

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

| European Union CSDP Mission in Niger (EUCAP Sahel Niger) 1-2016 Call for Contributions | | | | |
|---|--|--|------------------|----------------------|
| Organisation: | EUCAP Sahel Niger | | | |
| Job Location: | Niamey and Agadez | | | |
| Employment Regime: | As indicated below | | | |
| Job Titles/ Vacancy Notice: | Ref.: | Name of the Post: | Location: | Availability: |
| | Seconded (5) | | | |
| | NI 31 | Operational and Coordination Centres Expert | Niamey | 02.06.2016 |
| | NI 41 | MAC Analyst* | Niamey | 17.07.2016 |
| | NI 55 | Criminal Intelligence Training Expert* | Niamey | ASAP |
| | NI 56 | Strategic Training Expert | Niamey | ASAP |
| | NI 59 | Senior Strategic Border Management Adviser | Niamey | ASAP |
| | Seconded/Contracted (19) | | | |
| | NI 13 | Liaison Officer MoJ/Legal Expert | Niamey | ASAP |
| | NI 16 | Capacity Building (LOG) Expert | Niamey | ASAP |
| | NI 19 | Chief of Procurement | Niamey | ASAP |
| | NI 21 | Financial Accounting Officer* | Niamey | ASAP |
| | NI 22 | Chief of Logistics | Niamey | ASAP |
| | NI 42 | Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department | Niamey | ASAP |
| | NI 46 | Information Security Officer | Niamey | ASAP |
| | NI 49 | Nurse | Niamey | 16.07.2016 |
| | NI 58 | Forensics Expert | Niamey | ASAP |
| | NI 61 | Chief of Finance | Niamey | 01.04.2016 |
| | NI 65 | Data Migration Analyst | Niamey | ASAP |
| | NI 66 | Investigative Technics Expert | Niamey | ASAP |
| | NI 67 | Police Liaison Officer | Niamey | ASAP |
| | NI 69 | Logistics Officer* | Niamey | ASAP |
| | AG 02 | FO Border Management Expert | Agadez | ASAP |
| | AG 04 | FO Criminal Intelligence Training Expert | Agadez | ASAP |
| | AG 08 | FO Mission Security Officer | Agadez | ASAP |
| | AG 11 | FO Finance Officer* | Agadez | ASAP |
| | AG 12 | FO Logistics Officer | Agadez | ASAP |
| Deadline for Applications: | Friday 18 March 2016 at 17:00 (Brussels time) | | | |

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| E-mail Address to send the Job Application Form to: | eeas-cpcc-eucap-niger@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 Aurel Hariton aurel.hariton@ext.eeas.europa.eu +32 (0)2 584 69 04</p> |

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

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

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

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

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

A. Essential Requirements

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

Citizenship – Citizenship of an EU Member State or of a contributing third State.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

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

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing States.

Language Skills¹ – Language requirements are specified in the respective job descriptions. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

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).

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

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in Africa (distinct advantage).

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

C. Essential Documents and Equipment for Selected Candidates

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

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

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

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

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area. Yellow fever vaccination is compulsory to be admitted in to the country.

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

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

D. Additional Information on the Selection Process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the contributing States and European Institutions to take this into account when offering contributions.

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

Selection Process – The candidates considered to be most suitable will be 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.

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

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

E. Additional Information

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

F. Job Descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

SECONDED POSITIONS

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| Position Name: Operational and Coordination Centres Expert | Employment Regime: Seconded | |
| Ref. Number: NI 31 | Location: Niamey | Availability: 02.06.2016 |
| Component/Department/Unit: Operations Directorate/ Inter-Operability Unit | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

The Operational and Coordination Centres Expert reports to the Inter-Operability Head of Unit.

Main Tasks and Responsibilities:

General

- To contribute to strengthen the implementation of the security dimension of the Nigerien Security Development at national level complementary to other actors;
- To provide advice on possible improvement of skills and performance of local officers;
- To help facilitate cooperation between the strategic, operational and tactical levels;
- To help prepare table top exercises to check and validate the operating procedures used by the Counter Terrorism Operational Room (CT OPS Room), including the cooperation amongst the different internal security forces;
- To help identify possible projects in his/her field of expertise and to assist in the further elaboration of these projects, under the overall guidance of the Mission's Project Cell;
- To mentor the interlocutors during their performance on the job;
- To undertake any other related tasks assigned by the Line Managers.

Mission Specific

- To contribute to develop or improve -as appropriate- the Standard Operating Procedures of the CT OPS Room;
- To participate, in cooperation with other experts, in the curricula development, for courses related to the OPS Centre;
- To train Nigerien officers with a view to increase the performance of the CT OPS Room;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To support the development and strengthen the interoperability and coordinating mechanism within the "Service Central de Lutte Contre le Terrorisme" (SCLCT) amongst the different security forces.

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 in middle management level.

Specification of Education and Experience

- At least 5 years of related working experience;
- Previous experience in the management of a Police Operation Room.

Desirable

- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Experience in Operations/Missions and/or cooperation in Africa;
- Highly resilient under pressure and willingness to work extra hours when required.

Language Skills:

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

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|--|---|---|
| Position Name: MAC Analyst* | Employment Regime: Seconded | |
| Ref. Number: NI 41 | Location: Niamey | Availability: 17.07.2016 |
| Component/Department/Unit: Main HQ / Analysis Department | Security Clearance Level: EU RESTRICTED | Open to Third Contributing States: No |

Reporting Line:

The MAC (Mission Analysis Capability) Analyst reports to the Senior MAC Analyst/Head of Analysis Department.

Main Tasks and Responsibilities:

General

- To support the structuring of Mission information flows with regard to the Mission's analytical needs;
- To operationalise HoM information and analysis requirements (identification, prioritisation, planning, tasking);
- To use the Mission information and knowledge management system to process information from all Mission components and from external sources to the Mission;
- To provide comprehensive and timely assessments of situations, events and developments, including contributions to early warning of potential threats and upcoming opportunities for mandate implementation.

Mission Specific

- To provide analytical support to public surveys authorised by the HoM;
- To contribute to identification and mapping of relevant entities requiring interconnectivity in support of the civilian CSDP Mission and key characteristics of the associated information flows, including timelines, accuracy, level of security, format (voice/text/imagery/video);
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by HoM;
- To contribute to Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the HoM or his/her delegated person;
- To ensure the secure handling of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Mission Security Department;
- To contribute to the development and maintenance of MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To undertake any other related tasks assigned 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 education or training attested by a diploma or an award of at least a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Political Sciences, International Relations, Social Sciences, Communication or related;
- Proven skills and experience in the handling, processing and analysis of information from various sources;
- Significant experience in the use of analytical IT packages and processes, including specific analytical software.

Desirable

- Excellent interpersonal skills and ability to work dynamically on his/her own initiative in a methodical manner;
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment;
- Experience in matters relating to the Africa, particularly with Niger and the other Sahel countries;
- General knowledge of Sahel countries languages, history, and culture, social and administrative structures of the Sahel countries.

Language Skills:

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

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|---|---|---|
| Position Name: Criminal Intelligence Training Expert* | Employment Regime: Seconded | |
| Ref. Number: NI 55 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Technical Competencies Unit | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

The Criminal Intelligence Training Expert reports to the Head of Technical Competencies Unit.

Main Tasks and Responsibilities:

General

- To ensure that, in coordination with the Human Rights and Gender Adviser, human rights and gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Head of Technical Competencies Unit.

Mission Specific

- To conduct, upon request, the review of the Interior Security Forces structure regarding criminal intelligence;
- To establish and to develop working relationships with the Nigerien partners in charge of the intelligence aspects within the Security Forces;
- To assess the needs of the Security Forces in charge of criminal intelligence;
- To elaborate in partnership with the Nigerien authorities a national intelligence plan;
- To elaborate a training plan addressing operational criminal intelligence and the fight against terrorism and organised crime;
- To design and to implement specialised training in analysis and intelligence sharing process;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (criminal intelligence);
- To identify the target audience for the training courses;
- To coordinate and to oversee criminal intelligence training;
- To implement the evaluation of the training;
- To deliver expertise in terms of criminal intelligence cooperation;
- To report to the Head of Technical Competencies Unit on the consistency, complementarity and sustainability of the programs.

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 at least a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

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

Specification of Education and Experience

- At least 5 years of relevant experience within a security service: intelligence analysis, criminal investigation and terrorism investigation;
- Previous experience in training of the trainers.

Desirable

- Knowledge and experience in security operations and related law enforcement;
- Experience of Operations/Missions and/or cooperation in Africa;
- Work experience in international organisations and/or multinational operations;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under pressure and willingness to work extra hours when required.

Language Skills:

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

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|--|---|---|
| Position Name: Strategic Training Expert | Employment Regime: Seconded | |
| Ref. Number: NI 56 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Sustainability Policies Unit | Security Clearance Level: EU RESTRICTED | Open to Third Contributing States: No |

Reporting Line:

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

Main Tasks and Responsibilities:

General

- To analyse and to assess, in coordination with the Planning/Evaluation and Reporting Department, the results and data, drafts reports with lessons learned and suggestions for best practice;
- To ensure, in coordination with the Human Rights and Gender Adviser, that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Head of Sustainability Policies Unit.

Mission Specific

- To help implementing the Mission's sustainability strategy with regard to all Mission's training activities including the training of trainers' concept and the mentoring phase of the post-train the trainers' activities in order to reinforce local ownership;
- To organise and to coordinate appropriation committees to integrate and recognise Mission training modules and curricula into the national Nigerien training programs;
- To develop, in coordination with the Planning/Evaluation and Reporting Department analytical indicators to monitor, evaluate and assess current and future training outcomes, outputs and return on investment according to Kirkpatrick's model for Mission and Nigerien training courses in the area of organised crime and fight against terrorism;
- To assist the Nigerien security forces in the development and implementation of a coherent and well established training policy in the area of fight against terrorism and organised crime;
- To strengthen the impact on the Nigerien security forces capacity of related training programs in the fight against terrorism and organised crime, at African Regional Training Centers and EU Training Centers;
- To identify and to conduct projects.

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 at least 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 three years of experience in management level.

Specification of Education and Experience

- At least 5 years of training related working experience.

Desirable

- Excellent analytical, synthesis and drafting skills;
- Excellent organisational and coordination skills;
- Work experience in Operations/Mission and/or cooperation in Africa;
- Excellent interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

Language Skills:

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

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|--|---|---|
| Position Name: Senior Strategic Border Management Adviser | Employment Regime: Seconded | |
| Ref. Number: NI 59 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Inter-operability Unit | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

The Senior Strategic Border Management Adviser reports to the Head of Inter-Operability Unit.

Main Tasks and Responsibilities:

General

- To assess the situation, capacities and needs of the Nigerien authorities with regards to border management and territorial control issues, including the regions and particularly in the North;
- To analyse the border security and homeland control issues in the Sahel and to elaborate strategic assessments.
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities.

Mission Specific

- To support and to advise Nigerien authorities in defining and implementing a strategic approach to border security;
- To facilitate cooperation between the strategic, operational and tactical levels of security actors;
- To support and to advise Nigerien authorities as appropriate to enhance their cross-border cooperation with neighbouring countries and their participation in relevant regional and international fora, in coordination with relevant Mission experts (namely the Inter-Operability Unit);
- To contribute to the Mission's coordination with EUBAM Libya and EUCAP Sahel Mali, with a view to identifying and putting in place possible joint activities in the field of border security;
- To undertake any other related tasks as required by the Line Managers;
- To identify and conduct projects.

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 education or training attested by a diploma or an award of at least a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 7 years of overall professional experience

Specification of Education and Experience

- At least 7 years of significant experience in law enforcement;
- At least 5 years of experience in Border Management services.

Desirable

- Knowledge in the field of migration and/or against international smuggling and trafficking in human beings;
- Experience in strategic analysis of irregular migration;
- Experience of Operations/Missions and/or cooperation in Africa;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under pressure and willingness to work extra hours when required.

Language Skills:

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

SECONDED/CONTRACTED POSITIONS

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| Position Name: Liaison Officer to the Ministry of Justice/Legal Expert | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 13 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Inter-Operability Unit | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

The Liaison Officer to the Ministry of Justice/Legal Expert reports to the Head of Inter-operability Unit.

Main Tasks and Responsibilities:

General

- To map and assess the needs of the Ministry of Justice (MoJ);
- To establish working relationships with the MoJ;
- To advise MoJ authorities on possible improvements;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To establish strong links with representatives of the judiciary.

Mission Specific

- To facilitate better coordination between Nigerien Security Actors and MoJ;
- To update the EU knowledge and understanding of Nigerien MoJ and bilateral cooperation activities;
- To provide the Nigerien MoJ with information on the Mission and with key messages from the HoM;
- To contribute to the evaluation of the Mission and the Strategic Communication Plan, in particular on the coordination between Security actors and MoJ;
- To facilitate better coordination between MoJ and the Ministry of Interior (MoI), as well as the National Armed Forces (NAF) when performing law enforcement activities;
- To organise meetings between Mission's Heads of Units in charge of different objectives and the Nigerien partners at the MoJ;
- To assess the impact of the Mission's activities within MoJ;
- To coordinate with the Heads of Units responsible for different objectives;
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien justice authorities;
- To undertake any other related tasks as required 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 7 years of overall professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in the following field of expertise: Law.

Desirable

- Experience of Operations/Missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

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|--|---|--|
| Position Name: Capacity Building (LOG) Expert | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 16 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Sustainability Policies Unit | Security Clearance Level: EU CONFIDENTIAL | Open to Third Contributing States: No |

Reporting Line:

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

Main Tasks and Responsibilities:

General

- To analyse and interpret, in coordination with the Planning, Evaluation and Reporting Department, the results and data, to draft reports with lessons learned and suggestions for best practice;
- To ensure, in coordination with the Human Rights and Gender Adviser, that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Line Managers.

Mission Specific

- To assess, in close coordination with Nigerien Security forces, their current logistics and maintenance system capacities and their strengths and weaknesses;
- To identify actions in order to maintain and rapidly upgrade their current capacities, adapted to the present structures;
- To develop a logistics management plan, including policies, concepts, procedures and structures, based on the existing Nigerien logistics capability, in the areas of system management, procurement, maintenance, supply of all logistics resources;
- To support the Head of Sustainability Policies Unit in defining Human Resources structural and training adaptation in order to strengthen Niger security actors' strong points and skills;
- To support the International Coordination Cell Unit within the Mission in defining urgent and short terms equipment delivery needed to foster and support the Mission activities;
- To assist the Nigerien Forces in the operational implementation of logistics planning and conduct, e.g. Movement and Transportation, Supply Chain, Asset and Services Management, as well as Engineering and Facilities;
- To develop synergies between the Nigerien Logistics management system and the bilateral cooperation activities;
- To identify and conduct projects.

Education and Experience:

Essential

- Successful completion of University studies of at least three 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

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

AND

- After having fulfilled the education requirements, a minimum of 7 years of overall professional experience with at least 2 years in management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Logistics and Maintenance;
- At least 7 years in the field of logistics related working experience.

Desirable

- Excellent analytical, synthesis and drafting skills;
- Experience/familiarity with law enforcement or military institutions;
- Experience of Operations/Missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

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|---|---|--|
| Position Name: Chief of Procurement | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 19 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Main HQ/Mission Support Department/Procurement Unit | Security Clearance Level: EU CONFIDENTIAL | Open to Third Contributing States: No |

Reporting Line:

The Chief of Procurement reports to the Head of Mission Support (HoMS).

Main Tasks and Responsibilities:

General

- To lead, develop, manage and co-ordinate the Mission's contracting and procurement processes in accordance with EU Commission's regulations;
- To assist and advise the chain of command on all contracting and procurement issues;
- To provide assistance to the mission members related to all contracting and procurement matter;
- To develop professional relationships with EU Commission and EEAS/CPCC in the field of contracting and procurement;
- To manage the Procurement Unit of the Mission;
- To undertake any other related tasks as required by the Line Managers.

Mission Specific

- To assist and advise the chain of command on all contracting and procurement issues including all matters of the Field Office;
- To provide assistance to the mission members in the Field Office related to all contracting and procurement matters.

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' 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 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: Law, Public Administration, Business Administration, Finance or equivalent;
- At least 3 years of experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of the EU Financial rules.

Desirable

- At least 2 years at middle management level;
- International experience, particularly in crisis management with multi-national and international organisations;
- Experience in planning and implementing projects and programmes;
- Experience in financial management of tendering processes and audits, preferably including EU procedures;
- Knowledge of the EU Financial rules.
- Good working knowledge of MS Word and MS Excel;
- Previous experience in CSDP Missions
- Previous work experience in Africa.

Language Skills:

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

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|---|---|--|
| Position Name: Financial Accounting Officer* | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 21 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Main HQ/Mission Support Department/Finance Unit | Security Clearance Level: EU CONFIDENTIAL | Open to Third Contributing States: No |

Reporting Line:

The Financial Accounting Officer reports to the Chief of Finance Unit.

Main Tasks and Responsibilities:

General

- To maintain the accountancy of the Mission and to manage on a daily basis the bookkeeping of financial documents, the general ledger, the accounting books, the accounting system (SAGE) and other accounting tools as well as any other related task;
- To ensure payments and treasury management of the Mission and to manage on a daily basis the financial circuit for payments, the bank accounts, the reconciliations, the petty cash, the advances and any other related task;
- To ensure the payroll in close coordination with the Human Resources Unit and to manage on a daily basis the payments of salaries, advances, per diems and any other related task;
- To ensure the sound and effective financial management of the Mission and the correct application of the EU Financial Regulations and their Implementing Rules and the internal guidelines created for the Mission;

Mission Specific

- To ensure the reporting and to verify the integrity of accounts, their accuracy and their on-time delivery;
- To manage the audit of all open budgets and to ensure the preparation and submission of financial final reports, as well as follow up and required closure of mandates;
- To assist the Chief of Finance in supervising the financial assistant;
- To help developing policies for budgeting, accounting and control of Mission finances in close cooperation with the Finance Officers (HQ Niamey and Field Office Agadez);
- To implement the internal and external audit recommendations and to ensure the effectiveness of internal controls;
- To provide sound financial advice to the Chief of Finance, assisting in the formulation of financial services required for improving the efficiency of the Finance Unit;
- To liaise, cooperate and assist the Chief of Finance in his/her contacts with the EU Institutions, auditors and all other relevant actors on financial issues;
- To undertake any other related tasks as required 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’ 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 3 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university Degree must be in at least one of the following fields of expertise: Accountancy, Finance, Business, Economics or equivalent degree;
- Excellent analytical, research, organisational, planning, time-management and problem-solving skills
- Proficiency in Excel.

Desirable

- Experience of working with accounting software systems, especially SAGE;
- At least 3 years of Finance related working experience;
- Knowledge of EU financial regulations;
- International experience, particularly in crisis areas with multinational and international organisations.

Language Skills:

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

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|---|---|---|
| Position Name: Chief of Logistics | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. Number: NI 22 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Main HQ/Mission Support Department/Logistics Unit | Security Clearance Level: EU CONFIDENTIAL | Open to Third Contributing States: No |

Reporting Line:

The Chief of Logistics reports to the Head of Mission Support.

Main Tasks and Responsibilities:

General

- To lead logistics, support facility management, transportation and fuel supply, asset and services management in a way that effectively and efficiently contributes to the reaching of the overall objective of the Mission;
- To plan, develop and implement strategies so as to meet expected organisational performance within approved budget and timeframe;
- To propose operational decisions with the purpose of increasing the efficiency of the Mission Logistics services;
- To monitor the establishment and maintenance of appropriate systems for measuring and follow up of various aspects of the overall Logistics, fleet management and facility management;
- To take on responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipment);
- To prepare tenders initiations for all logistical needs in English and/or in French;
- To assist with procurement files by drafting Terms of Reference and Technical Specifications within his/her field of expertise;
- To undertake any other related tasks as required by the Line Managers.

Mission Specific

- To manage lease contracts of all rented premises, objects, etc. (Field Offices and Headquarters) and to manage any other general service related contracts;
- To coordinate on logistics and procurement issues with relevant actors at the Field Office.

Education and Experience:

Essential

- Successful completion of University degree of at least 3 years or more 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' 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 5 years of progressive professional experience with at least 3 years of expertise of a multi-disciplinary administrative unit.

Specification of Education and Experience:

- The above mentioned university degree must be in at least one of the following fields of expertise: Logistics, Engineering or other equivalent.

Desirable

- International experience, particularly in crisis areas with multinational and international organisations, namely in Africa, for a minimum of 2 years;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE);
- At least 5 years in a specific Support Services related field (i.e. Supplies, Transportation, and Asset Management);
- Capacity to foresee needs, plan and delineate strategies for maximizing resources; therefore, due to the related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2);
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks.

Language Skills:

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

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|--|---|---|
| Position Name: Senior Reporting Officer/ Head of Planning, Evaluation and Reporting Department | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. Number: NI 42 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Main HQ/Planning, Evaluation and Reporting Department | Security Clearance Level: EU RESTRICTED | Open to Third Contributing States: No |

Reporting Line:

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

Main Tasks and Responsibilities:

General

- To co-ordinate and manage the reporting office and to give the necessary directions;
- To be responsible for compiling mission reports on behalf of the DHoM/CoS;
- To provide colleagues with reporting templates and other practical advice;
- To ensure the follow up of all reporting in the Mission.

Mission Specific

- To submit the different reports to the DHoM/CoS and eventually to the HoM;
- To distribute those reports in the Mission and beyond, as appropriate;
- To support the DHoM/CoS in maintaining an updated overview of the situation on the field and to share information with the Press and Public Information Officer (PPIO), Political Adviser (POLAD), Senior Mission Security Officer (SMSO) and/or other Mission members as required;
- To ensure that Mission members provide the requested information;
- To deliver presentations about EUCAP Sahel Niger (e.g. mandate, objectives, activities, etc.) as required;
- To undertake any other tasks required by Line Managers.

Education and Experience:

Essential

- Successful completion of University studies of at least 4 years attested by a diploma
- OR
- A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 in the European Qualifications Framework
- OR
- A qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master' 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 7 years of professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Public Administration, Political Sciences, International Relations or relevant;
- Experience in planning and implementing projects;
- At least 7 years of relevant experience preferably in a HQ position.

Desirable

- Excellent analytical abilities and drafting skills;
- Knowledge in common computing software (PowerPoint software);
- Previous international experience, particularly in crisis management.

Language Skills:

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

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| Position Name: Information Security Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff– Management Level (MSML) |
| Ref. Number: NI 46 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Main HQ/Security Department | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

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

Main Tasks and Responsibilities:

General

- To develop and ensure application of relevant Standard Operating Procedures (SOPs) for secure information handling, in accordance with the provisions of the Council Security Regulations;
- To be the Mission's focal point for information on security compromise or suspicion of compromise;
- To liaise in conjunction with the SMSO, the Chief of CIS and with EEAS Security Directorate for information security issues and especially in case of incidents;
- To collaborate with the SMSO in developing and ensuring the application of relevant SOPs/Internal Guidelines containing policies and directives relating to all communication issues – particularly in relation to SOPs for the Mission's classified information system;
- To be the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian; tasks may include:
 - Ensuring the registration of accountable security items (crypto devices, smartcard, keys, etc.);
 - Ensuring protection of accountable security items;
 - Ensuring secure transfer of accountable security items;
 - Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- To report to the SMSO any IT security incidents;
- To develop Mission staff's awareness with regard to IT security.

Mission Specific

- To assess any change to the IT systems (especially the Mission RESTREINT EU LAN and Pre-DEUS) from a security perspective.

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’ degree

OR

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

AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant work experience.

Specification of Education and Experience

- The above mentioned university degree must be - not dating back more than 2 years from this current application – in at least one of the following fields of expertise: Security Management, Field Security;
- At least 5 years of specialised training in field operations, force protection;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent organisational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment;
- Civilian driving license class B and C.

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Successful completion of the EU Mission Security Officer Certification Course;
- International experience of an CSDP Mission and/or experience of multi-national and international organisations/Missions.

Language Skills:

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

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|---|---|--|
| Position Name: Nurse | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 49 | Location: Niamey | Availability: 16.07.2016 |
| Component/Department/Unit: Main HQ/Mission Support Department/Medical Unit | Security Clearance Level: EU Confidential or equivalent | Open to Third Contributing States: Yes |

Reporting Line:

The Nurse reports to the Medical Advisor/Physician.

Main Tasks and Responsibilities:

General Tasks

- To respond to medical incidents and events as directed by the Medical Advisor/Physician on a 24/7 basis, if necessary in the field;
- To act as a first responder in providing first aid/trauma treatment during incidents and to liaise with regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to EU staff members;
- To undertake any other tasks required by the Medical Advisor/Physician or the Head of Mission in support of the objectives of the Mission.

Mission Specific

- To coordinate medical evacuations if required, in close coordination with the Medical Adviser/Physician, 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 contribute to the production of daily SITREPs' when in theatre.

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 Network
- OR
- A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor' degree
- AND
- After having fulfilled the education requirements, a minimum of 3 years of overall professional experience.

Specification of Education and Experience

- Excellent organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when required;

- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);

Desirable

- ACLS trained; At least 3 years of nurse, specialised in emergency/prehospital anaesthetic care;
- Knowledge of tropical medicine and epidemiology, PHTLS trained;
- Hands on experience in the A&E department and Intensive Care essentials;
- Ability to work in a demanding, pre-hospital, 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 multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- International experience in CSDP Missions or with international organisations/Missions;
- Training in psycho-social incident and stress support;
- Driving license category C;
- Highly resilient under pressure and willingness to work extra hours when required.

Language Skills:

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

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|--|--|--|
| Position Name: Forensics Expert | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 58 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate / Technical Competencies Unit | Security Clearance Level: EU SECRET | Open to third contributing States: No |

Reporting Line:

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

Main Tasks and Responsibilities:

General

- To ensure, in coordination with the Human Rights and Gender Adviser, that human rights and gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Head of the Technical Competencies Unit.

Mission Specific

- To contribute to the strengthening of the rule of law through development of Nigerien criminal investigation capacities;
- To identify and to assess the needs of the Nigerien security forces in charge of forensics aspects of criminal investigations;
- To develop and to promote the implementation of a train the trainers program to support the development of forensics capacities;
- To contribute to the further development and implementation of finger prints processing;
- To contribute to the development of biometrics and identification capacities;
- To contribute to the development of evidence management skills;
- To advise local authorities on how to ensure compliance with established policies and procedures, including existing applicable laws in Niger and Internationally Accepted Human Rights Standards, in the forensic examination;
- To advise local authorities on how to ensure the evidence can be used as a prove in the criminal procedures.

Education and Experience

Essential

- Successful completion of University studies of at least three 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' degree
- OR
- Equivalent Police/Military education or training attested by a diploma or an award of at least a rank of 2nd Lieutenant/1st Lieutenant or equivalent

AND

- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience with at least 2 years of experience in management level.

Specification of Education and Experience

- At least 5 years of specific experience in forensic matters;
- Proven training skills.

Desirable

- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

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|--|---|---|
| Position Name: Chief of Finance | Employment Regime: Seconded/Contracted | Post Category: Expert |
| Ref. Number: NI 61 | Location: Niamey | Availability: 01.04.2016 |
| Component/Department/Unit: Mission HQ/Mission Support Department/Finance Unit | Security Clearance Level: EU RESTRICTED | Open to Third Contributing States: No |

Reporting Line:

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

Main Tasks and Responsibilities:

- To ensure the sound and effective financial management of the Mission;
- To establish and implement financial procedures and accounting systems according to the sound financial management principle and in line with the EU Financial Regulations and their Implementing Rules and Mission contractual obligations;
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, 6-monthly, interim and/or final financial reports), verifying the accounts integrity, accuracy and on-time delivery;
- To monitor expenditures on budget execution, and to make recommendations for corrective measures to the budget, if needed;
- To manage accounts, payments, treasury, payroll, petty cash, claims and other financial functions;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide financial advice to the Head of Mission Support, assisting him/her in formulation of financial strategies for the Mission;
- To identify risk areas and take measures to limit financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To follow the implementation of the Mission Annual Risk Management Plan;
- To liaise and cooperate on financial issues with the EU Institutions, with international and national banks and with other relevant organisations;
- To manage the team of the Finance Unit;
- To undertake any other tasks assigned 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 at least a rank of 2nd Lieutenant/1st Lieutenant or equivalent

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: Finance, Business, Administration, Economics or other relevant;
- Excellent analytical, research, organisational, planning, time-management and problem-solving skills;
- Proficiency in Excel.

Desirable

- Experience of working with accounting software systems, especially SAGE;
- To have proven experience in reporting and drafting of memoranda and procedures;
- At least 5 years of Finance related working experience;
- At least 2 years of experience in management level;
- Knowledge of EU budget procedures and financial management rules and regulations;
- International experience, particularly in crisis areas with multinational and international organisations.

Language Skills:

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

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| Position Name: Data Migration Analyst | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 65 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Migration Unit | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

The Data Migration Analyst reports to the Head of Migration Unit.

Main Tasks and Responsibilities:

General

- To provide analytical assessments on migration issues, which will contribute to an informed decision making process;
- To keep the Head of Migration Unit updated on the development of migration issues in the theatre and within the Mission, and as how these impact the pursuit of Mission objectives;
- To take into consideration the regional aspect of the analysis, especially related to the other Sahel countries.

Mission Specific

- To contribute to identification and management analysis on migration issues in a structured and systematic manner, and to ensure that information is processed in the most efficient and effective manner;
- To contribute to the anticipation of likely scenarios developments in the context of migration and to the identification of possible adjustments of the Mission Implementation Plan that may be required regarding the migration field;
- To contribute to information and knowledge sharing, aiming at the development of a common situational awareness within the Mission's chain of command and other EU actors, including the Single Intelligence Analytical Capability (SIAC);
- To ensure that sensitive information is handled and disseminated in a secure manner;
- To identify and to conduct projects;
- To undertake any other related tasks as required 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' 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 at least 5 years of relevant 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 Sciences, International Relations, Social Sciences or related field;
- At least 5 years of significant experience in the use of analytical IT packages and processes, including specific analytical software;
- Proven skills and experience in the handling, processing and analysis of information on migration from various sources;
- Excellent analytical abilities and drafting skills.

Desirable

- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

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|---|--|--|
| Position Name: Investigative Technics Expert | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: NI 66 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Technical Competencies Unit | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

The Investigative Techniques Expert reports to the Head of Technical Competencies Unit.

Main Tasks and Responsibilities:

General

- To ensure, in coordination with the Human Rights and Gender Advisor, that Human Rights and Gender aspects are maintained in his/her operational activities;
- To undertake any other related tasks as required by the Head of the Technical Competencies Unit;
- To elaborate a training plan regarding investigative technics in the fight against organised crime, in cooperation with the local authorities.

Mission Specific

- To establish and to develop working relationships with Nigerien partners in charge of the investigation within the security forces;
- To assess the needs of the security forces in the field of investigative technics;
- To identify the target audience for the training;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (investigative technics);
- To design and to implement specialised training in questioning, shadowing, searching and all deeds related to investigative technics;
- To coordinate and oversee trainings on investigative technics;
- To implement evaluation of the training of investigative technics;
- To deliver expertise (Monitoring, Mentoring and Advise) in terms of investigative technics;
- To develop reports, presentations, talking points, and briefings on investigative technics;
- To report to the Head of Technical Competencies Unit on the consistency, complementary and sustainability of the programs.

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' degree
- OR

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

AND

- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience with at least 2 years of experience in management level.

Specification of Education and Experience

- At least 3 years of relevant experience within a criminal investigation service;
- Expert in criminal procedures.

Desirable

- Previous experience as Hostage Incident Manager (HIM);
- Judicial experience in Post-attack terrorist investigations management;
- Previous experience in training of the trainers;
- Knowledge and experience in security operations and related law enforcement;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

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|--|--|--|
| Position Name: Police Liaison Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. number: NI 67 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Operations Directorate/ Migration Unit | Security Clearance Level: EU SECRET | Open to Third Contributing States: No |

Reporting Line:

The Police Liaison Officer reports to the Head of Migration Unit.

Main Tasks and Responsibilities:

General

- To establish strong working relationships with the different partners inside the Nigerien Directorate General of National Police/Directorate of Territorial Surveillance;
- To provide the Nigerien Directorate General of National Police with information on the Mission and with key messages from the Head of Operations;
- To map and to assess the needs of the Nigerien Directorate General of National Police in terms of border and migration control and fight against illegal immigration and related criminal activities;
- To assess and to facilitate the improvement of coordination between the Directorate General of National Police/Directorate of Territorial Surveillance and the Nigerien Security Actors and ministries/services involved in migration issues;
- To advise the Nigerien Directorate General of National Police authorities on possible improvements;
- To contribute to update the EU knowledge and understanding of the Nigerien Directorate General of National Police and bilateral cooperation activities;
- To facilitate cooperation between the strategic, operational and tactical levels;
- To organise meetings between the Mission's Head of Unit in charge of each objective and the Nigerien partners at the Nigerien Directorate General of National Police/ Directorate of Territorial Surveillance.

Mission Specific

- To contribute to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and the Nigerien Directorate General of National Police/Directorate of Territorial Surveillance;
- To assess the Mission's impact inside the Nigerien Directorate General of National Police/Directorate of Territorial Surveillance;
- To coordinate with the Head of Unit in charge of Mission's objectives;
- To identify projects;
- To undertake any other related tasks as required 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' degree

OR

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

AND

- After having fulfilled the education requirements, a minimum of 7 years of overall professional experience.

Specification of Education and Experience

- At least 7 years of relevant professional experience in law enforcement.

Desirable

- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

| | | |
|---|---|---|
| Position Name: Logistics Officer* | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff – Management Level (MSML) |
| Ref. Number: NI 69 | Location: Niamey | Availability: As soon as possible |
| Component/Department/Unit: Main HQ/Mission Support Department/Logistics Unit | Security Clearance Level: EU RESTRICTED or equivalent | Open to Third Contributing States: Yes |

Reporting Line:

The Logistics Officer reports to the Chief of Logistics.

Main Tasks and Responsibilities:

General

- To help Chief of Logistics to carry and accomplish the logistics plan for the Mission;
- To carry out the pertaining activities to the Mission logistics plan, support facility management, transportation and fuel supply, asset and service management in a way that effectively and efficiently contributes to the reaching of the overall objective of the Mission;
- To implement the logistics plan, develops strategies so as to meet expected organisational performance within approved budget and timeframe;
- To advise and propose operational decisions with the purpose of increasing the efficiency of the Mission logistical services;
- To advise in the development of Standard Operating Procedures;
- To perform all tasks related to taking, maintaining an appropriate inventory system;
- To monitor the establishment and maintenance of appropriate systems of measuring and follow up of various aspects of the overall logistics, fleet management and facility management;
- To advise in identifying needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- To undertake any other related tasks as requested by the Line Managers.

Mission Specific

- To manage lease contracts of all rented premises, objects, etc. (Mission Headquarters and Field Office) and to manage any other general services related contracts.

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' 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 5 years of progressive professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Logistics, Engineering or other relevant;

Desirable

- International experience, particularly in crisis areas with multinational and international organisations;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources; able to implement an international methodology (e.g. ITIL, PRINCE2);
- At least 5 years of in a specific Support Services related field (i.e. Supplies, Transportation, Asset Management);
- At least 2 years having served as a manager of a multi-disciplinary administrative unit.
- Previous experience with project based work/planning and with different product and service markets as well as industrial business networks.

Language Skills:

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

| | | |
|--|---|--|
| Position Name: FO Border Management Expert | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: AG 02 | Location: Agadez | Availability: As soon as possible |
| Component/Department/Unit: Field Office | Security Clearance Level: EU CONFIDENTIAL | Open to Third Contributing States: No |

Reporting Line:

The FO Border Management Expert reports to the Head of Field Office Agadez.

Main Tasks and Responsibilities:

General

- To support in coordination with the Strategic Border Management Expert, the Anti Human Trafficking Expert in establishing and developing working relationships with Nigerien partners in charge of the fight against Human Trafficking aspects;
- To conduct comprehensive consultations with the Government/Local Governorate and other supporting stakeholders on border management/control needs assessments to ascertain the current level of the state ability to identify/track those seeking to enter, transit or leave its territory;
- To support the implementation of a national Plan of Action in the region of Agadez to ensure that recognized Border Crossing Points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities.

Mission Specific

- To oversee and to coordinate training and capacity building on migration and border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;
- To support the Government of Niger/Agadez Governorate in establishing national and international networks to support border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military, etc.;
- In coordination with the Strategic Border Management Expert and the Anti Human Trafficking Expert and in partnership with the Nigerien authorities, to contribute to the elaboration for a local/regional plan in the field of the fight against Human Trafficking;
- Based on the identified needs, to develop curricula in order to implement cooperation programs in his/her domain of competency;
- To design and to implement specialised training on border management;
- To coordinate and to oversee trainings on border management;
- To implement evaluation of the training on border management;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of border management;

- To provide advice on border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- To pay a specific attention to law enforcement and border management of other institutions and other donors working in the realm of security sector reform;
- To identify and to promote strategic and technical partnerships with the relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien's Police training on migration and border management portfolio;
- To develop reports, presentations, talking points and briefings on border monitoring activities;
- To report to the Head of Field Office on the consistency, complementary and sustainability of the programs;
- To identify and to conduct projects;
- To undertake any other related tasks 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' degree

OR

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

AND

- After having fulfilled the education requirements, a minimum of at least 6 years of relevant and proven full-time professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: International Relations, International Law, Political or Social Sciences, Humanities, Military Science;
- At least 5 years of relevant professional experience in the fields of Migration Control/Border Management Services;
- At least 2 years at middle management level.

Desirable

- Experience in project/programme management with EU and/or international organisations or non-governmental organisations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Previous experience in training of the trainers;
- Experiences in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

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|---|---|--|
| Position Name: FO Criminal Intelligence Training Expert | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: AG 04 | Location: Agadez | Availability: As soon as possible |
| Component/Department/Unit: Field Office | Security Clearance Level: EU CONFIDENTIAL | Open to Third Contributing States: No |

Reporting Line:

The Criminal Intelligence Training Expert reports to the Head of Field Office.

Main Tasks and Responsibilities:

General

- To ensure, in coordination with the Human Rights and Gender Adviser, that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To identify, in cooperation with the local authorities, the target audience for the training;
- To undertake any other related tasks as required by the Line Managers.

Mission Specific

- To establish and to develop working relationships with the Nigerien partners in charge of the intelligence aspects within the Internal Security Forces (ISF);
- To conduct, upon request, review of the ISF structure regarding intelligence;
- To assess the needs of the ISF in charge of criminal intelligence;
- To elaborate a training plan addressing operational criminal intelligence, fight against terrorism, organised crime and human trafficking in Agadez Region;
- To contribute to the Mission's elaboration, in partnership with the Nigerien authorities, of a national intelligence plan;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (criminal intelligence);
- To design and to implement specialised training in analysis and sharing intelligence process;
- To coordinate and oversee criminal intelligence trainings;
- To implement evaluation of the trainings on criminal intelligence;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of criminal intelligence;
- To develop reports, talking points and briefings on border monitoring activities;
- To report to Head of Field Office on the consistency, complementarity and sustainability of the programmes.

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' degree

OR

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

AND

- After having fulfilled the education requirements, a minimum of 5 years of overall professional experience with at least 2 years of experience in management level.

Specification of Education and Experience

- At least 5 years of relevant experience within a security service: intelligence analysis, criminal investigation and/or terrorism investigation and/or fight against human trafficking;
- Previous experience in training.

Desirable

- Knowledge and experience in security operations and related law enforcement;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Highly resilient under mental pressure and willingness to work extra hours when required.

Language Skills:

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

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|--|---|--|
| Position Name: FO Mission Security Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: AG 08 | Location: Agadez | Availability: As soon as possible |
| Component/Department/Unit: Field Office | Security Clearance Level: EU RESTRICTED | Open to Third Contributing States: No |

Reporting Line:

The FO Mission Security Officer (FO MSO) reports to the Team Leader/Mission Security Officer (TL/MSO) in the Field Office.

Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

General

- To implement security requirements for EU-led civilian crisis management operations;
- To assist the TL/MSO in the development of the Mission Security Plan and all supporting security and safety instructions and procedures;
- To assess the security situation and maintains updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice;
- 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 to new staff with regard to safety and security issues and ensure that all staff is properly prepared for emergencies;
- To provide comprehensive reports to the TL/MSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities;
- To generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- To produce briefings and presentation relating to their sphere of work for the benefit of the Mission;
- To assist in the definition and implementation of the security and safety instructions for the Mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- To provide assistance and appropriate response to Mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- To establish liaison as directed and co-operate closely with international organisations and national Law Enforcement Agencies or other authorities in the member states and third states that the Mission might operate alongside.

Mission Specific:

- To travel to high risk areas and conduct security duties;
- To undertake any other tasks required by the TL/MSO in support of the objectives of the Mission;
- To report and assist the TL/MSO on the security level and state of alert for the Mission staff.

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' 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 relevant and proven full-time professional experience.

Specification of Education and Experience

- The above mentioned equivalent Police/Military education or training must be with special training in field operations, force protection;
- 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;
- 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;
- Civilian driving license class C.

Desirable

- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Highly resilient to austere conditions, able to adapt to tough areas;
- International experience, especially in crisis areas with multi-national and international organisations;
- Solid knowledge of the Mission area and potential security threats;
- Successful completion of the EU Mission Security Officer Certification Course;
- International experience of an ESDP/CSDP Mission or of multi-national or international organisations/ Missions.

Language Skills:

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

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|---|--|--|
| Position Name: FO Finance Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff- Management Level (MSML) |
| Ref. Number: AG 11 | Location: Agadez | Availability: As soon as possible |
| Component/Department/Unit: Field Office | Security Clearance Level: EU CONFIDENTIAL or equivalent | Open to Third Contributing States: Yes |

Reporting Line:

The FO Finance Officer reports to Head of Field Office Agadez and keeps the Chief of Finance informed about financial matters.

Main Tasks and Responsibilities:

- To support Field Office staff members on finance matters and to liaise on finance issues with relevant actors between the Field Office and Mission HQ;
- To assist in maintaining the accountancy of the Mission and to manage on a daily basis the bookkeeping of financial documents, the general ledger and the accounting books, the accounting system (SAGE) and other accounting tools and any other related task;
- To assist in ensuring treasury management of the Mission and to manage on a daily basis the applicable internal circuit, the bank accounts, the reconciliations, the advances, the archiving system and any other related tasks;
- To supervise and manage the petty cash for the Field Office and execute payments in coordination with HQ and established operational procedures;
- To contribute to the budget preparation and to monitor and report on the implementation of the budget and forecasts income and expenditures;
- To assist in ensuring the reporting and in verifying the integrity of accounts, their accuracy and their on-time delivery;
- To ensure the sound and effective financial management of the Mission and the correct application of the EU Financial Regulations and their implementing rules and the Mission's internal guidelines;
- To assist in managing the audit and in ensuring the preparation and submission of financial final reports, as well as the follow up and closure of applicable mandates;
- To help developing policies for budgeting, accounting and control in close cooperation with the Finance Unit at Main HQ;
- To implement the internal and external audit recommendations and to ensure the effectiveness of internal controls;
- To provide sound financial advice to the Chief of Finance, assisting in the formulation of financial services required for improving the efficiency of the Finance Unit;
- To assist the Chief of Finance in liaising and cooperating on financial issues with the EU Institutions, auditors and all other relevant actors;
- To undertake any other related tasks as required 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' 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 3 years of relevant professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Accountancy, Finance, Business, Economics or relevant area;
- Excellent analytical, research, organisational, planning, time-management and problem-solving skills;
- Proficiency in Excel.

Desirable

- Experience of working with accounting software systems, especially SAGE;
- At least 3 years of Finance related working experience;
- Knowledge of EU Financial Regulations;
- International experience, particularly in crisis areas with multinational and international organisations.

Language Skills:

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

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|---|--|---|
| Position Name: FO Logistics Officer | Employment Regime: Seconded/Contracted | Post Category: Mission Support Staff - Management Level (MSML) |
| Ref. Number: AG 12 | Location: Agadez | Availability: As soon as possible |
| Component/Department/Unit: Field Office | Security Clearance Level: EU RESTRAINT or equivalent | Open to Third Contributing States: Yes |

Reporting Line:

- The Logistics Officer reports to the Head of Field Office Agadez and keeps the Chief of Logistics informed about logistical matters.

Main Tasks and Responsibilities:

General

- To act mainly in various technical domains, such as operational logistics planning, movement and transportation, supply chain, asset and services management, as well as engineering and facilities;
- To plan, develop and act in order to implement strategies so as to meet the Mission expected performance within approved budget and timeframe;
- To manage lease contracts of all rented premises, and any other related contracts;
- To take on responsibility for the management of the Mission estate and all supporting assets and activities in the Field Office (including overall supervision on logistical databases, inventories and list of equipment);
- To ensure that comprehensive and accurate guidelines on logistics are in place, regularly reviewed and in accordance with EU guidelines;
- To prepare tender initiations for all logistical needs in English and/or in French;
- To assist with procurement files by drafting Terms of Reference and Technical Specifications within his/her field of expertise;
- To monitor the establishment and maintenance of appropriate systems for measuring and follow up of various aspects of the overall logistics, fleet management and facility management for the Field Office;
- To undertake any other related tasks as required by the Line Managers.

Mission Specific

- To liaise and cooperate on logistics and procurement issues with relevant actors between the Field Office and Mission HQ;
- To coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications and other relevant fields;
- To liaise with international and national freight forwarders;
- To coordinate logistics, support facility management, transportation and fuel supply, asset and services management in a way that effectively and efficiently contributes to the reaching of the overall objective of the Field Office;
- To keep an updated, accurate and comprehensive inventory system in coordination with the Logistics Unit.

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’ 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 5 years of professional experience.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of experience: Logistics, Engineering or other relevant;
- At least 5 years of professional experience in a specific Support Services related field (i.e. Supplies, Transportation and Asset Management);
- Capacity to foresee needs, plan and delineate strategies for maximizing resources; therefore, due to the related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2);

Desirable

- International experience, particularly in crisis areas with multinational and international organisations;
- Excellent organisational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE);
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks.

Language Skills:

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