

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union CSDP Mission in Niger (EUCAP Sahel Niger) 2-2016 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUCAP Sahel Niger</b>			
<b>Job Location:</b>	<b>Niamey and Agadez</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b>Seconded (13)</b>			
	NI 05	Head of Interoperability Unit	Niamey	03 Jul 2016
	NI 07	Head of Technical Competencies Unit*	Niamey	22 Oct 2016
	NI 08	Criminal Intelligence Training Expert*	Niamey	20 Oct 2016
	NI 12	Liaison Officer MoI/ Police Expert*	Niamey	17 Sep 2016
	NI 30	Nigerien Security Strategy Advisor (RoL Planning Expert)	Niamey	28 Nov 2016
	NI 32	Senior Coordination Expert	Niamey	26 Dec 2016
	NI 39	Border Management Expert	Niamey	22 Oct 2016
	NI 44	Assistant to HOM*	Niamey	02 Dec 2016
	NI 56	Strategic Training Expert	Niamey	ASAP
	NI 57	Operational Training Expert*	Niamey	29 Sep 2016
	NI 59	Senior Strategic Border Management Adviser	Niamey	ASAP
	NI 63	Head of Migration Unit*	Niamey	08 Dec 2016
	AG 01/1	Deputy Head of Field Office**	Agadez	ASAP
	<b>Seconded/Contracted (5)</b>			
	NI 18	Head of Mission Support	Niamey	16 Jul 2016
	NI 23	Chief CIS*	Niamey	15 Oct 2016
NI 49	Nurse	Niamey	16 Jul 2016	
AG 11	FO Finance Officer	Agadez	ASAP	
AG 17	FO Administration Coordinator**	Agadez	ASAP	
<b>Deadline for Applications:</b>	<b>Friday 17 June 2016 at 17:00 (Brussels time)</b>			
<b>E-mail Address to send the Job Application Form to:</b>	<a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a>			

<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Aurel Hariton</b>  <b>aurel.hariton@ext.eeas.europa.eu</b>  <b>+32 (0)2 584 69 04</b></p>
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\* The availability of this position is subject to the non-confirmation of a request for extension or non-acceptance of a job offer.

\*\*The availability of this position is pending the adoption of a Council Decision approving the Budgetary Impact Statement.

**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 Skills<sup>1</sup>** – 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)<sup>2</sup>.

**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).

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<sup>1</sup> [Common European Framework of References for Languages](#)

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

**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** – 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

<b>Position:</b> Head of Interoperability Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 05	<b>Location:</b> Niamey	<b>Availability:</b> 03 Jul 2016
<b>Component/Department/Unit:</b> Operations Directorate/ Interoperability Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Head of Interoperability Unit is a Senior Rule of Law (RoL) Officer who will be the team leader for activities related to the development of interoperability among the Nigerien Security actors, under the command and control of the Head of Operations (HoO).

### Main Tasks and Responsibilities:

- To strengthen the partnership with Nigerien authorities to support the implementation of the national Security strategies;
- To support the set-up of coordination and cooperation mechanisms between the national Security actors;
- To analyse the existing internal Security arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and to recommend strategic operational orientations;
- To facilitate cooperation between the strategic, operational and tactical levels of Security Forces;
- To undertake any other related tasks as requested by the Head of Operations.

### Mission Specific

- To organise field exercises, in close cooperation with Nigerien authorities, in order to assess and strengthen the interoperability at command posts level;
- To provide advice and mentorship in his/her remit, on the possible improvements of the skills and performance of the local (mid and senior) officers;
- To develop curricula in order to implement Security strategy/doctrines in his/her remit (law enforcement);
- To coordinate with the others senior officers/personnel respectively in charge of each objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To report to the HoO on the consistency, complementarity and sustainability of the programs.

### 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 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: Law, Criminology, Police/Gendarmerie or other relevant;
- At least 5 years of experience in planning and operations;
- Previous experience in criminal investigation on terrorism and organised crime matters.

Desirable

- Experience of operations/missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;
- Good understanding and ideally direct experience in the EU Institutions and CFSP/CSDP;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;
- Excellent strategic and analytical capacities;
- 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;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- 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)				

<b>Position:</b> Head of Technical Competencies Unit*	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 07	<b>Location:</b> Niamey	<b>Availability:</b> 22 Oct 2016
<b>Component/Department/Unit:</b> Operations Directorate/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Head of Technical Competencies Unit is a senior Rule of Law Planner who will be the team leader for activities related to the Objective 2 under the command and control of the Head of Operations (HoO).

### Main Tasks and Responsibilities:

- To command, control and coordinate the permanent experts in charge of the Objective 2;
- To review and prioritise the activities of all experts of the Objective 2;
- To organise and assures regular meetings with the permanent experts of the Objective 2 and training beneficiaries;
- To assess the needs and draft a Mission strategy to address the Objective 2;
- To control and develop curricula, in collaboration with other experts, in his domains of competency (Penal Procedure task);
- To undertake any other related tasks as requested by the Line Managers.

### Mission Specific:

- To identify the target audience for the Penal Procedure training courses;
- To deliver training as required;
- To implement training evaluation process for each activity;
- To facilitate cooperation between the strategic, operational and tactical levels;
- To coordinate with the others senior officers respectively in charge of each Objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To report to HoO on the consistency, complementarity and sustainability of the programs.

### 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 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: Law, Criminology, Police/Gendarmerie or other relevant;
- At least 5 years of experience in planning and operations;

Desirable

- Previous experience in training of the trainers;
- Excellent knowledge of continental legal system and French inspired criminal procedure;
- 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;
- 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)				

<b>Position:</b> Criminal Intelligence Training Expert*	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 08	<b>Location:</b> Niamey	<b>Availability:</b> 20.10.2016
<b>Component/Department/Unit:</b> Operations Directorate/Technical Competencies Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to contributing third States:</b> No

### Reporting Line:

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

### Main tasks and Responsibilities:

- To conduct, upon request, review of the Interior Security Forces structure regarding intelligence;
- To establish and 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 training plan addressing operational criminal intelligence and the fight against terrorism and organised crime;
- To undertake any other related tasks as requested by the Head of Technical Competencies Unit.

### Mission Specific

- To design and to implement specialised training in analysis and sharing intelligence 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 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;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.

### Education and Experience:

#### Essential

- Successful completion of University studies with a 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 award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience within a security service: intelligence analysis, criminal investigation and terrorism investigation.

### Specification of Education and Experience

- Previous experience in training of the trainers;
- Knowledge and experience in security operations and related law enforcement;
- Experience of international organisations and/or multinational operations.

### Desirable

- Good understanding and ideally direct experience in the EU Institutions and CFSP/CSDP;
- Experience of operations/Missions and/or cooperation in Africa;
- 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)				

<b>Position:</b> Liaison Officer to the Ministry of Interior/Police Expert*	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 12	<b>Location:</b> Niamey	<b>Availability:</b> 17 Sep 2016
<b>Component/Department/Unit:</b> Operations Directorate	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

Reporting to the Head of Operations (HoO), the Liaison Officer to the Ministry of Interior (MoI) will be the "go between" of the Mission and the Nigerien Ministry of Interior, under the command and control of the HoO.

### Main Tasks and Responsibilities:

- To map and assess the needs of the MoI;
- To establish working relationships with the different partners inside the MoI;
- To facilitate the improvement of coordination between Nigerien Security actors and MoI;
- To update the EU knowledge and understanding of Nigerien MoI and bilateral cooperation activities;
- To provide the Nigerien MoI 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 MoI;
- To facilitate the improvement of coordination between MoI and Niger Armed Forces (NAF);
- To undertake any other related tasks as requested by the Line Managers.

### Mission Specific

- To organise meetings between the Mission's Team Leaders in charge of each Objective and the Nigerien partners at the MoI;
- To advise the MoI authorities on possible improvements;
- To assess the Mission's impact inside the MoI;
- To establish strong links with representatives of the Security forces actors inside the MoI;
- To facilitate cooperation between the strategic, operational and tactical levels.
- To coordinate with the Team Leaders in charge of each Objective;
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien military authorities.

### Education and Experience:

#### Essential

- Successful completion of University studies with a 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 award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience within Security services.

Specification of Education and Experience

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

Desirable

- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organisations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- 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)				

<b>Position:</b> Nigerien Security Strategy Implementation Advisor	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 30	<b>Location:</b> Niamey	<b>Availability:</b> 28 Nov 2016
<b>Component/Department/Unit:</b> Operations Directorate/ Interoperability Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**Reporting Line:**

The Nigerien Security Strategy Implementation Advisor reports to the Head of Interoperability Unit.

**Main Tasks and Responsibilities:**

- To contribute to strengthening the Implementation of the security dimension of the Nigerien Security Development at national level complementary to other actors (Objective 1);
- To establish working relations with the appropriate Nigerien counterparts;
- To analyse current and potential gaps in the security arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and recommends possible solutions at strategic and operational level;
- To contribute to improve cooperation between the strategic, operational and tactical levels of Niger Security actors;

- To provide advice on the possible improvements of the skills and performance of Nigerien Security personnel;
- To undertake any other related tasks as requested by the Line Managers.

#### Mission Specific

- To participate in the curricula development in cooperation with other experts, for courses related to the broader implementation of the Niger Security Strategy, especially in the area of law enforcement;
- To help preparing table top exercises to check and validate the operating procedures used by the Counter Terrorism Operational Room and the Command Posts and regional and national level, including the cooperation amongst the different internal Security forces;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed 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 5 years of experience at senior management level.

##### Specification of Education and Experience

- The above mentioned university degree must be in at least one of the following fields of expertise: Law, Rule of Law, Political Sciences or other relevant;
- At least 8 years of relevant experience;
- Previous experience in criminal investigation on terrorism and organised crime matters;
- Previous experience in planning and operations;
- Excellent strategic and analytical skills.

##### Desirable

- Experience of operations/missions and/or cooperation in Africa;
- Experience with or within international organisations and/or multinational operations;
- Good understanding and direct experience in the European Institutions and/or CFSP/CSDP;
- 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;
- 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)				

<b>Position:</b> Senior Coordination Expert*	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 32	<b>Location:</b> Niamey	<b>Availability:</b> 26 Dec 2016
<b>Component/Department/Unit:</b> Operations Directorate/ International Coordination Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### Reporting Line:

The Senior Coordination Expert reports to the Head of the International Coordination Unit.

### Main Tasks and Responsibilities:

- To contribute and support the development of a comprehensive regional and international coordination in the fight against terrorism, organised crime and illegal migration;
- To contribute to mapping and assessing the current activities of bilateral and multilateral co-operations in the fight against terrorism, organised crime and illegal migration;
- To undertake any other related tasks as requested by the Head of the International Coordination Unit.

### Mission Specific

- To help establishing and maintaining contacts among the regional Security actors in order to promote networking at different levels;
- To contribute to the assessment, in his/her remit, of the needs and possible improvements in terms of regional and international co-operation in Niger;
- To contribute to organise coordination meetings between the interior Security actors;
- Under local ownership, to contribute to the development of coordination of the regional and international cooperation through a coordination committee.

### Education and Experience

#### Essential

- Successful completion of University studies with a 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 award of 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, Criminology, Police/Gendarmerie or other relevant;
- At least 5 year experience as Rule of Law Officer or equivalent.

#### Desirable

- Excellent communication skills and diplomacy;
- Experience of operations/Missions and/or cooperation in Africa;



- Experience with or within international organisations and/or multinational operations and projects management;
- Good understanding and ideally direct experience with EU Institutions;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;
- 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)				

<b>Position:</b> Border Management Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 39	<b>Location:</b> Niamey	<b>Availability:</b> 20 Oct 2016
<b>Component/Department/Unit:</b> Operations Directorate/ Migration Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Border Management Expert reports to the Head of Migration Unit.

### Main Tasks and Responsibilities:

- In coordination with the Strategic Border Management Expert, to support 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's ability to identify/track those seeking to enter, transit or leave its territory;
- To support the implementation of the national Plan of Action in order 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;
- To undertake any other related tasks as requested by the Line Managers.

### 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/Local 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 the 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 Migration Unit on the consistency, complementary and sustainability of the programs;
- To identify and to conduct projects.

### **Education and Experience:**

#### Essential

- Successful completion of University studies with a 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 award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience with at least 2 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: 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;

#### Desirable

- Experience in project/programme management with EU and/or international organisations or non-governmental organisations in Migration management focusing on Integrated Border Management (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)				

<b>Position:</b> Assistant to Head of Mission*	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 44	<b>Location:</b> Niamey	<b>Availability:</b> 02 Dec 2016
<b>Component/Department/Unit:</b> Main HQ/ HoM Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Assistant to Head of Mission reports to the Head of Mission (HoM).

### Main Tasks and Responsibilities:

- To assist the HoM in his daily work;
- To accompany the HoM as required to meetings and events and make necessary preparations;
- To liaise with Mission staff and others outside the Mission to support HoM activities;
- To undertake any other related tasks as requested by the Line Manager.

### Mission Specific

- To schedule appointments and meetings and maintain contacts;
- To take minutes at meetings and conferences, as well as to prepare draft reports, documents, speeches etc. for the HoM;
- To draft memos, letters, faxes and other requested documents, to maintain filing systems;
- To perform any other administrative and secretarial duties when required.

### Education and Experience:

#### Essential

- Successful completion of University studies with a 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 award of 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: Public Administration; Law, Political Sciences, International Relations, Police/Gendarmerie or other relevant;
- At least 5 year experience as Rule of Law Officer or equivalent;
- At least 5 years of working experience in a relevant field of work with appropriate responsibilities, with broad professional experience in operational and organisational aspects.

#### Desirable

- Excellent communication skills and diplomacy;
- Experience as a management assistant;

- Work experience in an international Mission environment;
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions;
- Ability to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail as well as ability to work under tight deadlines.
- Willingness to work as team member;
- Ability to operate Windows applications.
- Experience of operations/Missions and/or cooperation in Africa.
- Experience with or within international organisations and/or multinational operations and projects management;
- Good understanding and ideally direct experience with EU Institutions;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;
- 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)				

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

### Reporting Line:

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

### Main Tasks and Responsibilities:

- 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 requested by the Line Managers.

### 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 with a 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 award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience with at least 2 years of experience at management level.

Specification of Education and Experience

- At least 2 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)				



<b>Position:</b> Operational Training Expert*	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 57	<b>Location:</b> Niamey	<b>Availability:</b> 29 Sep 2016
<b>Component/Department/Unit:</b> Operations Directorate	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Operational Training Expert reports directly to the Head of Operations.

### Main Tasks and Responsibilities:

- To assist the Head of Operations in the daily management and coordination of all Mission related activities and their allocated budget;
- To support the Mission training experts in all practical organisational aspects of their training activities e.g. editing invitation letters, ensuring security clearances of participants, per diem, etc.
- To undertake any other related tasks as requested by the Line Managers.

### Mission Specific

- To create and maintain a training library with all related Mission training courses;
- To maintain a database with all past, current and planned training activities as well as the participants;
- To ensure the follow up of the established harmonized training policy in the Mission;
- To product statistics, evaluations and reports on the current state of affairs, in coordination with the Planning and Reporting Department;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities.

### Education and Experience:

#### Essential

- Successful completion of University studies with a 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 award of 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, Rule of Law, Political Sciences or other relevant.
- At least 2 years of experience as Training Manager.

Desirable

- At least 2 years in national Security forces or in a military operation or civilian Mission;
- Excellent analytical, synthesis and drafting skills;
- Excellent organisational and coordination skills;
- Experience of 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)				

<b>Position:</b> Senior Strategic Border Management Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 59	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate/ Interoperability Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Senior Strategic Border Management Adviser reports to the Head of Interoperability Unit.

### Main Tasks and Responsibilities:

- 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;
- To undertake any other related tasks as requested by the Line Managers.

### 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 Interoperability 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 identify and to conduct projects.

### Education and Experience:

#### Essential

- Successful completion of University studies with a 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 award of 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, Rule of Law or other relevant;
- At least 5 years of experience in Border Management services.

Desirable

- Experience in immigration and/or international human smuggling and trafficking in human beings;
- Experience in strategic analysis of international immigrant border crossing (illegal immigration);
- 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 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)				

<b>Position:</b> Head of Migration Unit*	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 63	<b>Location:</b> Niamey	<b>Availability:</b> 08 Dec 2016
<b>Component/Department/Unit:</b> Operations Directorate	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Head of Migration Unit is a Senior Rule of Law/Law Enforcement Officer who will be the team leader for activities related to the Migration and Border management strategies among Nigerien Security actors under the command and control of the Head of Operations (HoO).

### Main Tasks and Responsibilities:

- To strengthen the partnership with Nigerien authorities to support the implementation of Migration and Border management strategies and a national plan in the field of the fight against Human trafficking;
- To support the set-up of coordination and cooperation mechanisms between the Nigerien Security actors;
- To undertake any other related tasks as requested by the Line Managers.

### Mission Specific

- To analyse the existing Migration and Border Management arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and to recommend strategic operational orientations on Migration and Border Management issues;
- To provide advice, in his/her remit, on the possible improvements of the skills and performance of the local officers;
- To develop curricula in order to implement Migration/Border Management strategies/doctrines in his/her remit (Law Enforcement);
- To coordinate with the other senior officers in charge for each Mission Objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To report to the HoO on the consistency, complementarity and sustainability of the programs;
- 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 fields of Border Security, Migration and fight against Human-trafficking.

### 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 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: International Relations, International Law, Political or Social Sciences, Humanities, Military Science;
- At least five (5) years of relevant professional experience in the field of Migration Control/Border Management Services.;
- Senior Rule of Law/Law Enforcement Officer.

Desirable

- Previous experience in training of the trainers;
- Knowledge and experience in Security and Law Enforcement related 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;
- 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)				

<b>Position:</b> Deputy Head of Field Office**	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> AG 01/1	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Deputy Head of Field Office reports to the Head of Field Office.

### Main Tasks and Responsibilities:

- In the absence of the Head of Field Office, to lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission OPLAN and other relevant planning documents and to coordinate the Mission Support related aspects of the FO, under the guidance of the Mission's Head of Mission Support;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the Field Office;
- To support the FO input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the FO Area of Responsibilities;
- To support the FO contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance;
- To ensure close coordination with the other Mission's operational and support components;
- To ensure that Mission Members of the FO contribute to identify and report lessons learned and best practices within their respective area of responsibility;
- To ensure that the FO Mission Members are periodically updated on Mission's mandate implementation progress;
- To undertake any other related tasks as requested by the Line Managers.

### Mission Specific

- In coordination with the Mission's Coordination and Cooperation Components, to coordinate/cooperate and/or supervise the coordination/cooperation of the FO Mission Members as appropriate with local authorities at the relevant level as well as with local EU and international actors.

### Education and Experience:

#### Essential

- Successful completion of University studies with a 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 award of 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: Political Science, International Relations, Diplomacy, Law, Social Sciences, Business/Public Administration, Law Enforcement or other relevant field;
- Operational and strategic level experience within a Security Sector/Rule of Law agency;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

Desirable

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL;
- Qualified project manager with knowledge and experience of leading multi-thematic and multi-layered security, rule of law or stabilisation related programmes;
- Proven ability to engage with senior officials level decision makers.

**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

<b>Position:</b> Head of Mission Support	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> NI 18	<b>Location:</b> Niamey	<b>Availability:</b> 16 Jul 2016
<b>Component/Department/Unit:</b> Main HQ/ Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Third Contributing States:</b> No

### **Reporting Line:**

The Head of Mission Support reports to the Head of Mission (HoM).

### **Main Tasks and Responsibilities:**

#### General

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

#### Mission Specific

- To plan and set up Mission-specific human resources related core functions in the build-up phase of the Mission;
- To plan and execute Mission's downsizing process in accordance with strategic guidance from CPCC and the Mission's senior management;

- To study and propose operational and management decisions that have the objective to increase the efficiency of the Mission Support Service.

**Education and Experience:**

Essential

- Successful completion of University studies 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 award of an equivalent rank  
AND
- After having fulfilled the education requirements, a minimum of 10 years of relevant professional experience with at least 5 years of experience 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: Human Resources, Business Administration, Law or other relevant;

Desirable

- International experience, particularly in crisis areas with multi-national and international organisations;
- Working experience in EU financial management and EU procurement rules is desirable.

**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)				

<b>Position:</b> Chief of CIS*	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> NI 23	<b>Location:</b> Niamey	<b>Availability:</b> 15 Oct 2016
<b>Component/Department/Unit:</b> Main HQ/ Mission Support Department/ CIS Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Chief of CIS will assist the Head of Mission Support in fulfilling the duties set in support of the Mission mandate and reports to the Head of Mission Support.

### Main Tasks and Responsibilities:

- To assist and to advise the Mission staff in all CIS issues;
- To produce clear and concise reports concerning CIS issues recommending improvements;
- To manage the CIS Unit and to coordinate all CIS staff;
- To establish the necessary technical liaison and coordination with other international organisations in the Mission area;
- To undertake any other related tasks as requested by the Line Managers.

### Mission Specific

- To establish and to maintain CIS and communications networks in support of the Mission;
- To install specific available telecommunication systems or equipment required;
- To establish, to propose and to monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues;
- To ensure, if required by the Senior Mission Security Officer, task related to information security (could incl. Crypto Custodian) of the Mission;
- In coordination with the Security Department, to prepare contingency plans;
- To provide the communications and network plans for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission;
- To develop and to maintain Mission's software applications as well as complex databases;
- To maintain all servers, workstation, networks and communications systems in use in the Mission with an emphasis on preventative maintenance;
- To develop detailed database/software specifications, functional specifications and user documentation for the systems used, as necessary;
- To identify needs and define application/database requirements, organise and implement user training, troubleshoot problems and assist with change requests;
- To define and forward as appropriate the requirements for goods and/or services for its area of responsibility and to supervise their satisfaction;
- To keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in coordination with all the other Mission Support Units at Mission HQ and Field Office level.

## Education and Experience:

### Essential

- Successful completion of University studies with a 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 award of 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 field of expertise: Communication Information Systems, ICT or Technical Specialisation in Engineering, Communications or other relevant;
- A minimum of 3 years of relevant and proven professional experience, notably in practical management of complex information and communication technology infrastructure and systems including maintenance and operation;
- Excellent background and experience in communication information networks and information management systems particularly in hardware equipment (SATCOM, VPN, VHF radios).
- Good knowledge in acquisition management;
- Experience on drafting procedures for the use and management of computer systems and networks, including security.

### Desirable

- Experience in database installation and database programming skills;
- System administrator with experience in the Microsoft Environment, Server 2003 / 2008, Exchange 2010, Office 2010, preferably with a relevant and official Microsoft certificate;
- International experience, particularly in crisis areas with multi-national and international.

### 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)				

<b>Position:</b> Nurse	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> NI 49	<b>Location:</b> Niamey	<b>Availability:</b> 16 Jul 2016
<b>Component/Department/Unit:</b> Main HQ/ Mission Support Department/ Medical Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The Nurse reports to the Medical Advisor/Physician.

### Main Tasks and Responsibilities:

- To respond to medical incidents and events as directed by the Medical Advisor/Physician on a 24/7 basis, if necessary by deploying to 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 Mission staff members;
- To undertake any other related tasks as requested by the Line Managers.

### Mission Specific

- To coordinate medical evacuations if required, in close coordination with the Medical Advisor/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 with a 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 award of an equivalent rank  
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 the following field of expertise: Nursery;
- At least 3 years as nurse specialized 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;
- Excellent organisational, planning, and time-management skills;

- Highly resilient under mental pressure and willingness to work extra hours when required;

Desirable

- ACLS trained;
- 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 multi-national and international organisations/Missions;
- Training in psycho-social incident and stress support;
- Driving license C category.

**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)				

<b>Position:</b> FO Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> AG 11	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The FO Finance Officer reports to FO Administration Coordinator and keeps the Chief of Finance informed about financial matters.

### Main Tasks and Responsibilities:

- To assist and support the Head of Field Office and the Field Office staff members on finance matters;
- To liaise on finance matters with Mission HQ;
- To assist in maintaining the accountancy of the Mission at Field Office level 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 manage the petty cash for the Field Office and execute payments in coordination with the FO Administration Coordinator 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 undertake any other related tasks as requested by the Line Managers.

### Mission Specific

- To contribute to the sound and effective financial management of the Mission at the Filed Office 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 of Mission finances in close cooperation with the Finance Unit at Mission HQ;
- To implement the internal and external audit recommendations and to ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Field Office, assisting in the formulation of financial services required for improving the efficiency of Mission Support Unit at Field Office;
- To liaise and cooperate or to assist the Chief of Finance in liaising and cooperating on financial issues with the EU Institutions, auditors and all other relevant actors.

## Education and Experience:

### Essential

- Successful completion of University studies with a 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 award of an equivalent rank  
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;
- At least 3 years of Finance related working experience;
- Excellent analytical, research, organisational, planning, time-management and problem-solving skills;
- Proficiency in Excel.

### Desirable

- Experience of working with accounting software systems, especially SAGE;
- 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)				



<b>Position:</b> FO Administration Coordinator**	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level
<b>Ref. number:</b> AG 17	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### Reporting Line:

The FO Administration Coordinator reports to Head of Field Office in Agadez and keeps the Head of Mission Support informed about all administrative matters in the Field Office.

### Main Tasks and Responsibilities:

- To support the Mission's operations in the Field Office in coordination with the Operations and Security Units and run efficiently and effectively the administrative tasks;
- To be responsible for the management and co-ordination of administrative and technical support within the Field Office receiving technical instructions and guidance from the respective Line Managers in the Main Headquarters;
- To lead the administration staff in the Field Office acting as a co-ordinator and focal point;
- To be responsible for the HR and financial management of the Field Office in consultation with the Main HQ and the associated records;
- To ensure the policies and procedures are followed as per Mission SOPs;
- To ensure the integrity, accuracy and timely submission of financing and other reporting documents;
- To identify 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 establish and maintain appropriate administrative procedures related to asset management, if assets will be deployed within the Field Office;
- To be responsible for the implementation of the Mission document management system in the Field Office and maintaining of document registry and files as appropriate. establishment and maintaining of the document management system in the Field Office;
- To perform any other task as requested by the Line Managers.

### Mission Specific

- To assist in the planning and set up of Field Office in its build-up phase;
- To act as a focal point in the Field Office for organising, upon the request from the Head of Field Office, training programmes, conduct needs assessments, specify resource requirements and coordinate performance management for the Field Office;

### Education and Experience:

#### Essential

- Successful completion of University studies 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 award of an equivalent rank

AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience with at least 2 years of experience 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: Human Resources, Economics, Finance, Business Administration, or equivalent degree;
- At least three (3) years of Administration related working experience;
- Excellent analytical, research, organisational, planning, time-management and problem-solving skills;
- Proficiency in using MS Office software, intranet, internet, and computerised financial systems;

#### Desirable

- Experience in the administrative aspects on the support work;
- Excellent analytical, research and problem-solving skills;
- Ability to perform under stress and in difficult circumstances;
- International experience in crisis areas with multinational and international organisations;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE);
- Previous work experience in Africa/Sahel region.

#### 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)				