

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Niger (EUCAP Sahel Niger) 2-2016 Extraordinary Call for Contributions				
Organisation:	EUCAP Sahel Niger			
Job Location:	Niamey			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	Seconded (02)			
	NI 02	Deputy Head of Mission/Chief of Staff	Niamey	02.08.2016
	NI 04	Head of Operations	Niamey	21.09.2016
	Seconded/Contracted (01)			
	NI 19	Chief of Procurement	Niamey	ASAP
Deadline for Applications:	Wednesday 25 May 2016 at 17:00 (Brussels time)			
E-mail Address to send the Job Application Form to:	eeas-cpcc-eucap-niger@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Aurel Hariton aurel.hariton@ext.eeas.europa.eu +32 (0)2 584 69 04			

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

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

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

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

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

A. Essential Requirements

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

Citizenship – Citizenship of an EU Member State.

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

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

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

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

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

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

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

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

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.

Visas – EU Member 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 EU Member 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.

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

D. Additional Information on the Selection Process

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

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

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member States will bear any related costs.

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

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

E. Additional Information

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

F. Job Descriptions

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

SECONDED POSITIONS

Position: Deputy Head of Mission/Chief of Staff	Employment Regime: Seconded	
Ref. Number: NI 02	Location: Niamey	Availability: 02.08.2016
Component/Department/Unit: Main HQ	Security Clearance Level: EU SECRET	Open to contributing third States: No

Reporting Line:

The Deputy Head of Mission/Chief of Staff reports to the HoM.

Main Tasks and Responsibilities:

- To understand and abide by the civilian CSDP chain of command and respect guidance from the Head of Mission;
- To deputise for the Head of Mission in his/her absence;
- To monitor and ensure the implementation of the mandate;
- To exercise disciplinary control over all Mission personnel;
- When deemed necessary, to delegate authority utilizing the approved chain of command structure of the Mission;
- To collaborate, coordinate and control the production of documents, plans and reports of the Mission;
- To follow and coordinate daily Mission activities and make recommendations to the Head of Mission for improvements;
- To ensure a proper flow of information within the Mission;
- To perform any other tasks as directed by the Head of Mission.

Mission Specific

- To command, coordinate, manage and control EUCAP Sahel Niger structure and services, as relevant and in line with the strategic vision and guidance of the Head of Mission.

Education and Experience:

Essential

- Successful completion of University studies with a duration of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 15 years of relevant professional experience with at least 5 years of experience at management level.

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Law or Political Science.

Desirable

- Good knowledge of the mechanisms for international and national police and judicial cooperation would be an asset;
- Good knowledge of the political, cultural and security situation in Niger and the Sahel is desired;
- Experience in migration issues, counter-terrorism and/or organised crime would be an advantage.

Language Skills:

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

Position: Head of Operations	Employment Regime: Seconded	
Ref. Number: NI 04	Location: Niamey	Availability: 21.09.2016
Component/Department/Unit: Main HQ/Operations Directorate	Security Clearance Level: EU SECRET	Open to contributing third States: No

Reporting Line:

The Head of Operations acts under the authority of HoM/DHoM.

Main Tasks and Responsibilities:

- To manage and coordinate the Operations Directorate of the Mission including the Field Office in Agadez and provide guidance to each Head of Unit and the Head of Field Office; as such, he/she is responsible for planning and conduct of all operational activities carried out through training, mentoring, monitoring and advising as well as providing equipment;
- Upon request of the Nigerien authorities, to review and assess the structures and organisations of the security forces;
- To coordinate and support the Nigerien security actors to assess and address their training needs;
- To organise and attend meetings with all relevant international and local counterparts;
- In coordination with the Planning, Evaluation and Reporting Department, to inform about the Mission Implementation Plan and report against benchmarking;
- With the support of the Heads of Unit and the Head of the Field Office, to design advising activities, training programmes and curricula for all Mission's training activities (e.g. police leadership, criminal intelligence, penal procedures, forensics and police tactics etc.);
- To define the target audience for the training courses and, upon request, to support the Nigerien authorities in selecting the future trainees;
- To provide guidance on advising and training activities carried out by the Mission;
- In coordination with the Planning, Evaluation and Reporting Department, to develop and implement a training evaluation process (Kirkpatrick model) for each activity;
- To monitor training organised under local ownership and monitor operations as relevant;
- To undertake any other related tasks as required by the HoM.

Mission Specific

- To ensure an effective coordination between the Operations Directorate and the Mission HQ;
- To provide recommendations for the improvement of Mission achievements;
- To provide induction to all new trainers appointed to the Mission.
- To report regularly to the HoM on the consistence and sustainability of the activities by the five Units and the Field Office in Agadez.
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed and implemented in the operational activities.

Education and Experience:

Essential

- Successful completion of University studies with a duration of at least 4 years attested by a diploma at Master's level – equivalent to level 7 in the European Qualifications Framework and the second cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an award of an equivalent rank

AND

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

Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Police Sciences, Law or Political Science.

Desirable

- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage;
- Experience in migration issues, counter-terrorism and/or organised crime would be an advantage.

Language Skills:

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

SECONDED/CONTRACTED POSITION

Position: Chief of Procurement	Employment Regime: Seconded/Contracted	Post Category: Mission Support -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 contributing third States: No

Reporting Line:

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

Main Tasks and Responsibilities:

- To manage the Procurement Unit of the Mission;
- 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 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 related to 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 with duration of at least 3 years attested by a diploma at Bachelor's level – equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area

OR

- Equivalent and attested police or/and military education or training or an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 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: 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;

- Experience in financial management of tendering processes and audits, preferably including EU procedures;

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;
- Good knowledge of the EU Financial rules;
- Good 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)				