

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p align="center">European Union CSDP Mission in Niger (EUCAP Sahel Niger) 1-2017 Extraordinary Call for Contributions</p>				
Organisation:	EUCAP Sahel Niger			
Job Location:	Niamey and Agadez			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Availability:
	<u>Seconded (1)</u>			
	NI 14	Head of Field Office	Agadez	01 Apr 2017
	<u>Seconded/Contracted (3)</u>			
	NI 08	Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	Niamey	ASAP
	NI 71	Chief of Procurement	Niamey	ASAP
	NI 79	Logistics Officer	Niamey	ASAP
Deadline for Applications:	Wednesday 1 February 2017 at 17:00 (Brussels time)			
E-mail Address to send the Job Application Form to:	eeas-cpcc-eucap-niger@eeas.europa.eu			
Information:	<p align="center">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p align="center">Mr Aurel Hariton aurel.hariton@ext.eeas.europa.eu +32 (0)2 584 69 04</p>			

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

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

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English or French 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 EU Member States propose candidates for the following international expert positions for EUCAP Sahel Niger, according to the requirements and profiles described below:

A. Essential Requirements

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

Citizenship – Citizenship of an EU Member State.

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

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 Skills¹ – Spoken and written skills in the working language 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.

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

Education – A recognised academic qualification under the European Qualifications Framework (EQF)² 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 – EU Member States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to 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 EU Member States. A copy of this certification must accompany deployed seconded/contracted personnel.

² <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 armament (a 9 mm duty side arm with 100 rounds of ammunition, and a long weapon together with five loaded magazines for those who have been qualified and trained) 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 EU Member 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 EU Member States will bear any related costs.

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

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

E. Additional Information

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

F. Job Descriptions

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

SECONDED POSITIONS

Position: Head of Field Office	Employment Regime: Seconded	
Ref. number: AG 01	Location: Agadez	Availability: 01 Apr 2017
Component/Department/Unit: Agadez Field Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

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

2. Main Tasks and Responsibilities

- To establish and manage professional working relationships with other EU actors as well as with national, international, bilateral and multilateral organisations
- To facilitate the establishment, building of and maintenance of constructive working relationships with security actors and justice sector interlocutors within the international and local communities, as well as those within the political sphere.
- To provide leadership and guidance to all Field Office staff in respect with the functional reporting lines/chain of command.
- To direct, facilitate and provide technical guidance to ensure the smooth operation of the Field Office team in the programmatic delivery of monitoring, advising and training duties.
- To oversee provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs.
- To ensure in coordination with the Human Rights and Gender Adviser that Human Rights and Gender aspects are mainstreamed in the operational activities.
- To contribute to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors, particularly focussed on Human Trafficking.
- To evaluate and analyse regularly the local overall situation and propose strategic local actions to the HoM.
- To undertake any other related tasks, as requested by the Line Manager.

3. Mission Specific Tasks and Responsibilities

- To update the EU knowledge and understanding of Nigerien security forces and bilateral cooperation activities.
- To facilitate the improvement of coordination between Nigerien Security actors, including through the strengthening of the chain of prosecution.
- To advise the Nigerien authorities on possible improvements regarding the skills and performance of their staff.
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien justice and security authorities.
- To provide the Nigerien security actors with information on the Mission and with key messages from the Head of Mission (HoM).
- To oversee the implementation of the Mission's mandate and its strategic objective of the FO Agadez
- To map and assess the needs for migration and border management strategies in the area of Agadez
- To ensure the functioning of the Field Office administration.

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; AND

- A minimum of 8 years of relevant professional experience with at least 3 years of experience at management level.
- Ability to use own initiative and make sound and timely decisions.

5. Desirable Qualifications and Experience

- Experience in Finance/Administration.
- Previous experience in training.
- Knowledge of the political, cultural and security situation in Niger or other areas within the same geopolitical region.
- Ability to manage diverse multinational and multidisciplinary teams.
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.
- Excellent oral and written communication skills.
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course.
- Proven skills in strategic management, as well as results and/or process based project management related to police reform.
- 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)				

SECONDED/CONTRACTED POSITIONS

Position: Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	Employment Regime: Seconded/Contracted	Post Category: Mission Support-Management Level (MSML)
Ref. number: NI 08	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: HoM & DHoM/Chief of Staff Office	Security Clearance Level: EU SECRET	Open to Contributing Third States: 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, the Senior Mission Security Officer and/or the 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.

5. Desirable Qualifications and Experience

- Management experience in planning and implementing projects.
- 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)				

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

1. Reporting Line

The 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.
- 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

- Management 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)				

Position: Logistics Officer	Employment Regime: Seconded/Contracted	Post Category: Mission Support - Management Level (MSML)
Ref. number: NI 79	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Mission Support/ Logistics Unit	Security Clearance Level: EU RESTRICTED or equivalent	Open to Contributing Third States: 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)				