

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union CSDP Mission in Niger</b> <b>(EUCAP Sahel Niger)</b> <b>CRT CfC 1-2016 Call for Deployment/Contributions for one (1) CRT or other Member State Expert</b>				
<b>Organisation:</b>	EUCAP Sahel Niger			
<b>Job Location:</b>	Niamey			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded CRT</u></b>			
	CRT	Financial Accounting Officer	Niamey	Asap
<b>Deadline for Applications:</b>	Friday 8 April 2016 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.crt@eeas.europa.eu</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Ms Ulla Bergqvist</b> <b>cpcc.crt@eeas.europa.eu</b> <b>+32 (0)2 584 8596</b>			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Member States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Leave** – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP Missions could be used as an indication for a proper holiday arrangement for CRT/EU Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the mission during any leave period and all travel costs related to the leave must be borne by the sending Member State or by the expert.

**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 3 months with a possibility of extension.

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

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

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

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

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

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

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

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

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

**Language Skills**<sup>1</sup> – Language requirements are specified in the job description. 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.

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<sup>1</sup> Common European Framework of References for Languages

**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 candidate must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

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

**Certificate/Booklet of Vaccination** – The selected candidate 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 candidate 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** – Member States 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

<b>Position Name:</b> Financial Accounting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> CRT	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Main HQ/Mission Support Department/Finance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> 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 2<sup>nd</sup> Lieutenant/1<sup>st</sup> 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)				