

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Capacity Building Mission in the Horn of Africa (EUCAP NESTOR)</b> <b>1-2016 CRT Call for Contributions for one (1) CRT or other EU Member State Expert</b>				
<b>Organisation:</b>	<b>EUCAP NESTOR</b>			
<b>Job Location:</b>	<b>Nairobi/Mogadishu</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Title/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded CRT (1)</u></b>			
	CRT	Communication and Information Systems Assistant	Nairobi/ Mogadishu	ASAP
<b>Deadline for Applications:</b>	21 September 2016 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.crt@eeas.europa.eu</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Ms Béatrice Neven</b> <b>cpcc.crt@eeas.europa.eu</b> <b>+32 (0)2 584 35 74</b>			

**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).

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

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

**Tour of Duty** – Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 3 months, with a possible extension.

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

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

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

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

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

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

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

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

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

**Language Skills**<sup>1</sup> – Spoken and written proficiency in the working language of the Mission. Report writing skills are especially needed. Knowledge of local languages will be an asset.

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

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

**Training** – e-Hest<sup>2</sup> or equivalent.

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>3</sup> or equivalent, at a level specified in the individual job descriptions.

**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.

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 the Mission Area** – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures.

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

## **C. Essential Documents and Equipment for Selected Candidates**

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

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

**Required Personnel Security Clearance (PSC)** – The selected candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. Access to EUCI will be limited to LIMITE/LIMITED until the issuance of the national security clearance.

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<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

<sup>3</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

**Certificate/Booklet of Vaccination** – The selected candidate must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received and must be vaccinated according to the required immunisations for the Mission area.

**Medical Certificate** – The selected candidate should undergo a 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 personnel.

#### **D. Additional Information on the Selection Process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the 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** – Member States will be informed about the outcome of the selection process after its completion.

#### **E. Additional Information**

Mission Members deployed to Mogadishu, Somaliland or Puntland will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

#### **F. Job Descriptions**

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

## SECONDED POSITION

<b>Position Name:</b> CIS Assistant	<b>Employment Regime:</b> Secoded	
<b>Ref.Number:</b> CRT	<b>Location:</b> Kenya/Somalia	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ CIS Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The CIS Assistant reports to the Chief CIS.

### 2. Main Tasks and Responsibilities

- To identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications or terms of reference, and perform subsequent technical evaluation of received bids and commercial proposals in relation to information systems equipment, software, works, and services.
- To plan, analyse, design, configure, and implement CIS infrastructure in cooperation with other CIS colleagues.
- To coordinate with consultants, external experts, and outsourced services in support of the development and maintenance of the Mission's information services and the overall information systems architecture.
- To assist in planning, support, repairs and installation of CIS and IT equipment in several locations including desktop, laptop, printer, router- and server hardware.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

### 4. Essential Qualifications and Experience

- Level of secondary education attested by a diploma AND either relevant specialized training OR relevant professional experience of one year counted from the date of award of a secondary education diploma.
- The qualification should be in any of the fields of Information Technology, Computer Science, Communications or other relevant subject AND
- A minimum of 5 years of relevant professional experience.
- At least 5 years of progressive experience of problem solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis.
- Demonstrate expert technical skills and hands-on experience in troubleshooting information systems issues in a Microsoft Windows and Linux environment.
- Knowledge in Windows Server 2008 R2 and Windows 7.
- Knowledge in Linux, preferably Debian.
- Knowledge in Radio and SAT COM systems.
- Strong self-motivation for achieving results on time and ability to work with minimal supervision.

## **5. Desirable Qualifications and Experience**

- Knowledge in VoIP PBX systems, preferably Asterisk.
- Knowledge in switched ethernet and WIFI network administration.
- Knowledge in storage systems.
- Knowledge in data backup systems with or without tape libraries.
- Expert level of problem solving and analytical ability to analyse complex information systems requirements and configurations.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Works methodically, accurately and with attention to details as well as to tight deadlines.
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.