

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Niger (EUCAP Sahel Niger) CRT 2-2016 Call for Contributions for 4 CRT or other Member State Experts				
Organisation:	EUCAP Sahel Niger			
Job Location:	Niamey			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded CRT</u>			
	CRT 01	Procurement Officer (2 positions)	Niamey	ASAP
	CRT 02	Logistics Officer	Niamey	ASAP
	CRT 03	Communication and Information Officer - Systems and Networks	Niamey	ASAP
Deadline for Applications:	Friday 11 November 2016 at 17:00 (Brussels time)			
E-mail Address to send the Job Application Form to:	cpcc.crt@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Béatrice Neven cpcc.crt@eeas.europa.eu +32 (0)2 584 35 74			

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

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

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

Tour of Duty/Contract Period –The initial duration of the deployment should be of 3 months with a possibility of extension.

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

A. Essential Requirements

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

Citizenship – Citizenship of an EU Member State.

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

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

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

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

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

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

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

¹ Common European Framework of References for Languages

Driving Licence – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. Category C driving licence is desirable or as specified in the respective job description.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Recommended Requirements

Knowledge of the EU Institutions – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

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

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

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

C. Essential Documents and Equipment for Selected Candidates

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

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

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

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

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

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

D. Additional Information on the Selection Process

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

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

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

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

Information on the Outcome – Member States will be informed about the outcome of the selection process after its completion.

E. Additional Information

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

F. Job Descriptions

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

SECONDED POSITIONS

Position: Procurement Officer	Employment Regime: Seconded	
Ref. Number: CRT 01 (2 positions)	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Mission Support/ Procurement Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line

The Procurement Officer reports to the Chief of Procurement.

2. Main Tasks and Responsibilities

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations.
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract).
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures.
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission.
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities

- To carry out procurement and contracting processes including those concerning the FO Agadez.
- To provide assistance to the FO Agadez in relation to all contracting and procurement matters.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank.
- The qualification should be in any of the fields of Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant subject; AND
- A minimum of 5 years of relevant professional experience.
- At least 3 years of finance, budget or business administration related experience.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.

5. Desirable Qualifications and Experience

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

6. Language Skills

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

Position: Logistics Officer	Employment Regime: Seconded/Contracted	
Ref. number: CRT 02	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Mission Support/ Logistics Unit	Security Clearance Level: EU RESTRICTED	Open to Contributing Third States: No

1. Reporting Line

The Logistic Officer reports to the Chief of Logistics.

2. Main Tasks and Responsibilities

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

3. Mission Specific Tasks and Responsibilities

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank.
- The qualification should be in any of the fields of Transport, Logistics, Automotive Engineering, Administration or other relevant subject; AND
- A minimum of 5 years relevant professional experience.

- Extensive knowledge of current technologies for Warehousing and Supply Chain Management.

5. Desirable Qualifications and Experience

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).

6. Language Skills

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

Position: CIS Officer – Systems and Networks	Employment Regime: Seconded	
Ref. number: CRT 03	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Mission Support/ CIS Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The CIS Officer reports to the Chief of CIS.

2. Main Tasks and Responsibilities

- To provide service and technical reporting to the Chief of CIS.
- To perform problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services.
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardised release management procedures.
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals.
- To design and deploy training activities including user training programs in support of new technologies and procedures.
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations.
- To install and commission all standard communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems.
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment.
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission.
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission.
- To perform any other duties as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To assist the Chief of CIS in maintaining a secure radio, computer, satellite and telephone communications system in support of the mission in respect of the internal procedures.
- To advise the Chief of CIS in the preparation of the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement to the Master Plans.
- To implement the Mission ICT security policies in liaison with the Security department ; acts as crypto-custodian if required.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Information Technology, Computer Science or Communications or other relevant subject; OR police and military equivalent education or training and rank. 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;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues.
- Practical experience of communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems.
- Practical experience and knowledge of technologies with wired and wireless networks (e.g. LANs, MANs, WANs).

5. Desirable Qualifications and Experience

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists.

6. 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)				