

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union CSDP Mission in Niger (EUCAP Sahel Niger) 3-2015 Extraordinary Call for Contributions</p>				
Organisation:	EUCAP Sahel Niger			
Job Location:	Niamey			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (1)</u>			
	AG 01	Head of Field Office	Agadez	ASAP
	<u>Seconded/Contracted (2)</u>			
	NI 19	Chief of Procurement	Niamey	30.12.2015
	NI 50	Procurement Officer*	Niamey	01.02.2016
Deadline for Applications:	Wednesday 16 December 2015 at 17:00 (Brussels time)			
E-mail Address to send the Job Application Form to:	eeas-cpcc-eucap-niger@eeas.europa.eu			
Information:	<p align="center">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p align="center">Mr Aurel Hariton aurel.hariton@ext.eeas.europa.eu +32 (0)2 584 69 04</p>			

* The availability of this position is subject to the finalisation of internal administrative procedures.

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 positions 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 Skills¹ – 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 – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Training – e-Hest² or equivalent.

¹ [Common European Framework of References for Languages](#)

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

Education – European Qualifications Framework (EQF)³.

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. Category C driving licence 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.

Required Personnel Security Clearance (PSC) – 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 immunisations received. They also must be vaccinated according to the required immunisations 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.

³ <https://ec.europa.eu/ploteus/content/descriptors-page>

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 shortlisted 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 EU Member States will bear any related costs.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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 POSITION

Position Name: Head of Field Office	Employment Regime: Seconded	
Ref. no. AG 01	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU SECRET	Open to Invited Third States: No

Reporting Line:

The Head of Field Office will oversee the implementation of the Mission's mandate and its strategic objective in Agadez. The Head of Field Office reports to the Head of Operations.

Main Tasks:

- To establish strong links with representatives of the security and judiciary fields;
- To provide the Nigerien security actors with information on the Mission and with key messages from the Head of Mission (HoM);
- To establish working relationships with the different international partners in the field area;
- To establish and manage professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations;
- To facilitate the establishment, building of, and maintenance of constructive relationships with security actors and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- To update the EU knowledge and understanding of Nigerien security forces and bilateral cooperation activities;
- To map and assess the needs for migration and border management strategies in the area of Agadez;
- To facilitate the improvement of coordination between Nigerien Security actors, including through the strengthening of the chain of prosecution;
- To advise the Nigerien authorities on possible improvements regarding the skills and performance of the local staff;
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien justice and security authorities;
- To provide leadership and guidance to all Field Office staff in respect with the functional reporting lines/chain of command;
- To direct, facilitate and provide technical guidance to ensure the smooth operation of the Field Office team in the programmatic delivery of monitoring, advising and training duties;
- To oversee provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and Field Office administration;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To report to the Head of Operations on the development and results of the activities undertaken in delivery against the Mission's strategic objectives and action plan;
- To contribute to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors; with a particular stress on the Human Trafficking;
- To undertake any other related tasks as required by HoM.

Qualifications and Experience:

- Successful completion of University studies of at least 4 years attested by a by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration;

OR

- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 in the European Qualifications Framework;

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's degree;

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above;
- And after fulfilling the above requirements, a minimum of 10 years of relevant full-time professional experience;
- Senior Law enforcement Officer/Border guard;
- Above-mentioned experience should be in one or more of the following areas of activity: Border control/ fight against illegal immigration; CID/fight against organised crime; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management;
- Experience in Finance/Administration is highly desirable;
- Previous experience in training would be an asset;
- Knowledge of the political, cultural and security situation in Niger or other areas within the same geopolitical region; ability to manage diverse multinational and multidisciplinary teams;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- Excellent oral and written communication skills;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course desirable;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform;
- 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

Position Name: Chief of Procurement	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: NI 19	Location: Niamey	Availability: 30.12.2015
Component/Department/Unit: Mission Support Department/ Procurement Unit	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

Reporting Line:

The Chief of Procurement assists the Head of Mission Support (HoMS) in fulfilling the duties set in support of the Mission mandate and reports to HoMS.

Main Tasks:

- To lead, develop, manage and co-ordinate the Mission's contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the Mission members related to all contracting and procurement matter;
- To develop professional relationships and work partnership with EC and CPCC in the field of contracting and procurement for the Mission;
- Under the authority of the Head of Mission and the Head of Mission Support Department, to manage the Procurement Unit of the Mission ensuring close coordination, in particular with the Financial Unit and the Logistics Unit, on one hand and on the other with the Operational Units;
- To undertake any other related tasks as required by HoMS.

Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a by a degree in Law, Business or Public Administration, Economics, Finance or closely related fields;

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework;

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree;

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above;
- And after having fulfilled the above requirements, 2 years at middle management levels and a minimum of 5 years of relevant and proven professional experience;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;

- Good drafting and reporting skills;
- Good working knowledge of MS Office software;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Previous experience in CSDP missions or in EU Delegations 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)				

Position Name: Procurement Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: NI 50	Location: Niamey	Availability: 01.02.2016
Component/Department/Unit: Mission Support Department/ Procurement Unit	Level of Security Clearance: EU RESTRICTED	Open to contributing third States: No

Reporting Line:

The Procurement Officer reports to the Chief of Procurement.

Main Tasks:

- To carry out procurement and contracting processes;
- To use established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted by the CSDP Mission;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the different departments in the Mission in relation to procurement matters;
- To assist in the development of internal Mission procurement procedures;
- To develop professional relationships and work partnerships with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To contribute to lessons identification;
- To perform any other tasks assigned by the line manager;
- To ensure good coordination with the Head of Procurement Unit and the Chiefs of the other Units in the Mission Support Department to ensure a smooth implementation of the Annual Procurement Plan.

Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested in Law, Business or Public Administration, Economics, Finance or closely related fields;

OR

- A qualification at the level in the National Qualifications Framework in the above-mentioned field of experience which is equivalent/referenced to level 6 in the European Qualifications Framework;

OR

- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area in the above-mentioned field of experience, e.g. a Bachelor's degree;

OR

- Equivalent Police or/and Military education at the level defined above or attested by a diploma officially recognising the equivalence at least to the education level mentioned above;
- And after having fulfilled the above requirements, a minimum of 3 years of relevant and proven professional experience;
- Knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Good drafting and reporting skills;

- Good working knowledge of MS Office software;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Previous experience in CSDP missions or in EU Delegations 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)				