

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Capacity Building Mission in the Horn of Africa (EUCAP NESTOR) 1-2016 Call for Contributions				
Organisation:	EUCAP NESTOR			
Job Location:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (10)</u>			
	SOM-007	Head of Operations	Mogadishu	ASAP
	SOM-016	Head of Planning and Evaluation Department	Mogadishu	ASAP
	SOM-019	Senior Legal Adviser	Mogadishu	ASAP
	SOM-055	Maritime Adviser	Hargeisa	ASAP
	SOM-068	Police Adviser	Garowe	ASAP
	SOM-070	Project Manager	Mogadishu	ASAP
	SOM-088	Police Adviser	Mogadishu	ASAP
	SOM-095	Police Adviser	Hargeisa	ASAP
	SOM-103	Senior Police Adviser/Head of Field Office Puntland	Garowe	ASAP
	SOM-108	Maritime Adviser	Garowe	ASAP
	<u>Seconded/Contracted (14)</u>			
	SOM-085	Senior Maritime Adviser	Mogadishu	ASAP
	SOM-087	Senior Police Adviser	Mogadishu	ASAP
	SOM-005	Financial Verification Officer	Mogadishu	ASAP
	SOM-012	Internal Auditor	Mogadishu	ASAP
	SOM-035	Head of Mission Support Department	Mogadishu	ASAP
	SOM-036	Chief of Finance*	Mogadishu	ASAP
	SOM-038	Finance Officer*	Mogadishu	ASAP
	SOM-056	Paramedic**	Garowe	ASAP
	SOM-074	Financial and Administration Officer	Mogadishu	ASAP
	SOM-077	CIS Officer - Database Administrator	Mogadishu	ASAP
	SOM-081	Logistics Assistant	Garowe	ASAP
SOM-106	Mission Security Officer	Garowe	ASAP	
SOM-107	Mission Security Officer	Garowe	ASAP	
SOM-109	Financial and Administration Officer	Garowe	ASAP	

Deadline for Applications:	Friday 18 March 2016 at 17:00 (Brussels time)
E-mail Address to send the Job Application Form to:	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 26 43</p>

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

** 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 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 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. 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. 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 candidates should, in principle, be under the normal age of retirement in contributing States.

Language Skills¹ – The candidates must be fully fluent in written and spoken English. 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.

Education – European Qualifications Framework (EQF)².

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).

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

² <https://ec.europa.eu/ploteus/content/descriptors-page>

Knowledge of the Mission Area – 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).

Training and Experience – The candidates should have attended a Civilian Crisis Management Course and/or Hostile Environment Awareness Training (HEAT) 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 – 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.

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.

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 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 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 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 deployed to Mogadishu, Somaliland or Puntland will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation. Selected personnel should be ready for initial deployment to Nairobi within the deadlines specified in each job description.

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 POSITIONS

Position Name: Head of Operations	Employment Regime: Seconded	
Ref. Number: SOM-007	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: MHQ/Operations Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Operations reports to the Head of Mission.

Main Tasks and Responsibilities:

- To manage, guide and coordinate the Mission's operational field offices and Mission Members' operational activities in accordance with the Mission's OPLAN through the implementation of the relevant Lines of Operations;
- To be responsible for the planning and conduct of all Mission operational activities in Mogadishu, in accordance with the Mission's OPLAN through the implementation of the relevant Lines of Operation;
- To contribute to the drafting and regular updating of the Mission Implementation Plan by supporting the identification of Mission operational requirements as the situation evolves as well as the design of Mission operational activities in support of tasks and objectives;
- To report regularly against benchmarking, also to assess the consistency and sustainability of Mission operational activities across time, and to provide recommendations for the improvement of Mission performance;
- To contribute to the Mission reporting within his/her field of responsibility;
- To ensure close cooperation with Somali Federal, regional and local authorities as appropriate in charge of maritime security and law enforcement, including regular visits to other regions of Somalia and to Somali interlocutors in Mogadishu;
- To implement proper coordination with and to provide support to other EU and international actors within the scope of the Mission mandate;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly implemented and periodically reviewed;
- To contribute to the induction of Mission personnel, in particular personnel deployed in Field Offices;
- To ensure that his/her supervised personnel contribute to identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that the MHQ Staff are periodically updated on Mission implementation progress;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Manager.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 10 years of overall professional experience with at least 3 years of experience at management level.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Operational and strategic experience with, or in assistance of, a Security Sector agencies and/or related democratic oversight or regulatory structures;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations.

Desirable

- Knowledge of operational Maritime Law Enforcement;
- Excellent interpersonal skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Political and diplomatic acumen;
- International experience in the senior management in an international organisation operating in a conflict or immediate post conflict situation and with geographically deployed teams (offices or mobile teams);
- Project management experience;
- Ability to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Resilience under physical and mental pressure;
- Ability to engage with senior officials, to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Head of Planning and Evaluation Department	Employment Regime: Seconded	
Ref. Number: SOM-016	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Head & Deputy Head of Mission/ Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

Head of Planning and Evaluation reports to the Deputy Head of Mission (DHoM)/Chief of Staff (CoS).

Main Tasks and Responsibilities:

- To supervise and to co-ordinate the Planning and Evaluation Department (PED) staff;
- To ensure that all Mission operational activities are consistently planned and supported in accordance with the Mission OPLAN and based on guidance from Mission management (HoM and/or D/HoM);
- To ensure the production and periodic review of the Mission Implementation Plan (MIP), and accordingly:
 - contribute to the Mission benchmarking;
 - report on progress made in relation to the MIP in regular reporting;
- To co-ordinate the various sections of the Mission to ensure and support DHoM/CoS's decision-making, when analysing the internal reporting of Mission activities;
- To ensure that the Mission Staff are periodically updated on Mission implementation progress as well as on the political and security situation of the Mission area;
- To ensure that PED Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed by the relevant PED personnel;
- To contribute to the Mission's external reporting;
- To ensure that all PED members contribute to identifying and reporting lessons and best practices within their respective fields of responsibility;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 10 years of overall professional experience with at least 3 years of experience at management level.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Experience in strategic analysis, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in planning and project management.

Desirable

- Knowledge of operational Maritime Law Enforcement;
- Excellent organisational and co-ordination skills;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communication skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organisations, ideally in an operational management capacity.

Position Name: Senior Legal Adviser	Employment Regime: Seconded	
Ref. Number: SOM-019	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: MHQ Mogadishu/Operations Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Third Contributing States: Yes

Reporting Line:

The Senior Legal Adviser reports to the Head of Operations.

Main Tasks and Responsibilities:

- To supervise and to co-ordinate the Legal Advisers operational activities;
- To assess the Somali criminal justice system, including the roles, responsibilities and performance of the different actors involved in it, and, as necessary, gives expert recommendations;
- To analyse, assess and advise on legislative frameworks governing the criminal justice system in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities focusing, in particular, on matters relevant to the Somali Maritime Resource & Security Strategy and the New Deal Compact;
- To develop and implement a mentoring project in partnership with the judiciary, prosecution authorities, and international partners for Somaliland judges and prosecutors and law drafting professionals, focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices;
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and relevant legal professionals;
- To advise and provide sustainable legal training for law enforcement, judicial and other authorities;
- To build strong working relationships with justice system actors in Somalia/Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities);
- To provide advice within the context of the Somali Maritime Resource and Security Strategy and the New Deal Compact;
- To conduct legal research as necessary;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience with at least 3 years of experience at a senior level.

Specification of Education and Experience

- The above-mentioned university degree must be in the following fields of expertise: Law;
- At least 6 years of relevant professional experience, with substantial practical experience as a legal professional including in legal reform, legislative matters or practising at a criminal court (as a judge, prosecutor, defence lawyer) or similar;
- Strong understanding of the criminal justice process and function of the different actors;
- Practical experience and understanding of legal reform process including the development of legal policy and legislation.

Desirable

- Knowledge of the jurisprudence in the host country;
- Strong communication skills including capacity to effectively mentor legal professionals;
- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills;
- Strong team-player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Ability to work without secretarial support;
- Experience of operating in complex environments and high-risk environments;
- Mentoring or legal training experience;
- Knowledge of constitutional law, human rights law or maritime law;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

Position Name: Maritime Adviser	Employment Regime: Seconded	
Ref. Number: SOM-055	Location: Hargeisa	Availability: ASAP
Component/Department/Unit: Field Office Somaliland	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Third Contributing States: Yes

Reporting Line:

The Maritime Adviser reports to the Senior Maritime Adviser/Head of Field Office.

Main Tasks and Responsibilities:

- To work in close cooperation with the Senior Maritime Adviser;
- To mentor and advise at the operational level the Somaliland Ministry of Defence, Ministry of Transport, Ministry of Internal Security and other Ministries with maritime responsibilities;
- To develop policy on maritime security;
- To advise on operational policy within the context of the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms including relevant Somali New Deal Compact structures;
- To mentor, advise and support Somali counterparts in the implementation of strategic and operational policy;
- To cooperate closely with international stakeholders in the country, according to the Mission mandate;
- To provide analysis and recommendations on the development of maritime security capacities;
- To promote effective cooperation between the Somali maritime bodies;
- To work in conjunction with the Mission's police and legal advisers units;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisation management capacity skills and needs of the Somali maritime law enforcement/security and defence agencies; identifies and advises upon improvements;
- To assess the training programmes and training facilities of Somaliland maritime law enforcement agencies; identifies gaps and proposes means to fill these gaps;
- To be prepared to work as an embedded adviser with Somaliland authorities if appropriate and conditions allow;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

Specification Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- 6 years of overall professional experience as Maritime Law Enforcement officer or in maritime policy development or a closely related field;
- Knowledge of International Maritime Laws and Conventions.

Desirable

- Strong communication skills;
- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills;
- Strong team-player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

Position Name: Police Adviser	Employment Regime: Seconded	
Ref. Number: SOM-068	Location: Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	Availability: ASAP
Component/Department/Unit: Field Office Puntland	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Police Adviser reports to the Senior Police Adviser/Head of Field Office Puntland.

Main Tasks and Responsibilities:

- To work in close cooperation with the Senior Police Adviser;
- To provide operational guidance and advice to the Somali Police (SP) on internal security policy to fight major organised crime, transnational crime and terrorism with particular emphasis on the maritime area;
- To provide operational guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact;
- To promote effective cooperation between the Somali Police bodies, both at federal and regional level;
- To advise the Somali Police on the development of the capacity of the Forensics sector linked to criminal investigations and in support of prosecution, with the aim to strengthen the judicial chain;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to Forensics and CID;
- To work in cooperation with other Mission advisers and provide Policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisation management capacity skills and needs of the Somali law enforcement/security agencies and advise on improvements;
- To contribute to police training courses as required;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP and UNODC;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Previous experience at operational level during at least 4 years;
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

Desirable

- Experience of working on maritime crimes;
- Strong communication skills;
- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills;
- Strong team-player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: SOM-070	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: Planning and Evaluation Department	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Project Manager reports to the Head of Planning and Evaluation Department.

Main Tasks and Responsibilities:

- To identify and address, under the current financial regulations, Mission-essential equipment capability gaps;
- To provide information and advise the Mission on supporting the host country authorities in identifying the Mission-needed equipment as required for the training and in conformity with the European regulations;
- To plan and maintain timelines, allocating resources and coordinating all phases of the identified projects to ensure the required progress and success;
- To coordinate project-related activities by providing advice to the Mission in relation to other (UNDP, MASE, MARSIC, INTERPOL) programmatic activities existing in the region;
- To develop and maintain reports, presentations and lessons of the projects;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma
- OR
- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree
- AND
- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Economics, Law, Project Management, Business Administration, Social Sciences or Public Administration or other relevant field;

- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches;
- Budget management experience.

Desirable

- Strong communication skills;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing States.

Position Name: Police Adviser	Employment Regime: Seconded	
Ref. Number: SOM-088	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: MHQ Mogadishu/Operations Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Police Adviser reports to the Senior Police Adviser.

Main Tasks and Responsibilities:

- To work in close cooperation with the Senior Police Adviser;
- To provide operational guidance and advice to the Somali Police Force (SPF) on internal security policy to fight major organised crime, transnational crime and terrorism with particular emphasis on the maritime area;
- To provide operational guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact;
- To promote effective cooperation between the Somali Police bodies, both at federal and regional level;
- To advise the Somali Police Forces on the development of the capacity of the Forensics sector linked to criminal investigations and in support of prosecution, with the aim to strengthen the judicial chain;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to Forensics and CID;
- To work in cooperation with other Mission advisers and provide Policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisation management capacity skills and needs of the Somali law enforcement/security agencies and advise on improvements;
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia;
- To contribute to police training courses as required;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP and UNODC;
- To work closely with the EU Delegation and the EU Special Representative for Somalia;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Previous experience at operational level during at least 4 years;
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

Desirable

- Experience of working on maritime crimes;
- Strong communication skills;
- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills;
- Strong team-player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

Position Name: Police Adviser	Employment Regime: Seconded	
Ref. Number: SOM-095	Location: Hargeisa	Availability: ASAP
Component/Department/Unit: Field Office Somaliland	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Police Adviser reports to the Senior Maritime Adviser/Head of Field Office.

Main Tasks and Responsibilities:

- To work in close cooperation with the Senior Maritime Adviser;
- To provide operational guidance and advice to the Somaliland Police Force (SLPF) on internal security policy to fight major organised crime, transnational crime and terrorism with particular emphasis on the maritime area;
- To provide operational guidance and advice to develop law enforcement capacities;
- To advise the Somaliland Police Force on the development of the capacity of the Forensics sector linked to criminal investigations and in support of prosecution, with the aim to strengthen the judicial chain;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to Forensics and CID;
- To work in cooperation with other Mission advisers and provide policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisation management capacity skills and needs of local law enforcement/ security agencies and advise on improvements;
- To contribute to police training courses if required;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including UNODC;
- To be ready to work daily in the office of a Law Enforcement agency in Somaliland as an embedded adviser;
- To work closely with the EU Delegation and the EU Special Representative;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Previous experience at operational level during at least 4 years;
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

Desirable

- Experience of working on maritime crimes;
- Strong communication skills;
- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills;
- Strong team-player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

Position Name: Senior Police Adviser/ Head of Field Office Puntland	Employment Regime: Seconded	
Ref. Number: SOM-103	Location: Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	Availability: ASAP
Component/Department/Unit: Field Office Puntland	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Senior Police Adviser/Head of Field Office Puntland reports to the Head of Operations.

Main Tasks and Responsibilities:

- To provide strategic guidance and advice to the Puntland Ministry of Interior and the Police Force on internal security policy to fight major organised crime, transnational crime and terrorism with particular emphasis on the maritime area;
- To provide strategic guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact;
- To promote effective cooperation between Somali/Puntland Police bodies;
- To work in cooperation with other Mission-advisers and provide policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisational management skills and needs of the Puntland law enforcement/security agencies and advises on improvements;
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Puntland;
- To liaise with Interpol and Europol;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP and UNODC;
- To work closely with the EU Delegation and the EU Special Representative for Somalia;
- To coordinate the work of all Mission Members deployed to Puntland and serve as Line Manager for them, issuing guidance and exercising oversight;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 10 years of overall professional experience with at least 3 years of experience at management level.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

Desirable

- Experience of working on maritime crimes;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communication and leadership skills;
- Excellent organisational and coordinating skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Ability to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to work without secretarial support;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing states;
- Organisational, planning and project development skills.

Position Name: Maritime Adviser	Employment Regime: Seconded	
Ref. Number: SOM-108	Location: Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	Availability: ASAP
Component/Department/Unit: Field Office Puntland	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Third Contributing States: Yes

Reporting Line:

The Maritime Adviser reports to the Senior Police Adviser/Head of Field Office.

Main Tasks and Responsibilities:

- To work in close cooperation with the Senior Maritime Adviser;
- To mentor and advise at the operational level the ‘Puntland’ Ministry of Defence, Ministry of Transport, Ministry of Internal Security and other Ministries with maritime responsibilities;
- To develop strategic policy on maritime security in line Somali Maritime Resources and Security Strategy (SMRSS);
- To advise on operational policy within the context of the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms including relevant Somali New Deal Compact structures;
- To mentor, advise and support Puntland counterparts in the implementation of strategic and operational policy;
- To cooperate closely with international stakeholder in the region, according to the Mission mandate;
- To provide analysis and recommendations on the development of maritime security capacities;
- To promote effective cooperation between Somali maritime bodies;
- To work in conjunction with the Mission's police and legal advisers units;
- To assess the functioning, organisational management skills and needs of the Somali maritime law enforcement/security and defence agencies, identifies and advises upon improvements;
- To assess training programmes and training facilities of Puntland maritime law enforcement agencies, identifies gaps and propose means to fill these gaps;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Professional experience as Maritime Law Enforcement officer or in maritime policy development or a closely related field;
- Knowledge of International Maritime Laws and Conventions.

Desirable

- Strong communication skills;
- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills;
- Strong team-player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

SECONDED/CONTRACTED POSITIONS

Position Name: Senior Maritime Adviser	Employment Regime: Secoded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-085	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: MHQ Mogadishu/ Operations Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Maritime Adviser reports to the Head of Operations.

Main Tasks and Responsibilities:

- To mentor and advise at the strategic level the FGS Ministry of Defence, Ministry of Transport, Ministry of Internal Security and other Ministries with maritime responsibilities;
- To develop strategic policy on Maritime Security in line with the Somali Maritime Resources and Security Strategy (SMRSS);
- To advise on strategic policy within the context of the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms, including relevant Somali New Deal Compact structures;
- To mentor, advise and support Somali counterparts in the implementation of strategic policy;
- To cooperate closely with international stakeholders in the country, according to the Mission mandate;
- To provide analysis and recommendations on developing maritime security capacities;
- To provide strategic guidance to Mission maritime advisers and, as requested, senior Mission management;
- To conduct frequent reviews and assessments of impact of the overall training and expertise provided to the maritime function in Somalia;
- To promote effective cooperation between Somali maritime bodies;
- To work in conjunction with Mission police and legal advisers units;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisation management capacity skills and needs of the Somali maritime law enforcement/security and defence agencies; identifies and advises upon improvements;
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia;
- To coordinate all work being carried out by the Maritime Advisers in the Mission under the supervision of the Head of Operations;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 10 years of overall professional experience with at least 3 years of experience at management level.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Professional experience as a Maritime Law Enforcement officer or in maritime policy development or a closely related field;
- Knowledge of International Maritime Laws and Conventions.

Desirable

- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communication and leadership skills;
- Excellent organisational and coordinating skills;
- Ability to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolves;
- Ability to work without secretarial support;
- Experience at operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing states;
- Organisational, planning and project development skills.

Position Name: Senior Police Adviser	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-087	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: MHQ Mogadishu/ Operations Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Senior Police Adviser reports to the Head of Operations.

Main Tasks and Responsibilities:

- To provide strategic guidance and advice to the Ministry of Interior and to the Somali Police Force (SPF) on internal security policy to fight major organised crime, transnational crime and terrorism with particular emphasis on the maritime area;
- To provide strategic guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact;
- To promote effective cooperation between the Somali Police bodies, both at federal and regional level;
- To work in cooperation with other Mission advisers and provide policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation;
- To assess the functioning, organisation management capacity skills and needs of the Somali law enforcement/security agencies and advise on improvements;
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia;
- To conduct frequent reviews and assessments of impact of the overall training and expertise provided to the policing function in Somalia, upon request of the Head of Operations;
- To liaise with Interpol and Europol;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP and UNODC;
- To work closely with the EU Delegation and the EU Special Representative for Somalia;
- To coordinate all work being carried out by the Police Advisers in the Mission;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 10 years of overall professional experience with at least 3 years of experience at management level.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Political Science, International Relations, Diplomacy, Law, Social Sciences or Public Administration or other relevant field;
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

Desirable

- Experience of working on maritime crimes;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communication and leadership skills;
- Excellent organisational and coordinating skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Ability to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolves;
- Ability to work without secretarial support;
- Experience of operating in complex environments and high-risk environments;
- Previous work experience in the Horn of Africa, post-conflict or developing states;
- Organisational, planning and project development skills.

Position Name: Financial Verification Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-005	Location: Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	Availability: ASAP
Component/Department/Unit: Head & Deputy Head of Mission/ Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

Reporting Line:

The Financial Verification Officer reports to the Head of Mission.

Main Tasks and Responsibilities:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations (Financial Regulation, Guide to Missions, European Commission's Communication related to the employment of international and local staff etc.);
- To check, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To ensure that Human Resources procedures are in line with EU Rules and Regulations;
- To define and implement, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 3 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Law, Audit, Economics, Finance, Accounting or Banking and Insurance;
- Ability to operate spreadsheets, PC-based budget, accounting or human resource systems.

Desirable

- Previous experience in EU Institutions;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Excellent analytical, research and problem-solving skills;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of EU budget procedure and financial management rules;

Position Name: Internal Auditor	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-012	Location: Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	Availability: ASAP
Component/Department/Unit: Head & Deputy Head of Mission/ Chief of Staff Office	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

Reporting Line:

The Internal Auditor reports to the Head of Mission.

Main Tasks and Responsibilities:

- To develop a risk-based audit programme for validation by the Mission's management;
- To assure effective management of the audit activities;
- To plan appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- To prepare high quality audit reports presenting the findings and recommendations;
- To obtain feedback from auditors on the conduct of the audit;
- To recommend corrective actions to the Mission's management and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support in order to improve compliance with internal control standards;
- To establish a risk-based ex-post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluate their efficiency and effectiveness;
- To identify and map risks - to design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems;
- To liaise with the European Commission as appropriate;
- To undertake any other related tasks as requested by the Line Manager.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Audit, Economics, Finance or Accounting;
- At least 6 years of Audit, Finance and/or Accounting related working experience.

Desirable

- Experience in setting up an Internal Audit Capability (IAC) in a big and complex organisation;
- Member of a corps or body within EU Member States public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA);
- Previous experience in EU Institutions;
- International experience, particularly in crisis areas with multinational and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Excellent analytical, research and problem-solving skills;
- Excellent drafting skills;
- Capacity to produce audit reports with a real added value, notably in the quality of the recommendations;
- Good knowledge of the EC Financial Regulation and audit practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with audit management software.

Position Name: Head of Mission Support Department	Employment Regime: Seconded/Contracted	Post Category: Expert level
Ref. Number: SOM-035	Location: Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Mogadishu when conditions allow)	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Head of Mission Support Department reports to the Head of Mission.

Main Tasks and Responsibilities:

- To assist and advise the HoM on all administrative and general support issues;
- To coordinate, manage, supervise and prioritise all Mission Support functions and units (Human Resources, Procurement, Finance, General Services, Information Technology and Communication);
- To ensure that the functions above support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in the planning documents, the Mission Implementation Plan (MIP) and instructions issued by the HoM;
- To be responsible for the implementation of the budget in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Rules of Application and the internal guidelines created for the Mission;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To supervise the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To coordinate on strategic and operative Mission support matters with internal, external and relevant EU functions;
- To coordinate the set-up of the Mission Support Management Information System;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission on the administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to the acquisitions and maintenance/service contracts, including insurance issues;
- To assume the coordination of the administrative issues related to the Field Offices of the Mission;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 10 years of overall professional experience with at least 5 years of experience at management level.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Human Resources, Business Administration, Law or other relevant field.

Desirable

- International experience, particularly in crisis areas with multinational and international organisations in a similar position;
- Experience in leading administration, HR and financial management activities;
- Working experience in EU financial management and EU procurement rules;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills;
- Experience of operating in complex environments and high-risk environments.

Position Name: Chief of Finance*	Employment Regime: Seconded/Contracted	Post Category: Expert Level
Ref. Number: SOM-036	Location: Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The Chief of Finance reports to the Head of Mission Support Department.

Main Tasks and Responsibilities:

- To ensure the sound and effective financial management of the CSDP Mission and the development of the essential internal policies and procedures for finance;
- To manage the accounts, payments, treasury, payroll, financial system, claims and other financial functions;
- To approve financial obligations, payments and disbursements;
- To ensure the integrity, accuracy and timely submission of internal and external financing reporting;
- To provide all financial advice, assisting in the formulation of financial strategies for the Mission;
- To limit financial risk by taking action and evaluate the banking and national financial infrastructure, the physical/electronic security of funds and internal controls;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors;
- To carry out external audits and implement audit recommendations;
- To manage and monitor budget implementation and recommend reallocation of funds as necessary;
- To identify needs of goods and/or services required for improving the efficiency of the unit and define them technically for procurement;
- To supervise personnel, including leave scheduling, performance evaluation and professional conduct;
- To deliver training on financial matters if required;
- To manage the team of the Finance Unit;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience with at least 3 years of experience at management level.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant field;
- At least 5 years of finance, budget, business administration or related working experience;
- Proved knowledge of accounting software;
- Relevant IT skills, including familiarity with MS Office (Excel advanced level) and web based applications.

Desirable

- Knowledge and/or experience in strategic management and/or public administration;
- Ability to establish and maintain effective working relations as a team member in a multicultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate MS software and computerised European accounting systems;
- Excellent analytical, research and problem-solving skills;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics;
- Professional accounting/audit certification;
- Good understanding of the political, cultural and security situation of the region;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions.

Position Name: Finance Officer*	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff - Management Level (MSML)
Ref. Number: SOM-038	Location: Mogadishu (initially and temporarily located in Nairobi, with the intention to be redeployed to Somalia when condition allows)	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Finance Officer reports to the Chief of Finance.

Main Tasks and Responsibilities:

- To assist the Chief of Finance in maintaining the financial operations of the Mission;
- To develop policies (to prepare SOPs) for accounting and control of the Mission finances, in close cooperation with the Chief of Finance;
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To assist in the formulation of financial strategies for the Mission;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and helps defining them for procurement;
- To assist in drafting the Mission budget;
- To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the Chief of Finance;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 3 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant field;
- At least 3 years of finance, budget or business administration related working experience;
- Proved knowledge of accounting software;
- Relevant IT-skills, including familiarity with Microsoft Office (Excel advanced level) and web-based applications.

Desirable

- Ability to operate computerised European accounting systems;
- Professional accounting/audit certification;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions;
- Ability to establish and maintain effective working relations as a team member in a multicultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances.

Position Name: Paramedic**	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level (MSAL)
Ref. Number: SOM-056	Location: Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	Availability: ASAP
Component/Department/Unit: Field Office Puntland	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Paramedic reports to the Senior Police Adviser/Head of Field Office.

Main Tasks and Responsibilities:

- To provide medical support (public health, general and emergency health care) to the Mission Members;
- To act as a nurse practitioner and generally all activities related to her/his professional capacity;
- To act as a first responder in providing medical emergency care and performing respective duties in the treatment of the patient;
- To liaise with local and regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to Mission Members;
- To coordinate medical evacuations if required, in close coordination with the Medical Adviser, especially when deployed to remote areas;
- To assist in providing medical support during evacuation and repatriation;
- To advise evacuees on the requirements for evacuation and/or escorts patients if needed;
- To maintain patient records and exercise confidentiality;
- To perform medical briefing for incoming staff; provides pre-hospital trauma care training as required;
- To address work environment, occupational health, preventive medicine, and clinic hygiene issues as well as organise/promote medical activities/campaigns;
- To keep the pharmacy database, ensure its integrity/stock status;
- To be responsible for the medical supplies and availability of sufficient equipment;
- To keep detailed clinical and pharmacy database/statistics;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma

AND

- Relevant specialised training

OR

- Relevant professional experience of 3 years counted from the date of award of a secondary education diploma.

Specification of Education and Experience

- At least 3 years' experience in the application of nursing skills in General Practice, Emergency Medicine and/or Intermediate/Intensive Care;
- Experience in pre-hospital emergency medicine;
- Experience in Public Health and General healthcare.

Desirable

- Certified nurse, PHTLS and ACLS-trained or equivalent certifications;
- Knowledge of tropical medicine;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Good interpersonal skills, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when require;
- Driving licence C category;
- International experience in CSDP Missions or experience of multinational and international organisations;
- Previous work experience in the region;
- Ability to establish and maintain effective working relationships as a team member.

Position Name: Financial and Administration Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-074	Location: Mogadishu	Availability: ASAP
Component/Department/Unit: MHQ Mogadishu/Operations Unit	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Financial and Administration Officer reports to the Head of Operations.

Main Tasks and Responsibilities:

- To ensure the sound and effective financial management of MHQ in Mogadishu, including the preparation of the budget and follow-up of its implementation;
- To develop policies for the imprest accounts, in close cooperation with the authorising, and the accounting officer;
- To develop policies for the control of the MHQ Mogadishu/Operations Unit's finances, in close cooperation with the financial controller;
- To define procedures for the imprest accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality, the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all relevant actors (banks etc.) under the supervision of the Chief of Finance;
- To undertake administrative, Human Resources and Procurement tasks in the MHQ in Mogadishu;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 3 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant field;
- At least 3 years of finance, budget or business administration related working experience;
- Proved knowledge of accounting software;
- Relevant IT-skills, including familiarity with Microsoft Office (Excel advanced level) and web-based applications.

Desirable

- Ability to operate computerized European accounting systems;
- Professional accounting/audit certification;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions;
- Ability to establish and maintain effective working relations as a team member in a multicultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances.

Position Name: CIS Officer – Database Administrator	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-077	Location: Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	Availability: ASAP
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

Reporting Line:

The CIS Officer - Database Administrator reports to the Chief CIS.

Main Tasks and Responsibilities:

- To administer database systems in the Mission;
- To develop detailed database/software specifications, functional specifications and user documentation for the systems implemented;
- To assess, plan, analyse, design, program and implement web-based/desktop interfaces and applicable technologies, technical reports, operating instructions, guidelines and procedures for the applications produced/modified;
- To identify needs and define application/database requirements, organise and implement user training, troubleshoot problems and assist with change requests;
- To cooperate with the other CIS Officers and link with commercial companies and other actors the Mission is working with for data retrieval;
- To be responsible for documentation of the database configuration and to assure that trustworthy backups of the databases, source codes and applications are performed on a daily basis;
- To act as 1st and 2nd level support for Mission staff in all CIS related issues in conjunction with the other CIS Officers;
- To monitor and maintain the Mission network and systems;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Information Technology, Engineering, Computer Science, Communications or relevant field;
- At least 5 years of progressive experience of problem-solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day-today basis;
- Knowledge MSSQL, Access, MySQL and Microsoft Active Directory usage in development;
- Knowledge of web programming languages, PHP, HTML, Javascript, CSS, Windows and Linux scripting;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues;
- Practical experience of communication systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Practical experience and knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs).

Desirable

- Experience with international public procurement procedures, in particular with applicable EC/EU rules and regulations;
- Knowledge of Information Security Management; ISO 27X & BS 7799;
- International experience, particularly in crisis areas with multinational and international organisations;
- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge and understanding of budget processes, particularly in a CSDP/EU environment;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Position Name: Logistics Assistant	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level (MSAL)
Ref. Number: SOM-081	Location: Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	Availability: ASAP
Component/Department/Unit: Field Office Puntland	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Logistics Assistant reports to the Senior Police Adviser/Head of Field Office.

Main Tasks and Responsibilities:

- To deal with all aspects of logistical and supply needs within the Field Office, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions and transportation, and the coordination of aspects related to custom's clearance procedures;
- To monitor available supplies, materials and products in order to ensure that Mission Members have access to the items they need;
- To collect and keep updated inventory of assets;
- To manage on a daily base the records of quantity, type, and value of material, equipment, merchandise and supplies stocked;
- To prepare reports, such as inventory balance, price-lists, and shortages;
- To prepare lists of depleted items and recommend survey of defective or unusable items;
- To forecast future stock needs;
- To assist in prioritising and coordinating the logistical activities in the area of competence;
- To collect, file and forward, draft, technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To be responsible and ensure adequate logistical support for computers, vehicles, furniture, telecommunications, etc.;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Level of secondary education attested by a diploma

AND

- Relevant specialised training

OR

- Relevant professional experience of 3 years counted from the date of award of a secondary education diploma.

Specification of Education and Experience

- At least 3 years of relevant and proven full-time professional experience from the field of Logistics or Transport, or other relevant field.

Desirable

- Proved knowledge of EU-budget procedure and financial management rules;
- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Good interpersonal skills, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Driving licence C category;
- International experience in CSDP Missions or experience of multinational and international organisations;
- Previous work experience in the region.

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-106 SOM-107	Location: Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	Availability: ASAP
Component/Department/Unit: Mission Security Department	Security Clearance Level: EU SECRET	Open to Invited Third States: No

Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

Main Tasks and Responsibilities:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To assess the security situation and to maintain updated all security-related documents;
- To conduct or initiate security surveys of Mission Member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications' equipment is kept up-to-date and in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of Mission Members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide comprehensive reports to the SMSO on all incidents affecting Mission Members and initiate necessary follow up action with the appropriate authorities;
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- To assist the SMSO in reviewing the security level and state of alert;
- To assist the SMSO in the drafting of security-related Terms of Reference for the procurement of security equipment, contracts and services;
- To provide assistance and appropriate response to Mission Members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

OR

- Equivalent Police/Military education or training attested by a diploma or an award of a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 4 years of overall professional experience.

Specification of Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Security Management or Business Administration, Political/Social or Science or International Relations with focus on Security Management;
- The above-mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets;

Desirable

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Firearms trained;
- 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 spreadsheets (Excel);
- Previous work experience in the region;
- Successful completion of EU Mission Security Officer Certification Course;
- Previous international experience in CSDP Missions or multinational/international organisations;
- Civilian driving licence class C.

Position Name: Financial and Administration Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level (MSML)
Ref. Number: SOM-109	Location: Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	Availability: ASAP
Component/Department/Unit: Field Office Puntland	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Financial and Administration Officer reports to the Senior Police Adviser/Head of Field Office.

Main Tasks and Responsibilities:

- To ensure the sound and effective financial management of Field Offices of Garowe and Hargeisa, including the preparation of the budget and follow-up of its implementation;
- To develop policies for the imprest accounts, in close cooperation with the authorising, and the accounting officer;
- To develop policies for the control of the Field Offices' finances, in close cooperation with the financial controller;
- To define procedures for the imprest accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality, the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all relevant actors (banks etc.) under the supervision of the Chief of Finance;
- To undertake administrative, Human Resources and Procurement tasks in the FOs of Garowe and Hargeisa;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To undertake any other related tasks as requested by the Line Managers.

Education and Experience:

Essential

- Successful completion of university studies of at least 3 years attested by a diploma

OR

- A qualification at the level in the National Qualifications Framework 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, e.g. Bachelor's degree

AND

- After having fulfilled the education requirements, a minimum of 3 years of overall professional experience.

Specification of Education and Experience

- The above-mentioned university degree must be in at least one of the following fields of expertise: Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant field;
- At least 3 years of finance, budget or business administration related working experience;
- Proved knowledge of accounting software;
- Relevant IT-skills, including familiarity with Microsoft Office (Excel advanced level) and web-based applications.

Desirable

- Ability to operate computerized European accounting systems;
- Professional accounting/audit certification;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions;
- Ability to establish and maintain effective working relations as a team member in a multicultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances.