

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union CSDP Mission in Niger</b> <b>(EUCAP Sahel Niger)</b> <b>4-2016 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><u>Seconded (21)</u></b>			
	NI 14	Head of Interoperability Unit	Niamey	ASAP
	NI 15	Senior Military Adviser	Niamey	ASAP
	NI 16	Senior Adviser for Nigerien Security Strategy	Niamey	ASAP
	NI 17	Nigerien Security Strategy Adviser	Niamey	28 Nov 2016
	NI 18	Planning Adviser	Niamey	ASAP
	NI 19	Exercise Adviser	Niamey	ASAP
	NI 24	Drugs Trafficking Adviser	Niamey	ASAP
	NI 25	Anti-Arms Trafficking Adviser	Niamey	ASAP
	NI 31	Forensic Adviser	Niamey	ASAP
	NI 35	Training Policy Adviser	Niamey	ASAP
	NI 36	Human Resources Training Adviser	Niamey	01 Mar 2016
	NI 37	Human Resources Management Adviser – Gendarmerie	Niamey	ASAP
	NI 38	Human Resources Management Adviser – National Guard	Niamey	ASAP
	NI 39	Human Resources Management Adviser – National Police	Niamey	ASAP
	NI 41	Logistics Adviser	Niamey	ASAP
	NI 42	Head of International Coordination Unit	Niamey	ASAP
NI 48	Senior Strategic Border Management Adviser	Niamey	ASAP	
NI 53	Liaison Officer to the Ministry of Interior	Niamey	16 Mar 2017	

	NI 59	Operations Assessment Adviser - Training	Niamey	ASAP
	NI 60	Operations Assessment Adviser - Projects	Niamey	ASAP
	AG 04	FO MAC Analyst	Agadez	ASAP
	<b><u>Seconded/Contracted (13)</u></b>			
	NI 08	Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	Niamey	ASAP
	NI 54	Liaison Officer to the Ministry of Justice	Niamey	ASAP
	NI 57	Civil Engineer	Niamey	ASAP
	NI 62	Legal Adviser	Niamey	ASAP
	NI 66	Human Resources Officer	Niamey	ASAP
	NI 70	Financial Accounting Officer	Niamey	ASAP
	NI 71	Chief of Procurement	Niamey	ASAP
	NI 75	Procurement Officer	Niamey	ASAP
	NI 76	Chief of Logistics	Niamey	ASAP
	NI 79	Logistics Officer	Niamey	ASAP
	NI 81	CIS Officer - Systems and Networks	Niamey	16 Nov 2016
	NI 86	Deputy Senior Mission Security Officer	Niamey	07 Feb 2017
	AG 05	FO Border Management Adviser	Agadez	ASAP
	AG 10	FO HR and Administration Officer	Agadez	ASAP
<b>Deadline for Applications:</b>	Friday 18 November 2016 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>eeas-cpcc-eucap-niger@eeas.europa.eu</b>			
<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>			

\* The new Ref numbers are in accordance with the current Deployment Plan.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing or Invited 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 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.

**Communication Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

**Language Skills<sup>1</sup>** – Spoken and written skills in the working languages of the Mission. Selected positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in Mission, certain (ordinarily internal) positions in Mission may accept proficiency in a language other than the majority language of the Mission.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support, 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 related tasks with the competencies, responsibilities and functions of the respective position within the Mission, as requested 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.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

---

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

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>2</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.

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

## **B. Desirable 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 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.

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

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Some proficiency in local language(s).

**Driving Licence** - Category C driving licence.

## **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 EU 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 a 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.

---

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

**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**

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the Contributing States and the 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 14	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Interoperability Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Interoperability Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP).
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation.
- To ensure, at operational level, coordination with other relevant operational Units within the Mission.
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility.
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit.
- To identify best practice and lessons learned within the field of responsibility.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To strengthen the partnership with Nigerien authorities to support the implementation of internal security strategies.
- To support the set-up of coordination and cooperation mechanisms between the internal security actors.
- To assess the coordination and organisational needs and recommends strategic operational orientations.
- To facilitate cooperation between the strategic, operational and tactical levels of internal Security forces.
- To develop curricula in order to implement security strategy/doctrines in his/her remit (law enforcement).

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Demonstrable experience in change management, management and implementation of reform programs.
- Extensive knowledge of Security forces strategy and the set-up of coordination and cooperation mechanisms.

### 5. Desirable Qualifications and Experience

- Experience with or within international organisations and/or multinational operations.
- Comprehensive management and leadership experience operating in a complex crisis management and/or hostile environments with seconded civilian and/or military staff.

### 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)				

<b>Position Name:</b> Senior Military Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number</b> NI 15	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Military Expert reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- Through the Head of Interoperability Unit, to provide specific military analysis and advice on developments in Niger and in the Sahel region.
- To contribute to the military aspects of the Press and Public Information activities.
- To liaise with all relevant military actors, including the Chief of Defence, military authorities and Defence Attachés.
- To facilitate cooperation between the strategic, operational and tactical levels in Security forces.
- To contribute to planning and monitoring the improvement of coordination between the Nigerien Security forces and the armed forces.
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Defence, Military Science, Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Ability to mentor and motivate local counterparts.
- Extensive knowledge of Security forces strategy and the set-up of coordination and cooperation mechanisms.



### 5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.

### 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)				

<b>Position:</b> Senior Adviser for Nigerien Security Strategy	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 16	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Adviser for Nigerian Security Strategy reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To assist the authorities of Niger in the elaboration of a National Security Strategy.
- To assist the relevant local authorities in setting up and implementing legal arrangements to improve coordination between security institutions.
- 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 levels.
- To contribute to improve cooperation between the strategic, operational and tactical levels of Nigerien security actors.
- To provide advice on the possible improvements of the skills and performance of Nigerien security personnel.
- To participate in the curricula development in cooperation with other experts, for training courses related to the elaboration and subsequent broader implementation of the National Security Strategy, especially in the area of law enforcement.
- To liaise with other international counterparts active in the same field (e.g. Embassies).
- To help prepare 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 National Security Strategy.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications

Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND

- After having fulfilled the education requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Ability to mentor and motivate local counterparts.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.

**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)				

<b>Position:</b> Nigerien Security Strategy Implementation Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 17	<b>Location:</b> Niamey	<b>Availability:</b> 28 Nov 2016
<b>Component/Department/Unit:</b> Operations /Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- Overall contribution to strengthen the implementation of the security dimension of the Nigerien Security Development at national level complementary to other actors.
- Establishes working relations with the appropriate Nigerien counterparts.
- To contribute and to improve cooperation between the strategic, operational and tactical levels of Nigerien security actors.
- To support the development interoperability of the Nigerien security forces.
- To support local authorities in identifying and assessing training needs and proposes strategic orientations.
- To contribute, to plan, to organise and to deliver all training activities, including simulation exercises in the field.
- To assist in preparing table top exercises to check and validate the operating procedures used by the Counter Terrorism Operational Room, including the cooperation amongst the different internal Security forces.
- To support the development of interoperability of the Nigerien Security forces and particularly the implementation of regional joint command posts.
- To facilitate the cooperation between the strategic, operational and tactical levels in Security forces.
- To contribute to planning and monitoring of the improvement of coordination between Nigerien Security actors.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.

### 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 Degree. The qualification should be in any of the fields of Political Science, International Relations, Law or Social Sciences; OR police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Experience in criminal investigation on terrorism and organised crime matters.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Experience with or within international organisations and/or multinational operations.

**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)				

<b>Position:</b> Planning Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 18	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Planning Adviser reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific 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 the cooperation between the strategic, operational and tactical levels of Nigerien security actors.
- To provide advice on the possible improvements of the skills and performance of Nigerien security personnel.
- 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 in 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.
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser.

### 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 Law, Criminology or Police/Gendarmerie; OR police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.

**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)				

<b>Position:</b> Exercise Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 19	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Exercise Expert reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To review the structures of the internal Security forces and comparing them to the Regional Emergency Response Plans.
- To promote and to conduct simulation exercises in each of the Niger regions.
- Assist in the provision of advice and guidance regarding conceptual frameworks for the organisation of simulation exercises.
- To provide expertise and acts as a reference point in the area of development of future policy planning and coordination with the Nigerien FDS.
- Works in close collaboration with the regional authority responsible for the strategic planning in order to:
  - Ensure the interoperability of different security forces in their respective regions;
  - Record and review all documentation relating to strategic security plans.
- To assist the regional authorities with advice and guidance regarding the preparation of exercises in their region, with a special focus on emergency planning and response.
- To assist in preparation of practical training and exercises, both Table Top Exercises (TTX) and Field Training 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.

### 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 second 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 Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.



- Experience in design, development and implementation of practical exercises for law enforcement agencies.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management, particularly in connection with the Security Sector.

**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)				

<b>Position:</b> Drugs Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 24	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Drugs Trafficking Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To establish and develop working relationships with Nigerien security forces in charge of the fight against drug trafficking.
- To conduct, upon request, examination and evaluation of the structure of local security forces engaged in the fight against drug trafficking.
- To perform need assessment of the local security forces engaged in the fight against drug trafficking.
- To identify the target audience for the training in cooperation with the local authorities.
- To contribute to elaboration of training plans regarding anti-drug trafficking training activities.
- To develop curricula in order to implement joint cooperation programs in his/her domain of competency (drug traffic analysis).
- To design and implement specific training on the following subject matters: identification and extraction of essential information from drug products and drug investigations, analysis of data, consolidation of inputs and preparation of relevant reports, development of specific expertise necessary to perform accurate assessment of present and future threats, application of acquired inductive reasoning skills in identification of potential drug trafficking threats.
- To coordinate and oversee trainings on drug trafficking analysis.
- To perform training evaluation of the training interventions on drug trafficking analysis.
- To deliver expertise (Monitoring, Mentoring and Advise) in terms of drug trafficking analysis.
- To draft reports, to prepare presentations, talking points and briefings on border monitoring activities.
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser.
- To report on the consistency, complementary and sustainability of the programs.

#### 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 Political Science, International Relations, Law, Social Sciences, Business Administration, security or law enforcement OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Experience in anti-narcotics investigation.

#### 5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.
- Previous experience in training of the trainers would be an asset.
- Knowledge and experience in security operations and related law enforcement.
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable.

#### 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)				

<b>Position:</b> Anti-Arms Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 25	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Anti-Arms Trafficking Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To establish and develop working relationships with Nigerien security forces in charge of the fight against arm trafficking.
- To conduct, upon request, a review of the internal security forces structure regarding anti-arm and explosives trafficking.
- To assess the needs of the security forces in charge of anti-arms trafficking.
- To identify the target audience for the training in cooperation with the local authorities.
- To elaborate a training plan regarding anti-arms trafficking training activities.
- To develop curricula in order to implement cooperation programs in his/her domain of competency (anti-arms trafficking).
- To coordinate and oversee trainings on anti-arms and explosives trafficking.
- To implement evaluation of the training on anti-arms trafficking.
- To deliver expertise (Monitoring, Mentoring and Advise) in terms of anti-arms trafficking.
- To develop reports, presentations, talking points and briefings on criminal activities.
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser.
- To report on the consistency, complementary and sustainability of the programs.

### 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 security or law enforcement OR police or military equivalent education or training or equivalent rank;  
AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience in criminal or terrorism investigation.
- Ability to mentor and motivate local counterparts.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Previous experience in training of the trainers would be an asset;
- Knowledge and experience in security operations and related law enforcement;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable.

**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)				

<b>Position:</b> Forensic Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 31	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Forensic Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To overall contribute and strengthen the rule of law through the development of the Nigerien criminal investigation capacities.
- To identify and assess needs of the Nigerien security forces in charge of the forensic aspects of the criminal investigation.
- To develop and promote the implementation of a train the trainer programme to support the development of forensic capacities.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To advise local authorities on how to ensure evidence can be used as proves in the criminal procedure.
- To contribute to the further development and implementation of finger prints processing.
- To contribute to the development of biometrics and identification capacities.
- To contribute to the development of evidence management skills.
- To advise local authorities on how to ensure compliance with established policies and procedures, including existing applicable laws in Niger and internationally accepted human rights standards, in the forensic examination.
- To report on the consistency, complementary and sustainability of the programs.

### 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 security or law enforcement OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of experience in forensic matters.
- Ability to mentor and motivate local counterparts.

## 5. Desirable Qualifications and Experience

- Proven training skills.
- 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.

## 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)				

<b>Position:</b> Training Policy Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 35	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Training Policy Adviser reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To act as a reference in the field of training conceptual and organisational framework for the Recruitment and Training Division of the internal security forces.
- To work in close collaboration with the Recruitment and Training Division in order to assist, to record and review all documentation relating to training.
- To provide expertise to the Recruitment and Training Division in the conceptual and doctrinal framework underlying support and advice process in training, including the organisation of the security forces (Gendarmerie, Police and National Guard).
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level.
- To assist in the provision of advice, guidance regarding training organisation, methods and contents.
- To contribute to identifying lessons learned and best practices in his/her respective field of competence.
- To contribute to the induction of Mission personnel as 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 Police Sciences, Social Sciences, Law, International Relations or Public Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- At least 2 years of working experience related to a Training advisory role.
- Ability to mentor and motivate local counterparts.

### 5. Desirable Qualifications and Experience

- Experience of designing and delivering training.



- Experience in project management, particularly in connection with Security Sector Reform.
- Experience with law enforcement agencies (e.g. police, gendarmerie).
- Experience as a trainer in organisational aspects of police force.
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

#### 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)				

<b>Position:</b> Human Resources Training Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 36	<b>Location:</b> Niamey	<b>Availability:</b> 01 Mar 2017
<b>Component/Department/Unit:</b> Operations/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Human Resources Training Adviser reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as required by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To support the development of Nigerien security forces' sustainability.
- To support the capacity development in human resources policies and management.
- To support local authorities in identifying and assessing training needs and proposes strategic orientations.
- To advise on how to ensure an effective and transparent human resources policy, including recruitment and management systems.
- To contribute to plan, organise and deliver all training activities related to human resources, including on evaluation issues.
- To contribute to developing training curricula on human resources, including for training the trainers.
- 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 on the consistency, complementary and sustainability of the programs.

### 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 Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience in the Human Resources training advisory in a law enforcement agencies.
- Ability to mentor and motivate local counterparts.

## 5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.
- Experience with law enforcement agencies.
- Experience as a manager in organisational aspects of a police force.
- Experience in planning, implementation and HR management, particularly in connection with the security forces.

## 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)				

<b>Position:</b> Human Resources Management Adviser - Gendarmerie	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 37	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Human Resources Management Adviser – Gendarmerie reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To act as a reference and to assist the Nigerien Gendarmerie and in particular, the Human Resources Directorate – *Direction des Ressources Humaines (DRH)* - in development and integration of effective HR processes, programs and practices into their daily operations.
- To provide operational support to the Human Resources Directorate (DRH) on critical issues:
  - To keep records and reviewing of documentation relating to personnel management.
  - To provide advice and guidance on conceptual and doctrinal framework underlying reinforcement process in personnel management.
  - To identify gaps and setting priorities with the particular focus on designing training strategy and developing programmes and policies in line with operational needs.
  - To install a personnel management data system and provide training for end users.
- To liaise and to maintain contact with external bodies and service providers in relation to performed tasks and duties.
- To contribute in identifying lessons learned and best practices in the respective field of competence.
- To contribute to developing training curricula on human resources, including for training the trainers.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To contribute to the induction and orientation of Mission personnel as 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

Human Resources, Social Sciences, Law, International Relations or Public Administration; OR police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- At least 3 years of related working experience in a Human Resources advisory role.
- Ability to mentor and motivate local counterparts.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.
- Experience with Gendarmerie services.
- Experience as a manager in organisational aspects of a police force.
- Experience in planning, implementation and Human Resources Management, particularly in connection with the security forces.
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

**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)				

<b>Position:</b> Human Resources Management Adviser – National Guard	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 38	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Human Resources Management Adviser – National Guard reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To act as a reference and to assist the Nigerien National Guard and in particular, the Human Resources Directorate – Direction des Ressources Humaines (DRH) - in development and integration of effective HR processes, programs and practices into their daily operations;
- To provide operational support to the Human Resources Directorate (DRH) on critical issues:
  - To keep records and reviewing of documentation relating to personnel management.
  - To provide advice and guidance on conceptual and doctrinal framework underlying reinforcement process in personnel management.
  - To identify gaps and setting priorities with the particular focus on designing training strategy and developing programmes and policies in line with operational needs.
  - To install a personnel management data system and provide training for end users.
- To liaise and to maintain contact with external bodies and service providers in relation to performed tasks and duties.
- To contribute in identifying lessons learned and best practices in the respective field of competence.
- To contribute to developing training curricula on human resources, including for training the trainers.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To contribute to the induction and orientation of Mission personnel as 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

Human Resources, Social Sciences, Law, International Relations or Public Administration; OR police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- At least 3 years of related working experience in a Human Resources advisory role.
- Ability to mentor and motivate local counterparts.

#### 5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.
- Experience with law enforcement agencies.
- Experience as a manager in organisational aspects of a police force.
- Experience in planning, implementation and Human Resources Management, particularly in connection with the security forces.

#### 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)				

<b>Position:</b> Human Resources Management Adviser – National Police	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 39	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Human Resources Management Adviser – National Police reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To act as a reference and to assist the Nigerien National Police and in particular, the Human Resources Directorate – *Direction des Ressources Humaines (DRH)* - in development and integration of effective HR processes, programs and practices into their daily operations;
- To provide operational support to the Human Resources Directorate (DRH) on critical issues:
  - To keep records and reviewing of documentation relating to personnel management.
  - To provide advice and guidance on conceptual and doctrinal framework underlying reinforcement process in personnel management.
  - To identify gaps and setting priorities with the particular focus on designing training strategy and developing programmes and policies in line with operational needs.
  - To install a personnel management data system and provide training for end users.
- To liaise and to maintain contact with external bodies and service providers in relation to performed tasks and duties.
- To contribute in identifying lessons learned and best practices in the respective field of competence.
- To contribute to developing training curricula on human resources, including for training the trainers.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To contribute to developing training curricula on human resources, including for training the trainers.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To contribute to the induction and orientation of Mission personnel as 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 Human Resources, Social Sciences, Law, International Relations or Public Administration; OR police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- At least 3 years of related working experience in a Human Resources advisory role.
- Ability to mentor and motivate local counterparts.

#### 5. Desirable Qualifications and Experience

- Experience of designing and delivering training.
- Experience in project management.
- Experience with law enforcement agencies.
- Experience as a manager in organisational aspects of a police force.
- Experience in planning, implementation and Human Resources Management, particularly in connection with the security forces.
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

#### 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)				

<b>Position:</b> Logistics Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 41	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Logistics Adviser reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To act as a reference for the security forces (Gendarmerie, Police and National Guard) and their respective Logistics Divisions.
- To provide support to the Logistics Division on logistics projects and service provisions to various functional units.
- To provide technical logistics advise and support to the Logistics Divisions and joint project teams to ensure safe, efficient and cost effective logistic operations in line with required service levels.
- To identify gaps, establish corrective actions and put in place adequate tools in order to effectively improve current capacities and infrastructures.
- To develop a logistics management plan, including policies, concepts and procedures.
- To identify current needs and advise the Mission Project Cell Unit on various projects with the aim to strengthen the security forces in the area of logistics.
- To assist the security forces in the operational implementation of logistics policies and new practices in regards to transport, supply chain and asset management.
- To develop synergies between the Nigerien logistics management system and the bilateral cooperation activities.
- To contribute to the induction of Mission personnel as 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 Logistics, Accounting, Business Administration or Public Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.

- Knowledge of logistics databases and inventory procedures.
- Ability to mentor and motivate local counterparts.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management, particularly in connection with the Security Sector Reform.
- Experience with Gendarmerie/Police or other security force.
- Experience with logistics aspects in law enforcement agencies.
- Knowledge and understanding of budget processes.
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

**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)				

<b>Position:</b> Head of International Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 42	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ International Coordination Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of International Coordination Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP).
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation.
- To ensure, at operational level, coordination with other relevant operational Units within the Mission.
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility.
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit.
- To identify best practice and lessons learned within the field of responsibility.
- To undertake any other related tasks as requested by the Line Manager.

### Mission Specific Tasks and Responsibilities

- To map and assess the current activities of bilateral and multilateral cooperation programs.
- To assess regularly Niger's security requirements and share them with the regional and international actors.
- To assess, in his/her remit, the needs and possible improvements in terms of regional and international cooperation in Niger.
- To organise coordination meetings between the internal security actors.
- To develop, under the local ownership, the coordination of regional and international cooperation through coordination committees.
- To provide advice on the improvement of the already existing cooperation programs.
- To deliver expertise in terms of international cooperation.
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To develop the coordination between the CSDP Missions in the Sahel area.

### Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree, OR police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration- 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 police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Experience in security sector or international cooperation.
- Experience of international organisations and/or multinational operations.

**Desirable Qualifications and Experience**

- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.
- 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.

**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)				

<b>Position:</b> Senior Strategic Border Management Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 48	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Migration Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To assess the situation, the capacities and the 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 security control issues in the Sahel and to elaborate strategic assessments.
- To identify and to conduct related projects.
- 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.
- 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.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 8 years of relevant professional experience, out of which at least 3 at a management level.
- Extensive knowledge of Border Management services.

- Ability to mentor and motivate local counterparts.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- Experience in project management.

**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)				

<b>Position:</b> Liaison Officer to the Ministry of Interior	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 53	<b>Location:</b> Niamey	<b>Availability:</b> 16 Mar 2017
<b>Component/Department/Unit:</b> Operations/ Liaison Officers Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific 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 forces and MoI.
- To facilitate the improvement of coordination between the MoI and the Nigerien Armed Forces (NAF).
- 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 Head of Units in charge of each objective.
- To update the EU knowledge and understanding of the MoI and bilateral cooperation activities.
- To provide the MoI with information on the Mission and with key messages from the HoM.
- To organise meetings between the Mission's Team Leaders in charge of each objective and the Nigerien partners at the MoI.
- To contribute to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoI.
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien Security forces.

### 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 police or military equivalent education or training or equivalent rank; AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Senior Law Enforcement Officer.
- Ability to mentor and motivate local counterparts.
- 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.

**5. Desirable Qualifications and Experience**

- 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 and CFSP/CSDP.

**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)				

<b>Position:</b> Operations Assessment Adviser - Training	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 59	<b>Location:</b> Niamey	<b>Availability:</b> 27 Sep 2016
<b>Component/Department/Unit:</b> Operations/Assessment Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Operations Assessments Adviser – Training reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To assist the Head of Operations in the daily monitoring and the assessment of all Mission related training activities.
- To ensure the follow up of the established Mission harmonised training policy.
- To measure the impact of trainings on the field and to check the synergy with the projects implemented in support to trainings, in collaboration with Project Cell.
- To produce, on request, statistics, evaluations and reports on the current state of affairs, in coordination with the Planning and Reporting Department.
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser.
- 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' record.

### 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 Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience as training manager.
- Ability to mentor and motivate local counterparts
- Analytical, synthesis and drafting skills.
- Excellent organisational and coordination skills.

### 5. Desirable Qualifications and Experience

- Experience in national Security forces or in a military operation or civilian Mission.
- Experience of operations/mission and/or cooperation in Africa.
- Experience of designing and delivering training.
- Experience in project management.

### 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)				

<b>Position:</b> Operations Assessment Adviser - Projects	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> NI 60	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/Assessment Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Operations Assessments Adviser – Projects reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To develop an impact assessment strategy of the projects carried out by the mission since its start, including the harvesting of field data.
- To collect the field data and measure the impact of projects in collaboration with Project Cell, Project managers and beneficiaries.
- To check the synergy between training activities and implemented projects.
- To advise the Head of Operations in the identification of activities for new projects resulting from direct observations and the lessons learned from previous projects.
- To collaborate with Project Cell to feed the database with summarized project sheets including the results and lessons learned for each project.
- In coordination with the Human Rights and Gender Adviser, ensures that Human Rights and Gender aspects are mainstreamed in the operational activities.

### 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 Political Science, International Relations, Law, Social Sciences or Business Administration; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience as training manager.
- Excellent analytical, synthesis and drafting skills.
- Excellent organisational and coordination skills.

### 5. Desirable Qualifications and Experience

- Experience in national security forces or in a military operation or civilian mission.
- Experience of operations/mission and/or cooperation in Africa.
- Ability to mentor and motivate local counterparts.
- Experience of designing and delivering training.
- Experience in project management.

### 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)				

<b>Position:</b> FO MAC Analyst	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> AG 04	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Agadez Field Office/ Operations Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The FO MAC (Mission Analysis Capability) Analyst reports to the Head of Field Office (FO) and keeps the Head of the Analysis Department at the Mission Headquarters informed.

### 2. Main Tasks and Responsibilities

- To support the structuring of Mission information flows with regard to the Mission's analytical needs, in collaboration with the Analysis Department.
- To operationalise Head of Mission (HoM) and Head of Field Office (HoFO) information and analysis requirements (identification, prioritisation, planning, tasking).
- To use the Mission information and knowledge management system to process information from all Mission components and from accessible sources external to the Mission, especially coming from the liaison officers.
- To provide analytical support to public surveys authorised by the HoM or HoFO.
- To contribute to identify and map relevant entities requiring interconnectivity in support of the civilian CSDP Mission and key characteristics of the associated information flows, including timelines, accuracy, level of security, format (voice/text/imagery/video). This provides a generic view of the CSDP operational context and the communication needs of actors associated with it, both in the field and towards the Mission HQ.
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre.
- To disseminate MAC products internally and/or externally as directed by the Head of FO or his/her delegate, and to ensure the security of the information handled.
- To contribute to security and risk assessments conducted by the Mission, in liaison with the FO Security Unit and mainly in collaboration with the FO Mission Security Analyst.
- To contribute to developing and maintaining the MAC working methodology and relevant Standard Operating Procedures (SOPs).
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To provide comprehensive and timely assessments of situations, events and developments, including contributions to early warning of potential threats in Agadez area and upcoming opportunities for mandate implementation.
- To contribute to Mission reports, ensuring the inclusion of relevant assessments of Agadez area.

### 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 Political Science, International Relations, Law, Social Sciences or Business Administration; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience in handling, processing and analysis of information from various sources.
- Experience in the use of analytical IT packages and processes, including specific analytical software.

### 5. Desirable Qualifications and Experience

- Experience of designing and delivering training.

- Experience in project management.
- Experience in African countries, particularly in Sahel region.
- Knowledge of the local languages, history and culture, social and administrative structures of the Sahel region.

#### 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)				

## SECONDED/CONTRACTED POSITIONS

<b>Position:</b> Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	<b>Employment Regime:</b> Secoded/Contracted	<b>Post Category:</b> Mission Support-Management Level (MSML)
<b>Ref. number:</b> NI 08	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> HoM & DHoM/Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities

- To coordinate and manage the Planning, Evaluation and Reporting Department and to give the necessary directions.
- To lead, direct and manage the work and staff of the Department, so as to produce the Mission's operational planning, reporting and analysis requirements, including, but not limited to, the Monthly Report, the Six-Monthly Report and Special Reports.
- In coordination with the Mission's Operational and Cooperation/Coordination Components, to ensure and support external communication, cooperation and coordination on the technical planning level with other relevant stakeholders in the Mission's area of operation with a view to avoid duplication of efforts and to maximise synergies.
- To supervise the development and regular updating of the Mission Implementation Plan (MIP) in close coordination with the Mission's operational elements and the monitoring of its execution, including through benchmarking, analysis and evaluation of outcome.
- To supervise and support the drafting and analysis of reports originating from the Mission's operational elements (on their operational activities and state of play on mandate implementation), and channel relevant information in line with the relevant planning documents;
- To collect, collate and analyse the Mission's Lessons Learned.
- To ensure timely and accurate reporting and information flow to the chain of command, the Mission's operational headquarters, EU Member States and other international stakeholders.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To submit the different reports to the Line Managers.
- To distribute specific reports in and outside the Mission, as appropriate.
- To support the DHoM/CoS in maintaining an updated overview of the situation on the field and to share information with the Press and Public Information Officer, the Political Adviser, Senior Mission Security Officer and/or other Mission members, as required.
- To ensure that Mission members provide the requested information.
- To deliver presentations about EUCAP Sahel Niger (e.g. mandate, objectives, activities, etc.) as required.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma; OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master' degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration or other relevant subject; OR police or military equivalent education or training or equivalent rank; AND



- After having fulfilled the education requirements, at least 8 years of relevant professional experience with at least 3 years at management level.
- Experience in planning and implementing projects.

**5. Desirable Qualifications and Experience**

- Experience in the area of knowledge management, organisational learning or policy development related working experience.
- Excellent analytical capability and profound knowledge of information collection and analytical methods.

**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)				

<b>Position:</b> Liaison Officer to the Ministry of Justice	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level (MSML)
<b>Ref. number:</b> NI 54	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Liaison Officers Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Liaison Officer to the Ministry of Justice reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To map and assess the needs of the Ministry of Justice (MoJ).
- To establish working relationships with the MoJ.
- To advise MoJ authorities on possible improvements.
- In coordination with the Human Rights and Gender Adviser to ensure that human rights and gender aspects are mainstreamed in the operational activities.
- To establish strong links with representatives of the judiciary.
- To facilitate better coordination between Nigerien security Actors and MoJ.
- To update the EU knowledge and understanding of Nigerien MoJ and bilateral cooperation activities.
- To provide the Nigerien MoJ 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 MoJ.
- To facilitate better coordination between MoJ and the Ministry of Interior (MoI), as well as the National Armed Forces (NAF) when performing law enforcement activities.
- To organise meetings between Mission's Heads of Units in charge of different Objectives and the Nigerien partners in the MoJ.
- To assess the impact of the Mission's activities with the MoJ.
- To coordinate with the Heads of Units responsible for different Objectives.
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien Justice authorities.
- To undertake any other related tasks as required by the Line Manager.

### 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 Law; AND

- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience as a practising lawyer.
- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation.
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation.

#### 5. Desirable Qualifications and Experience

- Experience of Operations/Missions and/or cooperation in Africa.
- Experience of international organisations and/or multinational 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.

#### 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)				

<b>Position:</b> Civil Engineer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level (MSML)
<b>Ref. number:</b> NI 57	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations/ Project Cell	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Civil Engineer reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects.
- To assess project proposals and make recommendations on the feasibility and sustainability of projects.
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders.
- To act as the interface between project leaders and various elements of Mission Support.
- To maintain a record of the Mission's project history and ongoing activities.
- To conduct, upon project completion, post-project reporting and evaluation.
- To develop best practices on project management, make training recommendations and record lessons learnt.
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To take part in the field visits to identify the needs of beneficiaries.
- To provide detailed technical specifications needed for the projects implemented by the Mission (for purchase and/or implementation of solar and electrical installations, building refurbishment, generators, vehicles), in compliance with the best EU practices and standards.
- To conduct market research to identify potential local or international companies or suppliers.
- To analyse and prepare all required administrative documents and to ensure their circulation and archiving.
- To organise and supervise work sites in the field (planning, coordination between providers and beneficiaries, compliance with specifications, planned expenditures and safety procedures).
- To assist in the technical evaluation of bids and the compilation of negotiation reports.
- To assist and train the beneficiaries in using and maintaining the equipment that they received from the Mission.

### 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 Mechanical, Civil, Structural or Electrical Engineering or other relevant subject; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience in implementing/supervising tasks such as building sites, electrical installations or other related field.

### 5. Desirable Qualifications and Experience

- Previous work experience in Africa.
- International experience in multinational and international organisations.
- Adaptability to challenging working and climatic conditions and a high ability to work under pressure.

### 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)				

<b>Position:</b> Legal Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> NI 62	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> HoM's Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Legal Adviser reports to the Head of Mission.

### 2. Main Tasks and Responsibilities

- To provide advanced legal expertise and advice on legal issues pertaining to the Mission and its legal framework, status and mandate.
- To draft legal guidelines for the Mission in accordance with Line Managers instructions.
- To exercise oversight in all legal aspects in the Mission, including but not limited to operational issues, contracts relating to any legal or financial issues, contracts of employment, and other administrative legal issues.
- To liaise with international and local stakeholders in legal issues.
- To draft assessments and recommendations for the Line Managers in relation to internal disciplinary and administrative proceedings.
- To plan and carry out trainings related to general legal issues.
- To provide advice on host country regulatory and other instruments, mechanisms and arrangements.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To give legal advice on downsizing and liquidation of the Mission.

### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years 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 must be in Law; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Experience as a practising lawyer.

### 5. Desirable Qualifications and Experience

- Experience of public international law, European law, labour law.
- Experience in public and private sectors.
- Knowledge of the jurisprudence in the host country.
- Experience on downsizing and liquidation of an international Mission.
- Knowledge of the EU Financial Regulations, including the public procurement.
- Experience in international litigation.

### 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)				

<b>Position:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support – Management Level (MSML)
<b>Ref. number:</b> NI 66	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Human Resources Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Human Resources Officer reports to the Chief of Human Resources.

### 2. Main Tasks and Responsibilities

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff.
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution.
- To conduct reviews of job descriptions in direct consultation with Line Managers and other actors involved.
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures.
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including the Line Managers and the Brussels Support Element.
- To advise and assist staff members concerning human resources policies and procedures.
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures.
- To conduct timely issuance and proper management of employment contracts for international and local staff.
- To administer insurance portfolio for international and local staff.
- To administer the attendance, leave record, reimbursement of duty trips, temporary relocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements.
- To maintain updated the personnel databases as appropriate.
- To provide advice, guidance and support to staff on personnel administration related matters.
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies.
- To maintain, develop if necessary, and implement a performance management approach for monitoring, assessing and developing the performance of staff members, teams and units with the ultimate aim of improving organisational performance.
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To assist in the planning and set up of Mission specific human resources related core functions in the build-up phase of the Mission.
- To assist in Mission's downsizing process.

#### 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 Human Resources, Business Administration, Law or other relevant subject; OR police or military equivalent education or training or equivalent rank. AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- At least 3 years of Human Resources related experience.

#### 5. Desirable Qualifications and Experience

- Training and experience in MS Excel, Access and Visio and building databases with similar software.

#### 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)				



<b>Position:</b> Financial Accounting Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support -Management Level (MSML)
<b>Ref. number:</b> NI 70	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Finance Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Financial Accounting Officer reports to the Chief of Finance (CoF).

### 2. Main Tasks and Responsibilities

- To assist the CoF in maintaining the financial operations of the Mission.
- To develop policies for accounting and control of Mission finances in close cooperation with the CoF.
- To define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system.
- To verify the legality and the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments).
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery.
- To implement audit recommendations and ensures the effectiveness of internal controls.
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (active and archived) and of transactions.
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement.
- To assist the CoF in drafting the Mission budget To contribute to lessons identification;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the CoF.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To help developing policies for budgeting, accounting and control of Mission finances in close cooperation with the Finance Officers (Mission HQ and Field Office).

### 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 Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant subject OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- At least 3 years of finance, budget or business administration related working experience.
- Proven knowledge of accounting software.

### 5. Desirable Qualifications and Experience

- 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.

**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)				

<b>Position:</b> Chief of Procurement	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> NI 71	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Procurement Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Chief of Procurement reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Procurement Unit.
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of European Commission legislation and regulations.
- To assist and advise the chain of command on all contracting and procurement issues.
- To provide assistance to the Mission members related with all contracting and procurement matters.
- To develop professional relationships and work partnership with the European Commission in the field of contracting and procurement for the Mission.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- Under the authority of the Head of Mission and the Head of Mission Support, to manage the Procurement Unit of the Mission ensuring close coordination, in particular with the Financial Unit and the Logistics Unit, on one hand and on the other with the Operational Units.

### 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 police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Human Resources, Public Administration, Business Administration, Finance, Economics, Law, Accounting, Logistics, Engineering, Public Administration or other relevant subject; AND
- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience with at least 3 years of experience in management level.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

### 5. Desirable Qualifications and Experience

- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations.
- Experience in project management.
- Experience in management of tendering processes, 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)				

<b>Position:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> NI 75	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Procurement Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Procurement Officer reports to the Chief of Procurement (CoP).

### 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 CoP in 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 Manager.

### 3. Mission Specific Tasks and Responsibilities

- To provide assistance to the Agadez Field Office 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. The qualification should be in any of the fields of Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant subject; OR and police or military equivalent education or training or equivalent rank. AND
- After having fulfilled the education requirements, 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)				

<b>Position:</b> Chief of Logistics	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> NI 76	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Logistics Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Chief of Logistics reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the Logistics Unit.
- To lead logistics, support facility management, transportation and services management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission.
- To advise the Mission on the logistical requirements related to operational decisions within budgetary and time constraints
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans
- To develop Standard Operating Procedures (SOPs) related to Logistics support facility management, transportation and services management.
- To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission sub units such as CIS, Security etc.
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission.
- To liaise with the Procurement Unit as necessary in the preparation of tenders with particular reference to the preparation of technical specifications.
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To administer lease contracts of all rented premises, objects, etc. (Field Office and Headquarters) and to administer any other general service related contracts.
- To efficiently create a synergy on lesson learned on logistics topics in CSDP Missions.
- To prepare tender initiations for all logistical needs in English and/or in French.
- To assist with procurement files by drafting Terms of Reference and Technical Specifications within his/her field of expertise.

### 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 Human Resources, Public Administration, Business Administration, Finance, Economics, Law, Accounting, Transport, Logistics, Engineering, Public Administration or other relevant subject; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience with at least 3 years of experience at management level.
- At least 3 years of progressive experience in the management of complex, large scale information and communication technology implementation and operations
- Proven experience of at least 3 years managing diverse technical teams of national and international specialists, e.g. Transport and Supply Chain management systems, and information technology.

- Extensive knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management.

**5. Desirable Qualifications and Experience**

- Experience with international public procurement procedures, in particular with applicable EC/EU rules and regulations.
- Certified training in project management (PRINCE2, PMP).
- Experience with ERP and inventories.
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs.
- Strong knowledge and understanding of budget processes.

**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)				

<b>Position:</b> Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> NI 76	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support/ Logistics Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Logistics Officer reports to the Chief of Logistics.

### 2. Main Tasks and Responsibilities

- To be responsible for the capability, provision and management of the motor vehicle fleet of the Mission.
- To outsource and oversee complete the vehicle maintenance for the whole fleet, monitor the overall performance of the workshop and ensuring appropriate maintenance, quality control of repairs, and safety condition of the vehicles.
- To conduct accident damage assessments, process vehicle accident reports, participate in Boards of Inquiry and raise Damage Discrepancy Reports as required.
- To prepare reports and make recommendations as necessary on transport matters.
- To develop and conduct a Mission driving orientation briefing to ensure that all Mission members (local employees, international staff, and drivers alike) are adequately familiarised on the road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area.
- To implement and co-ordinate an intra-theatre air and land movement plan for the Mission.
- To be responsible for effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover).
- To manage the cost of maintenance of the vehicle fleet and ensure compliance with the provisions of contracts concluded with the external contractors for parts and maintenance.
- To provide advice, support and train Mission staff on transport related matters and guidelines.
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members.
- To assist the Chief of Logistics and the procurement unit in sourcing air transport and logistic shipping movement resources as required.
- To undertake any other tasks as assigned by the Line Manager.

### 3. Mission Specific 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.



#### 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 Transport, Logistics, Automotive Engineering, Administration or other relevant subject; OR police or military equivalent education or training or equivalent rank. AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Extensive knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet 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)				

<b>Position:</b> CIS Officer – Systems and Networks	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> NI 81	<b>Location:</b> Niamey	<b>Availability:</b> 16 Nov 2016
<b>Component/Department/Unit:</b> Mission Support/ CIS Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> 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 related tasks 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 or military equivalent education or training or equivalent rank. AND

- After having fulfilled the education requirements, 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)				

<b>Position:</b> Deputy Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> NI 86	<b>Location:</b> Niamey	<b>Availability:</b> 16 Nov 2016
<b>Component/Department/Unit:</b> Security Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Deputy Senior Mission Security Officer (DSMSO) reports directly to the Senior Mission Security Officer (SMSO) and in his/her absence to the Head of Mission.

### 2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions, security documents, and procedures.
- To replace the SMSO in his/her absence.
- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information.
- To assess the security situation and provide advice, assistance, and implement measures in order to ensure the security and safety of Mission's members
- To be contribute to, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems
- To contribute to the protection of EU classified information (EUCI) within the Mission and thereby to ensure that information is handled in accordance with EU rules
- To produce the security inputs to daily SITREPs, WOS, Monthly and Six Monthly Reports and to ensure real time reporting from potential trouble spots as appropriate
- To ensure journey management planning and to provide timely advice and guidance to Mission members as required
- To provide comprehensive security induction training to Mission members as required
- To ensure that regular security drills, communication tests and evacuation exercises are conducted
- To ensure that personal security advice is given to Mission members as required
- To ensure an effective system of security reviews in relation to the Mission's property and buildings and to recommend changes if necessary
- To develop professional contacts with national law enforcement agencies, international organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- To conduct security reviews of Mission members' personal security requirements, and to provide recommendations as necessary
- To work in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related terms of reference
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness
- To undertake any other tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To prepare and organize VIP visits.
- To supervise and gives the approval on security matters travel plan.
- To provide briefings on matters affecting security of mission members and ensure that they are properly prepared for emergencies.

- To provide comprehensive reports on all incidents affecting the mission and mission members, and initiate necessary follow up action with appropriate authorities.
- To conduct regular security drills, communication test and evacuation exercises.
- To conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role.
- To liaise and co-operate closely with other international organizations and national law enforcement agencies working in the field of security.

#### 4. Essential Qualifications and Experience

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework 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 police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Security Management, Business Administration, Political/Social Sciences or International Relations with focus on security management or other relevant subject; AND
- After having fulfilled the education requirements, a minimum of 8 years of relevant professional experience, of which 3 at management level.

#### 5. Desirable Qualifications and Experience

- Firearms trained.
- Demonstrated ability to contribute creatively to the development of security policies and procedures
- Excellent organisational, planning, and time-management skills
- Experience in planning and implementing projects
- Excellent knowledge of the Mission area and potential security threats;
- Previous work experience in the region
- Successful completion of EU Mission Security Officer Certification Course or equivalent.
- Validated license for armoured vehicle Civilian or driving licence category C.
- Successful completion of a Hostile Environment Awareness training (HEAT) course or similar.

#### 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)				

<b>Position:</b> FO Border Management Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> AG 05	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Agadez Field Office/ Operations Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The FO Border Management Adviser reports to the Head of Field Office Agadez.

### 2. Main Tasks and Responsibilities

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress.
- To collect and collate statistics about the workload/performance of local counterparts.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practice and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other related tasks requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To develop curricula in order to implement cooperation programs in his/her domain of competency based on the identified needs.
- 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 develop reports, presentations, talking points and briefings on border monitoring activities.
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser.
- To report to the Head of Field Office on the consistency, complementary and sustainability of the programs.
- To identify and to conduct projects.
- To support the Anti-Human Trafficking Adviser in establishing and developing working relations with Nigerien partners and Security forces in charge of the fight against Human Trafficking.
- To conduct comprehensive consultations with the Agadez Governorate and other supporting stakeholders, on border management/control needs assessments to ascertain the current level of the state's ability to identify/track persons seeking to enter, transit or leave its territory.
- To support the implementation of a national plan of action in the region of Agadez to ensure that recognized border crossing point stations and all relevant staff are equipped with the necessary tools to identify, track and interdict persons of interest. This 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.
- To oversee and to coordinate training and capacity building on migration, 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 Agadez 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.
- To contribute to the elaboration for a local/regional plan in the field of the fight against Human Trafficking in coordination with the Anti-Human Trafficking Adviser and in partnership with the Nigerien authorities.
- 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.
- 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.

#### 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/referenced to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor’s Degree. The qualification should be in any of the fields of International Relations, International Law, Political or Social Sciences, Humanities, Military Science or other relevant subject; OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, at least 5 years of relevant professional experience.
- Extensive knowledge of Migration Control/Border Management services.
- Ability to mentor and motivate local counterparts.

#### 5. Desirable Qualifications and Experience

- Experience in project/program management with EU and/or international organisation or non-governmental organisation in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements.
- 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.

#### 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)				

<b>Position:</b> FO HR and Administration Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level (MSML)
<b>Ref. number:</b> AG 10	<b>Location:</b> Agadez	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Agadez Field Office/ Mission Support Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The FO HR and Administration Officer reports to the Head of Field Office and keeps the Chief of HR informed about HR and administrative matters.

### 2. Main Tasks and Responsibilities

- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff.
- To coordinate extension request exercises for eligible seconded staff prior the launch of each regular Call for Contribution.
- To conduct reviews of job descriptions in direct consultation with line managers and other actors involved.
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement. To participate as a member of selection panels as required; to communicate and to coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.
- To conduct the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures.
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element.
- To advise and assist staff members concerning human resources policies and procedures.
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures.
- To conduct timely issuance and proper management of employment contracts for international and local staff.
- To administer insurance portfolio for international and local staff.
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements.
- To maintain updated the personnel databases as appropriate.
- To provide advice, guidance and support to staff on personnel administration related matters.
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required.
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies.
- To undertake any other related tasks as requested by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- To liaise and cooperate on HR and administrative issues with relevant actors in the Field Office and the Mission HQ in Niamey.
- To coordinate the staff recruitment and the selection process in order to ensure a timely organised and comprehensive procedure.
- To keep track of the deployment of national and international staff and consultants and ensure that the timesheets are being received accurately and timely.
- To be the HR focal point within the Field Office: to keep records of leave for all staff, to receive leave requests, check available leave as per the records and to forward the requests to the Head of Field Office for approval.



- To facilitate individual training for staff members and to keep records of all training provided at FO level.
- To facilitate staff performance evaluation as directed by the Head of Field Office.
- To maintain a database of HR, in both electronic and hard copy.
- To maintain back up, efficient and systematic filing system.
- To prepare monthly, quarterly and annual reports as 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 Human Resources, Business Administration, Law or other relevant subject; OR police or military equivalent education or training or equivalent rank. AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- At least 3 years of Human Resources and related experience.

**5. Desirable Qualifications and Experience**

- Training and experience in MS Excel, Access and Visio and building databases with similar software.

**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)				