan regarding investigative technics in the fight against organized crime;
- Develops curricula in order to implement cooperation programs in his/her domain of competency (investigative technics);
- Designs and implements specialised training in questioning, shadowing, searching and all deeds related to investigative techniques;
- Coordinates and oversees trainings on investigative technics;
- Implements evaluation of the training o investigative technics;
- Develops and promotes the implementation of a train the trainer programme to support the development of forensics capacities;
- Contributes to the further development and implementation of finger prints processing;
- Contributes to the development of biometrics and identification capacities;
- Contributes to the development of evidence management skills;
- Advises local authorities on how to ensure compliance with established policies and procedures, including existing applicable laws in Niger and internationally accepted human rights standards, in the forensics examination;
- In coordination with the Human Rights and Gender Adviser, ensures that Human Rights and Gender aspects are mainstreamed in the operational activities;
- Advises local authorities on how to ensure evidence can be used as proves in the criminal procedure;
- Undertakes any other related tasks as required by the Head of Technical Competencies Unit.

### Qualifications and Experience:

- Rule of Law Officer or civilian equivalent;
- Relevant university or equivalent professional degree;
- 5 years of specific experience in forensic matters;
- Proven training skills;
- 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.

**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)				

<b>Position Name:</b> Senior Analyst/Head of MAC	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 40	<b>Location:</b> Niamey	<b>Availability:</b> 09.01.2016
<b>Component/Department/Unit:</b> Main HQ/Analysis Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Senior Analyst reports to the Deputy Head of Mission/Chief of Staff and is heading the MAC Department.

### Main Tasks:

- Provides analytical assessments, which will assist informed decision making processes;
  - Keeps the HoM and Mission Management updated on the development of situations in theatre and within the Mission as well as how these impact the pursuit of Mission objectives;
  - Envisages the regional aspect of the analysis, especially related to the other Sahel countries;
  - Contributes to identify and manage analysis and information requirements through a structured and systematic approach, and ensures that information and knowledge is processed in the most efficient and effective manner;
  - Contributes to the anticipation of likely scenarios to occur and to the identification of possible adjustments of the Mission Implementation Plan that may be required;
  - Identifies Mission information exchange requirements and contributes to information and knowledge sharing aiming at the development of a common situational awareness with the Mission's chain of command and other EU actors, including the Single Intelligence Analytical Capability (SIAC);
  - Additionally, facilitates the sharing of information and knowledge with other non-EU partners in theatre as appropriate;
  - Liaises internally as well as with external actors authorised by the HoM to request specific information to assist in the development of analytical assessments about Mission implementation;
  - Ensures the security of sensitive information handled by the MAC and disseminates it in accordance with HoM's instructions;
  - Contributes to Mission security with information and analytical products that will support the conduct of security and risk assessments. In this area, works closely together with Missions Security Office;
  - Develops and maintains MAC working methodology and relevant Standard Operating Procedures (SOPs);
  - Undertakes any other tasks as directed by the DHOM/HoM.
- **Qualifications and Experience:**
- University Degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police education;
  - Minimum of 7 years of relevant experience;
  - Proven skills and experience in the handling, processing and analysis of information from various sources;
  - Significant experience in the use of analytical IT packages and processes, including specific analytical software;
  - Excellent interpersonal skills and ability to work on his/her own initiative in a methodical manner;

- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment;
- Experience in matters relating to Africa, particularly Niger and the other Sahel countries;
- Knowledge of the languages, history, and culture, social and administrative structures of Niger is 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)				

<b>Position Name:</b> Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 42	<b>Location:</b> Niamey	<b>Availability:</b> 01.01.2016
<b>Component/Department/Unit:</b> Mission HQ/Planning, Evaluation and Reporting Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department reports to the Deputy Head of Mission/Chief of Staff.

### Main Tasks:

- Coordinates and manages the reporting office and to give the necessary impulses;
- Is responsible for compiling Mission reports on behalf of the DHoM/CoS;
- Provides colleagues with templates and other concrete support so that those can contribute to the drafting of the different reports;
- Ensures the follow up of all reporting in the Mission;
- Submits the different reports to the DHoM/CoS and eventually to the HoO and/or HoM;
- Distributes those reports in the Mission and beyond - as appropriate;
- Supports the DHoM/CoS in maintaining an updated overview of the situation on the field and to share information with the Press and Public Information Officer, the Political Adviser, the Senior Mission Security Officer and others as required;
- Ensures that Mission members provide the information they are requested to collect;
- Delivers presentations about EUCAP Sahel Niger (Mission, mandate and activities) as required;
- Undertakes any other tasks required by DHoM/CoS.

### Qualifications and Experience:

- University Degree or equivalent training and experience in relevant field of specialisation;
- Minimum of 7 years of professional experience, preferably in a HQ position;
- Excellent analytical abilities and drafting skills;
- Knowledge in common computing software (PowerPoint software);
- Previous International experience, particularly in crisis management (desirable).

### 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)				

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 43	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission HQ/Planning, Evaluation and Reporting Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Reporting Officer reports to the Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department.

### Main Tasks:

- Gathers information from across the Mission, analyse the information and prepare periodic reports for submission to Mission's hierarchy;
- Supports the drafting of the Mission Implementation Plan (MIP) reports;
- Provides colleagues with templates and other concrete support so that they can contribute to the drafting of the different reports;
- Follow up of all reporting in regards of the MIP and other reports;
- Compiles inputs to reports on a periodic basis for submission to the chain of command;
- Interacts regularly with the Senior Reporting Officer, the Press and Public Information Officer, the Political Adviser, the Senior Mission Security Officer and others as required, ensuring submission of accurate and timely-submitted inputs;
- Analyses the information and provides feed-back to the Mission members;
- Provides regular power-point briefings and presentations on selected topics to EUCAP Sahel Niger staff and visitors;
- Undertakes any other tasks required by the Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department.

### Qualifications and Experience:

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

### 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)				



<b>Position Name:</b> Forensics Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 58	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Forensic Expert reports directly to the Head of the Technical Competencies Unit.

### Main Tasks:

- Overall contributes to strengthen the rule of law through the development of the Nigerien criminal investigation capacities;
- Identifies and assesses needs of the Nigerien security forces in charge of the forensics aspects of the criminal investigation;
- In cooperation with the local authorities, elaborates a training plan regarding investigative technics in the fight against organized crime;
- Develops curricula in order to implement cooperation programs in his/her domain of competency (investigative technics);
- Designs and implements specialised training in questioning, shadowing, searching and all deeds related to investigative techniques;
- Coordinates and oversees trainings on investigative technics;
- Implements evaluation of the training o investigative technics;
- Develops and promotes the implementation of a train the trainer programme to support the development of forensics capacities;
- Contributes to the further development and implementation of finger prints processing;
- Contributes to the development of biometrics and identification capacities;
- Contributes to the development of evidence management skills;
- Advises local authorities on how to ensure compliance with established policies and procedures, including existing applicable laws in Niger and internationally accepted human rights standards, in the forensics examination;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Advises local authorities on how to ensure evidence can be used as proves in the criminal procedure;
- Undertakes any other related tasks as required by the Head of Technical Competencies Unit.

### Qualifications and Experience:

- Rule of Law Officer or civilian equivalent;
- Relevant university or equivalent professional degree;
- 5 years of specific experience in forensic matters;
- Proven training skills;
- 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.

**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)				

### Seconded / Contracted Positions

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. no.</b> NI 47	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission HQ/Mission Support Department/Finance Unit	<b>Security Clearance Level:</b> EU Restraint or equivalent	<b>Open to Invited Third States:</b> Yes

#### **Reporting Line:**

The Finance Officer reports to the Chief of Finance Unit.

#### **Main Tasks:**

- Ensures the sound and effective financial management of the Mission and the correct application of the European Union Financial Regulation and its Implementing Rules and the internal guidelines created for the Mission;
- Verifies the legality and the regularity of transactions prior to authorizing a financial engagement (i.e. commitments) and ensures an accurate follow up of the budgetary and legal commitments at all times;
- Drafts, implements and controls the Mission budget(s);
- Ensures the reporting, verifies the integrity of accounts, their accuracy and their on-time delivery;
- Develops policies for budgeting, accounting and control of Mission finances in close cooperation with the Financial Accounting Officer;
- Implements the internal and external audit recommendations and ensures the effectiveness of internal controls;
- Provides sound financial advice to the Chief of Finance, assisting in the formulation of financial services required for improving the efficiency of the Finance Unit;
- Assists the Chief of Finance in liaising and cooperating on financial issues with the EU institutions and other relevant organisations;
- Undertakes any other related tasks as required by the Chief of Finance.

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

- University Degree in Finance, Accountancy, Business Administration, Economics or equivalent degree where the normal duration of university education in the country awarded is 3 years or more and, after having obtained the relevant degree at least 2 years at middle management level and 5 years of relevant professional experience;
- Excellent analytical, research and problem-solving skills;
- Proficiency in MS software, especially Excel;
- Experience of working with accounting software systems is required. Previous experience in Sage would be an asset;
- Be familiar with the EU financial regulations and its Implementing Rules;
- International experience, particularly in crisis areas with multinational and international organisations would be an asset;
- Previous experience in CSDP Missions would be an asset.

**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)				

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. no.</b> NI 51*	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Main HQ/Mission Support Department/Human Resources Unit	<b>Security Clearance Level:</b> EU Restraint or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

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/personnel 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, pension funds, and all relevant finance personnel related issues;
- Advises in the development of the training for personnel;
- Advises in identifying needs of goods and/or services specifically required for its 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;
- Undertakes any other related tasks as required by the Chief Human Resources Officer.

### Qualifications and Experience:

- University degree in Human Resources, Law, Social Sciences, Business Administration or other relevant degree where the normal duration of university education in the country awarded is 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;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

**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)				

\*The availability of this position is subject to the non-acceptance of a job offer.

<b>Position Name:</b> Administrative Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. no.</b> NI 68	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Main HQ/Mission Support Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Administrative Officer reports to Head of Mission Support.

### Main Tasks:

- Supports, develops and coordinates the Mission's administrative activities, particularly for but not limited to the Field Office in Agadez;
- Acts as the administrative focal point for the Field Office in Agadez;
- Supports Mission members of the Field Office in Agadez on administrative matters including finance, human resources, procurement, logistics, CIS and medical;
- Assesses the needs for and possible improvements of the Mission administrative activities;
- Contributes to the process to define and address the global administrative requirements of the Mission including finance and budgetary requirements, human resources, procurement, logistics, CIS and medical;
- Advises, together with the appropriate professional staff, on all administrative issues;
- Supports and assists the Head of Mission Support to liaise and cooperate on all administrative issues with Mission Support's Units and other relevant actors;
- Undertakes any other related tasks as required by the HoMS.

### Qualifications and Experience:

- University Degree in Business Administration, Law, Finance or other relevant degree where the normal duration of university education in the country awarded is 3 years or more;
- A minimum of 5 years of relevant professional experience;
- Excellent analytical, research and problem-solving skills;
- Proven experience in reporting and drafting of memoranda and procedures;
- Good working knowledge of MS Office and MS Excel;
- International experience in crisis areas with multinational and international organizations would be an advantage;
- Proven knowledge of EU budget procedures and financial management rules would be an advantage;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage;
- Excellent organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment.

**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)				