

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Capacity Building Mission in Somalia (EUCAP Somalia) 1-2017 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUCAP Somalia</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Title/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (39)*</u></b>			
	SOM-002	Deputy HoM/Chief of Staff	Mogadishu/ Nairobi	ASAP
	SOM-008	Executive Officer to HoM	Mogadishu	ASAP
	SOM-009	Gender and Human Rights Expert	Mogadishu/ Nairobi	ASAP
	SOM-010	Senior Reporting Officer	Mogadishu/ Nairobi	ASAP
	SOM-011	Strategic Adviser (LO1)	Garowe	ASAP
	SOM-015	Institutional Adviser (LO2)	Garowe	ASAP
	SOM-016	Head of Planning and Evaluation Department	Mogadishu	01/04/2017
	SOM-020	Legal Adviser (LO2)	Mogadishu	ASAP
	SOM-021	Legal Adviser (LO2)	Mogadishu	ASAP
	SOM-022	Operational Capability Unit Senior Officer (LO3)	Mogadishu	ASAP
	SOM-023	Institutional Adviser (LO2)	Mogadishu	ASAP
	SOM-024	Institutional Adviser (LO2)	Mogadishu	ASAP
	SOM-026	Operational Capability Unit Officer (LO3)	Mogadishu	ASAP
	SOM-027	Operational Capability Unit Officer (LO3)	Mogadishu	ASAP
	SOM-028	Operational Capability Unit Officer (LO3)	Mogadishu	ASAP
	SOM-029	Operational Capability Unit Officer (LO3)	Mogadishu	ASAP
	SOM-054	Coast Guard Adviser (LO3)	Hargeisa	ASAP
	SOM-060	Coast Guard Adviser (LO3)	Hargeisa	ASAP
	SOM-062	Adviser (LO2)	Mogadishu	ASAP
	SOM-063	Political Adviser	Mogadishu	ASAP
	SOM-064	Press and Public Information Officer**	Mogadishu/ Nairobi	09/03/2017
	SOM-066	Analyst/MAC**	Mogadishu	15/05/2017

SOM-067	Coastal Policing Adviser (LO3)	Hargeisa	ASAP
SOM-069	Project Manager	Mogadishu/ Nairobi	ASAP
SOM-070	Project Manager	Mogadishu/ Nairobi	ASAP
SOM-071	Coastal Policing Adviser (LO3)	Hargeisa	ASAP
SOM-086	Strategic Maritime Adviser (LO1)	Mogadishu	ASAP
SOM-088	Police Adviser (LO1) **	Mogadishu	14/06/2017
SOM-094	Head of Field Office Somaliland/ Senior Maritime Adviser	Hargeisa	ASAP
SOM-095	Legal/Law Drafting Officer (LO1)	Hargeisa	27/06/2017
SOM-101	Senior Police Adviser (LO1)	Mogadishu	ASAP
SOM-103	Head of Field Office Puntland / Senior Police Adviser	Garowe	ASAP
SOM-111	Chain of Prosecution Adviser (LO2)	Mogadishu	ASAP
SOM-113	Institutional Adviser (LO2)	Hargeisa	ASAP
SOM-115	Strategic Adviser (LO1)	Hargeisa	ASAP
SOM-116	Strategic Adviser (LO1)	Hargeisa	ASAP
SOM-117	Chain of Prosecution Adviser (LO2)	Garowe	ASAP
SOM-119	Legal Adviser (LO2)	Garowe	ASAP
SOM-122	Senior Press and Public Information Officer	Mogadishu	ASAP
<b><u>Seconded/Contracted (19)*</u></b>			
SOM-030	Project Cell Coordinator	Mogadishu	10/06/2017
SOM-034	Information Security Officer**	Mogadishu/ Nairobi	ASAP
SOM-040	Procurement Officer	Mogadishu/ Nairobi	ASAP
SOM-042	Procurement Officer	Mogadishu/ Nairobi	ASAP
SOM-045	Human Resources Officer	Mogadishu/ Nairobi	ASAP
SOM-046	Financial and Administration Officer	Hargeisa	ASAP
SOM-047	Human Resources Officer	Mogadishu/ Nairobi	01/07/2017
SOM-050	Logistics Officer	Mogadishu/ Nairobi	ASAP
SOM-052	Chief of CIS	Mogadishu/ Nairobi	ASAP
SOM-058	CIS Assistant	Mogadishu	ASAP
SOM-059	CIS Assistant	Mogadishu	ASAP
SOM-073	Financial and Administration Officer	Mogadishu	ASAP
SOM-082	Mission Security Assistant	Mogadishu/ Nairobi	ASAP
SOM-084	Mission Security Assistant	Hargeisa	ASAP
SOM-092	Mission Security Analyst Officer**	Mogadishu	ASAP
SOM-098	Mission Security Officer	Hargeisa	ASAP

	SOM-099	Mission Security Assistant	Garowe	ASAP
	SOM-105	Mission Security Officer	Garowe	ASAP
	SOM-120	CIS Assistant	Garowe	ASAP
<b>Deadline for Applications:</b>	16 March 2017 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.eucaphoa@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 Tapio Rasanen</b>  <b>cpcc.eucaphoa@eeas.europa.eu</b>  <b>+32 (0)2 584 26 43</b></p>			

\* Subject to the approval of Budget for EUCAP Somalia.

\*\* The availability of this position is subject to the non-confirmation of a request for extension.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/contributing third States (contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – 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. A seconded staff member of EUCAP Nestor is eligible to apply for a contracted post only if his/her secondment will end within three (3) months from the deadline for applications and if his/her request for extension of the secondment has not been supported by the relevant State or EU Institution.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty/Contract Period** – Subject to the adoption of another Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that contributing States propose candidates for the following international expert positions for EUCAP Somalia, according to the requirements and profiles described below:

## **A. Essential Requirements**

The following are essential requirements in respect of civilian international experts to the Missions:

**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 proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions 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 tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

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

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

**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**

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

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

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

**Knowledge of the Mission areas** – 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 the Mission area.

**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 have a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

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

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

### **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 European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form 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.

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

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

The current reporting 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 Name:</b> Deputy Head of Mission/ Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-002	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Deputy Head of Mission (DHoM) reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP)
- To deputise for the HoM in his/her absence.
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives.
- To act as the primary interlocutor at senior management level for the National Contingent Leaders (NCL)/National Points of Contact (NPC) on matters falling within the scope of action of the NCL/NPC.
- To act as the primary interlocutor at senior management level for the Local Staff Committee.
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming.
- To ensure the discipline of Mission staff, including internal investigations in line with the relevant rules and procedures in coherence with the code of conduct and discipline.
- To undertake any other related tasks as requested by the HoM.

### 3. Mission Specific Tasks and Responsibilities

### 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR equivalent and attested police or/and military and/or coast guard education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 12 years of relevant professional experience out of which a minimum of 5 years of experience at senior management level, including experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.
- Capacity to lead and oversee a Mission with staff members of different professional backgrounds.
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgment.
- Familiarity with diplomatic protocol.

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control.
- Ability to mentor and motivate staff.

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

- Experience in national or international assignments in a staff function, in particular planning and organisation of crisis management Missions.
- Experience in management of strategic analyses as well as a sound understanding of strategic and operational considerations for the design of national security sector related reforms.



<b>Position Name:</b> Executive Officer to Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-008	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Executive Officer reports to the Head of Mission (HoM).

### 2. Main Tasks and Responsibilities

- To support the HoM in managing the Office of the HoM.
- To maintain a registry of all official contacts with the Mission.
- To ensure that advice and information provided for the HoM by Mission offices and Mission staff is coordinated with all relevant components of the Mission prior to its submission to the HoM.
- In close cooperation with other relevant Mission staff, to draft plans, directives, SOPs, orders and instructions to be approved and/or issued by the HoM.
- To coordinate and liaise with relevant Mission components as deemed appropriate by the HoM.
- Under the direction of HoM, to maintain contacts with local authorities, governmental organisations, non-governmental organisations or other external counterparts in order to collect and disseminate information.
- To conduct any other tasks and assignments at the request of the HoM.

### 3. Mission Specific Tasks and Responsibilities

- To organise in-country and regional travels (transport, accommodation, programmes, etc.) for the HoM.
- To arrange various high-level meetings with senior officials from presidential administration, relevant ministries, leaders of political parties, representatives of the media, civil society and resident diplomatic community.
- To draft and distribute invitations for briefings and meetings.
- To take minutes at meetings and conferences, as well as prepare draft reports, documents, speaking points, etc. for the HoM.
- To accompany the HoM on trips to the regions when required.
- To review Mission reporting.

### 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

### 5. Desirable Qualifications and Experience

- Experience in international organisations and an understanding of the regional context.
- Excellent drafting, time and resource management, interpersonal and good computing skills.
- Work methodically, accurately and with attention to details as well as to tight deadlines.

<b>Position:</b> Gender and Human Rights Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-009	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Gender and Human Rights Adviser reports to the Head of Mission/Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- To act as the Mission focal point for human rights, gender and gender mainstreaming issues.
- To advise on gender and human rights mainstreaming throughout the Mission's activities.
- In close coordination with the Mission's operational components, to advise on the promotion of gender and human rights among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To monitor and analyse the Human rights situation in the host state.
- To advise on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security.
- To undertake systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring and reporting, data collection and staffing.
- To liaise with local and international entities involved in the promotion and monitoring of gender and human rights in the host state.
- To advise on the development and management of strategic communications with regards to gender and human rights issues.
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).
- To contribute to Mission's reporting and information flow on gender and human rights related aspects.
- To contribute to the induction training of Mission's staff members as required.
- To contribute to identify and report on lessons learned and best practices within the field of gender and human rights.
- To perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To advise the Mission compliance with international and European Human Rights and equal opportunities/non-discrimination law and best practice

### 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the educational requirements, a minimum of 5 years of relevant professional experience, of which at least 1 year experience in/sound knowledge of gender and gender mainstreaming

issues and tools, in particular in a post-conflict environment/ SSR process.

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

- Ability to develop projects and initiatives to promote gender and human rights and accountability in the justice sector.
- International experience, particularly in crisis areas with multinational and/or international organisations.
- Practical experience in the design of training curricula and conducting training on gender and human rights issues.

<b>Position:</b> Senior Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-010	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Reporting Officer reports to the Head of Mission/Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Mission's area of responsibility.
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information.
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities against benchmarking.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation.
- To collate the data necessary for the update of the benchmarking reports in accordance with the OPLAN & the Mission Implementation Plan (MIP).
- To prepare and give presentations; produce talking points, speeches and presentations on behalf of others; and take meeting minutes.
- To contribute to the collection of the Mission's lessons learned observations.
- To undertake any other related tasks as requested by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- To co-ordinate and manage the reporting activities in the mission.

### 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 equivalent and attested police or/and military education or training or an award of an equivalent rank.
- The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years of experience in planning and implementing projects.
- Excellent analytical capability and profound knowledge of information collection and analytical methods.
- Excellent report compilation, drafting and editing skills.

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

- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> Strategic Adviser (LO1)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-011	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Garowe	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Third Contributing States:</b> Yes

### 1. Reporting Line:

The Strategic Adviser reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the Legal Advisers, Justice Advisers, Maritime and Police Advisers.
- To take a strategic view across and beyond the Mission, ensuring alignment with priorities, identifying gaps, opportunities and challenges, and making links between policy areas.
- 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 counterparts in a structured manner.
- To build capacity in the Mission to think strategically and to make and deliver effective.
- To assist in guiding the work of the Mission by the creation of goals and how to get there.
- To undertake short sharp projects to develop new policy ideas in response to changing priorities and/or tackle cross-cutting policy problems.
- To support activity across all lines of operations.
- To be embedded with a local institution/Ministry, security permitting.
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To complete research and assess the performance of Somaliland's maritime governance mechanisms and Institutions.
- To mentor and advise the Somaliland authorities on developing the governance of maritime civilian law enforcement to assist the Somaliland counterparts to improve the outcomes of their organization for the future.
- To support the development and the implementation of comprehensive strategies and mechanisms for the governance of civilian maritime law enforcement authorities.
- To support Somaliland civilian maritime law enforcement institutions and Ministries to set and maintain the strategic direction and priorities for the department.
- To advise on implementation of SMRSS.
- To advise authorities of Internal Security, Justice, Attorney General or equivalent on the development and implementation of the maritime security strategy as defined in the National Security Policy.
- To contribute to the definition of clear competencies between civilian maritime law enforcement agencies, line ministries and other relevant actors at the federal and member states levels.
- To build strong working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR police or military and/or coast guard equivalent education or training and rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.
- Experience in Security Sector/RoL Reform in a national or host state context.

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

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL.
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

<b>Position Name:</b> Institutional Adviser LO2	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-015	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Garowe	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Third Contributing States:</b> Yes

### 1. Reporting Line

The Institutional Adviser reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the Legal Advisers, Criminal Justice/Chain of Prosecution Advisers, Maritime and Police Advisers.
- 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 participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To assess the status of the institutional development of civilian maritime law enforcement agencies, and, as necessary, to give expert recommendations.
- To support the development of frameworks and mechanisms relevant to the institutional development of maritime civilian law enforcement agencies, in the fields of human resources, recruitment, accountability, oversight, gender representation etc.
- 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 to strengthen them.
- To mentor and advise the Puntland authorities on developing the governance of maritime civilian law enforcement.
- To develop and organise training in human resources management, budgeting, recruitment, accountability, oversight, gender representation, etc.
- To build strong working relationships with relevant actors in Puntland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Experience in Security Sector/RoL Reform in a national or host state context.

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

- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills.
- Maritime experience.
- Mentoring or training experience.
- Human resources and recruitment experience.
- Budget management experience.
- Human rights and gender expertise.
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Organisational, planning and project development skills.

<b>Position:</b> Head of Planning and Evaluation Department	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-016	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/04/2017
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

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

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Unit, 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 managers.

### 3. Mission Specific Tasks and Responsibilities

### 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience with at least 3 years at management level.
- Excellent skills in report compilation, drafting and editing.
- Operational planning/project management experience, in a national or international context.

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

- Experience in the area of knowledge management, organisational learning or policy development related working experience.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organisations, ideally in an operational management capacity.
- Excellent analytical capability and profound knowledge of information collection and analytical methods.
- Project management training, such as APM, PPM, PRINCE2, or equivalent.
- Knowledge of operational Maritime Law Enforcement

<b>Position Name:</b> Legal Adviser LO2	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-020 SOM-021	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Third Contributing States:</b> Yes

### 1. Reporting Line

The Legal Adviser reports to the Senior Legal Adviser.

### 2. Main Tasks and Responsibilities

- To assess local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN.
- To advise the Head of Unit regarding identified host state needs and recommended support by the Mission.
- To be embedded with a local institution/Ministry, security permitting.
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To support host state authorities as directed by the Head of Component.
- In coordination with the Mission's Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field.
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance.
- To contribute to Mission induction training of Mission personnel as required.
- To identify and report on lessons and best practices within the field of responsibility.
- To perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To analyse, assess and advise on legislative frameworks governing the justice system in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance including IUU fishing and, as necessary, give expert recommendations.
- To contribute to the drafting of legislation in supporting effective maritime civilian law enforcement.
- To support the development of legal drafting capabilities by mentoring, advising and training.
- To mentor and advise the Somali judiciary authorities and maritime law enforcement agencies, to build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices.
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and relevant legal professionals.

### 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 Law AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, as a practicing 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**

- Admission to the Bar in home or residential jurisdiction.
- Extensive experience as a practicing lawyer.
- Mentoring or legal training experience.
- Human rights and gender expertise.
- Knowledge of constitutional law, human rights law or maritime law.
- Practical experience as a legal professional including in legal reform, either in legislative drafting matters or as a practitioner at a criminal court (as a judge, prosecutor, defense lawyer), legal expert in the Ministry of Justice, Parliament, Government or similar.
- Strong understanding of the criminal justice process and function of the different actors.
- Practical experience and understanding of the legal reform process.
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> Operational Capability Unit Senior Officer LO3	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-022	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:** The Operational Capability Unit Senior Officer reports to the Head of Operations.

**2. Main Tasks and Responsibilities:**

- To deputise for the Head of Operations in his/her absence as required.
- To analyse and assess the development and progress of the Unit's performance against the Mission's mandate, tasks and priorities set in the Mission's planning documents and the Mission Implementation Plan.
- To conduct quantitative and qualitative analysis of inputs originating from the Unit's operational activities and state of play on mandate implementation.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States on the status of the Mission's mandate implementation.
- To liaise regularly with other Mission operational elements.
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate.
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP).
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct.
- To undertake any other related tasks as requested by the Line Managers.

**3. Mission Specific Tasks and Responsibilities**

- To support the definition of the criteria for the initial operational capability for the various law enforcement agencies at the federal and regional levels based on the priorities set by the Maritime Security Coordination Committee (MSCC) and National Maritime Coordination Committee (NMCC).
- To coordinate all work being carried out by the Operational Capability Unit Advisers in the Mission under the supervision of the Head of Operations.
- To ensure that Mission staff members working in the Operational Capability Unit identify and report lessons and best practices within their respective fields of responsibility.
- To mentor, advise and support Somali counterparts in the implementation of operational policies, as well as on skills needed to carry out coast guard functions.
- To cooperate closely with international stakeholders in the country, according to the Mission mandate.
- To provide analysis and recommendations on developing maritime security operational capabilities..
- To provide operational guidance to Mission advisers and, as requested, senior Mission management.
- To conduct frequent reviews and assessments of impact of the overall training and expertise provided to the maritime function in Somalia.
- To promote effective cooperation between Somali maritime bodies.
- To work in conjunction with Mission police and legal advisers units.

- To work in support of other EU and funding Instruments in the development of a maritime infrastructure and capabilities in support of the Missions mandate.
- To assess the functioning, organisation operational capacity skills and needs of the Somali maritime law enforcement/security and defence agencies; to identify and advise upon improvements.
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To organise and conduct Mission direct training activities according to the MIP and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings across all lines of operations.
- To support the Head of Operations and Mission's advisers on all training related projects, especially the projects related to Maritime Law Enforcement Agencies (MLEA) training activities.
- To assist the development tools and curricula for MLEA and to coordinate as required.
- To coordinate all work being carried out by the Coast Guard/Operational Advisers in the Mission under the supervision of the Head of Operations.
- To develop tools to assess the effectiveness of the conducted training, including Train the Trainer courses, the participation of visiting experts and e-learning, under the guidance of the Head of Operations and in close cooperation with the Mission's advisers.
- To assist the organisation of training activities with counterparts and related to the Police Professional Development Board (e.g. UNODC, UNSOM, AMISOM, etc).

#### **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 equivalent and attested police, Coast Guard/Maritime Border Guard or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience with at least 3 years of experience at management level.

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

- International experience, particularly in crisis or post-conflict areas with multinational and/or international organisations, ideally in an operational management capacity.

<b>Position Name:</b> Institutional Adviser (LO2)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-023 SOM-024	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Institutional Adviser reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the Legal Advisers, Criminal Justice/Chain of Prosecution Advisers, Maritime and Police Advisers.
- 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 participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To assess the status of the institutional development of civilian maritime law enforcement agencies, and, as necessary, to give expert recommendations.
- To support the development of frameworks and mechanisms relevant to the institutional development of maritime civilian law enforcement agencies, in the fields of human resources, recruitment, accountability, oversight, gender representation etc.
- 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 to strengthen them.
- To mentor and advise the Somaliland authorities on developing the governance of maritime civilian law enforcement.
- To develop and organise training in human resources management, budgeting, recruitment, accountability, oversight, gender representation, etc.
- To build strong working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Experience in Security Sector/RoL Reform in a national or host state context.

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

- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills.
- Maritime experience.
- Mentoring or training experience.
- Human resources and recruitment experience.
- Budget management experience.
- Human rights and gender expertise.
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Organisational, planning and project development skills.

<b>Position Name:</b> Operational Capability Unit Officer (LO3)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-026 SOM-027 SOM-028 SOM-029	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Operational Capability Unit Officer reports to the Operational Capability Unit Senior Officer.

### 2. Main Tasks and Responsibilities

- To analyse and assess the development and progress of the Unit's performance against the Mission's mandate, tasks and priorities set in the Mission's planning documents and the Mission Implementation Plan.
- To conduct quantitative and qualitative analysis of inputs originating from the Unit's operational activities and state of play on mandate implementation.
- To produce timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States on the status of the Mission's mandate implementation.
- To liaise regularly with other Mission operational elements.
- To contribute, in support of the Mission's Project Cell, to identify and develop new projects according to the objectives of the Mission's mandate.
- To support and contribute to the development and regular updating of the Mission Implementation Plan (MIP).
- To support and contribute to the collection of the Mission's lessons learned, originating from and having an effect on CSDP activities, from operational and tactical levels of planning and conduct.
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To support the definition of the criteria for the initial operational capability for the various law enforcement agencies at the federal and regional levels based on the priorities set by the Maritime Security Coordination Committee (MSCC) and National Maritime Coordination Committee (NMCC).
- To assist in coordinating all work being carried out by the Operational Capability Unit in the Mission under the supervision of the Operational Capability Unit Senior Officer.
- To mentor, advise and support Somali counterparts on the implementation of operational policies, as well as on skills needed to carry out coast guard functions.
- To cooperate closely with international stakeholders in the country, according to the Mission mandate.
- To provide analysis and recommendations on developing maritime security operational capabilities.
- To conduct frequent reviews and assessments of impact of the overall training and expertise provided to the maritime function in Somalia.
- To promote effective cooperation between Somali maritime bodies.

- To work in support of other EU and funding Instruments in the development of maritime infrastructure and capabilities in support of the Missions mandate.
- To assess the functioning, organisation operational capacity skills and needs of the Somali maritime law enforcement/security; to identify and advise upon improvements.
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To assist in organising and conducting Mission's direct training activities according to the MIP and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings across all lines of operations;
- To support the Operational Capability Unit Senior Officer and Mission's advisers on all training related projects, especially the projects related to Maritime Law Enforcement Agencies (MLEA) training activities.
- To assist the development tools and curricula for MLEA and to coordinate as required.
- To develop tools to assess the effectiveness of the conducted training, including Train the Trainer courses, the participation of visiting experts and e-learning, under the guidance of the Head of Operations and in close cooperation with the Mission's advisers.
- To assist the organisation of training activities with counterparts and related to the Police Professional Development Board (e.g. UNODC, UNSOM, AMISOM, etc.).

#### **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 OR equivalent and attested police, Coast Guard/Maritime Border Guard or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 4 years of overall professional experience.

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

- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> Coast Guard Adviser LO3	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-054 SOM-060	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Hargeisa	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Coast Guard Adviser reports to the Senior Maritime Adviser/Head of Field Office.

### 2. Main Tasks and Responsibilities

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Head of Training.
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training.
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training.
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula.
- To ensure data collection related to Mission's trainings.
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To be embedded with a local institution/Ministry, security permitting.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To give advice, guidance, mentoring and training on topics related to the coast guard functions.
- To establish efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP, UNODC and AMISOM.
- To deliver maritime training, expert advice and mentoring as required in maritime skills (navigation, seamanship, engineering, communications, etc).
- To develop training curricula in cooperation with the other Mission experts.
- To provide operational guidance and advice to develop civilian (maritime) law enforcement operational capabilities in line with the Somali National Security Policy (NSP) and other relevant strategies.
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime boat operations in the 9 – 30m range.
- To assess the operational capacity skills and needs of the Somali civilian law enforcement/security agencies and advise on improvements.
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on maritime security matters including IUU fishing.
- To develop working groups with the maritime law enforcement services training officers to plan implement and improve the training and train the trainer activities.
- To conduct, upon request, reviews of the structures on authorities involved in carrying out the Coast Guard function and assist in developing SOP's.

- To support the selection of future trainees, among the maritime law enforcement services, for advanced training courses.

#### **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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR equivalent and attested police or/and military and/or coast guard education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Previous experience in the delivery of training connected to the coast guard functions.

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

- Experience of small boat driving and maintenance.
- Deck or Engineering Officer from the Navy or Coast Guard or Maritime Boarder Guard or MRCC/NMOC Supervisor or similar maritime service.
- Good understanding of policies and organisational aspects of maritime administration, maritime security and Coast Guard function.
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> Adviser LO2	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-062	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Division/Department/Unit</b> MHQ Mogadishu	<b>Level of Security Clearance</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Adviser reports to the Senior Adviser.

### 2. Main Tasks and Responsibilities

- To operationalize 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 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 advise counterparts in developing legislative/regulatory frameworks under which maritime civilian law enforcement agencies can operate.
- To advise counterparts in the drafting or amending legislation to support effective maritime civilian law enforcement.
- To support the development of Somali legal drafting capabilities.
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies, including in the field of human resources, recruitment, management, accountability, oversight and gender representation.
- To advise counterparts to enhance cooperation and coordination in the conduct of maritime crime investigation and prosecution, to strengthen the first level of the criminal justice chain, excluding the correctional system.

### 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR police or military equivalent education or training and rank; AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Ability to mentor and motivate local counterparts.
- Extensive knowledge of police and/or military and/or maritime law.

**5. Desirable Qualifications and Experience**

- Experience of designing and delivering training.
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Experience in project management.

<b>Position:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-063	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Political Adviser reports to the Head of Mission.

### 2. Main Tasks and Responsibilities

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation.
- To contribute to the regular updates to the Head of Mission (HoM) and senior Mission management on relevant political developments.
- To contribute to the analysis and advice on the policy matters pertaining to the Mission mandate implementation.
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations.
- To contribute to the preparation of briefings and notes as requested.
- To prepare records of meetings attended.
- To draft regular Mission reporting and other reports as appropriate, as well as briefings as requested.
- To conduct briefings for Mission staff and other individuals or groups as appropriate.
- To contribute to lessons learned identification.
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To act as alternate Mission spokesperson as requested.

### 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

### 5. Desirable Qualifications and Experience

- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Good knowledge of the region's history, culture and politics.



<b>Position:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-064**	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> 9 Mar 2017
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Press and Public Information Officer reports to the Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- To assist in the implementation of the Mission Strategic Communications Plan.
- To organise contract/tender/designs for Mission visibility items.
- To organise and conduct press conferences, briefings and other media events.
- To coordinate arrangements for visiting journalists.
- To populate the Mission's website and, if relevant, social media platforms, with content.
- To draft press releases, public statements, articles and features.
- To write and design public information material and factsheets.
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To assist in analysing the Mission's public impact and contribute to make the Mission better known to the public and to key interlocutors.
- To contribute to the media monitoring for the Mission (media review, context analysis).
- To ensure that the Mission Members in the Field Offices are effectively briefed on the Mission's mandate, media handling issues, the media guidelines and the wider public image of 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 Communication Sciences, Political Science, International Relations or Business Administration; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.

### 5. Desirable Qualifications and Experience

- Excellent drafting skills.
- Proficiency with social media platforms, website management and design software.

<b>Position:</b> Analyst / MAC**	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-066	<b>Location:</b> Mogadishu	<b>Availability:</b> 15/05/2017
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Analyst - MAC reports to the Head of Mission & Deputy Head of Mission / Chief of Staff.

### 2. Main tasks and responsibilities

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation.
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis.
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by Head of Mission.
- To contribute to Mission reports, ensuring the inclusion of relevant assessments.
- To disseminate MAC products internally and/or externally as directed by the senior leadership and ensure the security of the information handled by the MAC.
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Senior Mission Security Officer.
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs).
- To support the efficiency of information within the Mission.
- To act upon the HoM's information and analysis requirements.
- To identify and report on lessons learned and best practices within the respective field of responsibility.
- To undertake any other related task as required by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

#### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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 equivalent Police or/and Military education or training attested by a diploma or an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of minimum of 5 years of relevant professional experience out of which a minimum of 1 year of experience in the use of analytical IT packages and processes.

#### 5. Desirable Qualifications and Experience

- Demonstrable ability to contribute to the development of security policies and procedures.
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> Coastal Policing Adviser (LO3)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-067 SOM-071	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Hargeisa	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Coastal Policing Adviser reports to the Senior Maritime Adviser/Head of Field Office.

### 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 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 provide operational guidance, training and advice on the development and implementation of internal policies related to (community) policing in coastal communities and internal policies related to port policing.
- To provide operational guidance, training and advice on the development and implementation of internal policies related to policing type duties undertaken by maritime law enforcement agencies.
- To promote effective cooperation between the maritime civilian law enforcement agencies and judiciary, with the aim to strengthen the judicial chain.
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime domain and coastal communities.
- To develop and provide training for maritime law enforcement agencies in search, arrest, detention, evidence, report writing in relation to the prevention of maritime crime including IUU fishing.
- To work in cooperation with other Mission advisers and provide policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime related issues.
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation.
- To contribute to the development and delivery of police training courses as required.
- To establish efficient working relationships at operational level with all the key stakeholders involved in the policing capacity development, including UNSOM, UNDP, UNODC and AMISOM.

#### **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 OR equivalent and attested police or/and military and/or coast guard education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Experience of working on maritime security.
- Knowledge of maritime law, shipping law and environmental law of the sea.
- Deck or Engineering Officer from the Navy or Coast Guard or Maritime Boarder Guard or MRCC/NMOC Supervisor or similar maritime service.
- Previous experience in the delivery of training connected to the coast guard functions.
- Experience in ship handling inclusive use of radar and radio communication.
- Experience of police investigations in the maritime domain.
- Experience of small boat driving and maintenance.
- Good understanding of policies and organisational aspects of maritime administration, maritime security and Coast Guard function.
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position:</b> Project Manager	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-069 SOM-070	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Planning and Evaluation Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Project Manager reports to the Project Cell Coordinator.

### 2. Main Tasks and Responsibilities

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects.
- To assess and ensure quality of 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 required by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To coordinate project-related activities by providing advice to the Mission in relation to other (UNDP, MASE, MARSIC, INTERPOL) programmatic activities existing in the region.

### 4. Essential Qualification 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.
- Experience in planning, implementation and management of projects.

### 5. Desirable Qualifications and Experience

- Project management training, such as APM, PPM, PRINCE2, or equivalent.
- Experience in Security Sector/RoL reform in a national or host state context.
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Familiarity with the EU Financial Regulations.

<b>Position:</b> Strategic Maritime Adviser (LO1)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-086	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Maritime Adviser 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 counterparts 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 participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To provide analysis and recommendations on the development of maritime security capacities.
- To mentor, advise and support Somali counterparts in the implementation of strategic and operational maritime security policy.
- To promote effective cooperation between the Somali maritime bodies.
- To advise authorities on the implementation of the policy on Maritime Security in line with the Somali Maritime Resources and Security Strategy (SMRSS).
- To advise on operational policy within the context of the Maritime Security Coordination Committee (MSCC), National Security Coordination Committee (NMCC) and other maritime coordination mechanisms.
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation.
- To assess the functioning, organisation, management capacity skills and needs of the Somali maritime law enforcement/security, to identify and advice upon improvements.
- To assess training programmes and training facilities of Somalia's maritime law enforcement agencies, to identify gaps and proposes means to fill these gaps.

#### **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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR police or military and/or coast guard equivalent education or training and rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.
- Experience in Security Sector/RoL Reform in a national or host state context.

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

- Experience of designing and delivering training.
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in an operational management capacity.
- Seagoing experience particularly on Naval or Coast Guard vessels and working with small craft.
- Organisational, planning and project development skills.

<b>Position Name:</b> Police Adviser (LO1)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-088**	<b>Location:</b> Mogadishu	<b>Availability:</b> 14/06/2017
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Police Adviser reports to the Senior Police Adviser.

### 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 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 and projects, as appropriate.

### 3. Mission Specific Tasks and Responsibilities

- To provide operational guidance and advice to the Somali Police Force (SPF) on the development and implementation of policies applicable to the maritime police unit related to responsive policing, criminal investigations and intelligence, and administrative functions.
- To provide operational guidance and advice to develop civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP) and other relevant strategies.
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level which may include embedding – security situation permitting.
- To promote effective cooperation between the Somali Police Force and judiciary, with the aim to strengthen the judicial chain, excluding the correctional system.
- To assess the functioning, organisation management capacity skills and needs of the Somali civilian law enforcement/security agencies and advise on improvements.
- To establish efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP, UNODC and AMISOM.
- To undertake any other related tasks as requested by the Line Managers.

### 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 OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

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

- Experience of working on maritime security or IUU fishing.
- Experience of police investigations in the maritime domain.
- Knowledge of maritime law, international shipping law and environmental law of the sea.
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Organisational, planning and project development skills.

<b>Position:</b> Head of Field Office Hargeisa /Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-094	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Hargeisa	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Head of Field Office Hargeisa/Senior Maritime Adviser reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's OPLAN, and relevant planning documents.
- To oversee the FO's contribution to the Mission's internal and external reporting.
- To coordinate the Mission Support related aspects of the FO, under the guidance of the Mission's Head of Mission Support Department.
- To assess the consistency and sustainability of Mission's operational activities across time, and to provide recommendations for the improvement of Mission's performance.
- To co-operate with relevant local (municipal and regional) authorities and international organisations (if applicable), including with a view to monitoring problematic areas in the FO Area of Responsibility (AoR).
- To ensure, in coordination with the SMSO/MSO, that field office staff perform their work in a secure and safe environment, in the FO AoR.
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the FO.
- To supervise the FO's input to the development and regular updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission's operational requirements in the FO AoR.
- To ensure close coordination with the other Mission's operational and support components.
- To supervise the FO's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance.
- To ensure that FO Mission Members contribute to identify and report lessons learned and best practices within their respective area of responsibility.
- To ensure that the FO Mission Members are periodically updated on Mission's mandate implementation progress.
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To build a strong working relationship with the main Maritime security system actors in Somaliland and other key stakeholders (including other EU bodies, UN organisations, states involved in bilateral activities).
- To assess the Somaliland Maritime Security and law-enforcement-at-sea system, including the roles, responsibilities and performances of the different actors involved in it, and give expert recommendations on how to improve effectiveness.
- To establish and develop an efficient working relationship with the Somaliland authorities in charge of the development and training on Maritime Security and Maritime Law Enforcement.

- To establish efficient working relationships at strategic and operational level with all the key stakeholders involved in the Somaliland maritime security capacity development, including the EU Somalia Unit, UNDP, UNODC and other key international players.
- To be responsible for planning and developing the different projects connected to Maritime security in Somaliland.
- To contribute to Mission internal and external reporting as required in close cooperation with the Head of Planning and Evaluation.
- To participate as required in the organisation of maritime training courses in the region.

#### **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, preferably Maritime Studies OR equivalent and attested police or/and military/coast guard education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which 3 years of experience at management level.
- Knowledge of Maritime Law Enforcement and Coast Guard functions.

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

- Experience in maritime security operations (law enforcement at sea included).
- Experience of working on maritime crimes.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Experience of operating in complex environments and high-risk environments.
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in an operational management capacity.
- Organisational, planning and project development skills.

<b>Position Name:</b> Legal/Law Drafting Officer (LO1)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-095	<b>Location:</b> Hargeisa	<b>Availability:</b> 27/06/2017
<b>Component/Department/Unit:</b> Field Office Hargeisa	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:** The Legal/Law Drafting Officer reports to the Head of Field Office.

## **2. Main Tasks and Responsibilities**

- To review, assess, advise and report on local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN.
- To advise the Head of Field Office regarding identified host state needs and recommended support by the Mission.
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To support host state authorities as directed by the Head of Office.
- In coordination with the Mission's other units, to closely coordinate with other EU/international actors involved in this field.
- To support the Field Office's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance.
- To contribute to Mission induction training of Mission personnel as required.
- To identify and report on lessons and best practices within the field of responsibility.
- To perform any other task as requested by the Line Managers.

## **3. Mission Specific Tasks and Responsibilities**

- To support counterparts in drafting policies and legislation aimed at implementing comprehensive strategies and mechanisms for the governance of maritime civilian law enforcement authorities
- To support counterparts in developing and implement maritime security aspects defined in the relevant policies and legislation.
- To support counterparts to define clear competencies between maritime law enforcement agencies, line ministries and other relevant actors.
- In close collaboration with Strategic Advisers and in liaison with the Political Adviser contributes to the overall work on SSR in his/her field of action.
- Assists the Head of Operations in monitoring projects related to the field of action.

## **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 Law; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional 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**

- Extensive knowledge of maritime law.
- Ability to analyse complex legal issues in a crisis theatre and advise on legal texts.
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> Senior Police Adviser (Lo1)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-101	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Senior Police Adviser 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) 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 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 international and 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 and projects, as appropriate.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To provide strategic guidance and advice to the Ministry of Interior and to the Somali Police Force (SPF) on the development and implementation of policies applicable to the maritime police unit related to responsive policing, criminal investigations and intelligence, and administrative functions.
- To be embedded in the Ministry of Internal Security to offer guidance and mentoring and assist in the development of maritime security strategies, policies and procedures, security situation permitting.
- To provide strategic guidance and advice to develop civilian maritime law enforcement capacities in line with the Somali National Security Policy (NSP) and other relevant strategies.
- To advise the Federal Ministry of Internal Security, Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of maritime security as defined in the National Security Policy.
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level.
- To work in cooperation with other Mission advisers and provide policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime related issues.
- To assess the functioning, organisation management capacity skills and needs of the Somali civilian maritime law enforcement/security agencies and advise on improvements.
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia.

- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP, UNODC and AMISOM.

#### **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 equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which at least 3 at a management level.

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

- Experience of working on maritime security.
- Experience of designing and delivering training.
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in an operational management capacity.
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

<b>Position:</b> Head of Field Office Garowe /Senior Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-103	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Garowe	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Police Adviser/Head of Field Office Garowe reports to the Head of Operations.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Field Office (FO) in accordance with the Mission's OPLAN, and relevant planning documents.
- To oversee the FO's contribution to the Mission's internal and external reporting.
- To coordinate the Mission Support related aspects of the FO, under the guidance of the Mission's Head of Mission Support Department.
- To assess the consistency and sustainability of Mission's operational activities across time, and to provide recommendations for the improvement of Mission's performance.
- To co-operate with relevant local (municipal and regional) authorities and international organisations (if applicable), including with a view to monitoring problematic areas in the FO Area of Responsibility (AoR).
- To ensure, in coordination with the SMSO/MSO, that field office staff perform their work in a secure and safe environment, in the FO AoR.
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the FO.
- To supervise the FO's input to the development and regular updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission's operational requirements in the FO AoR.
- To ensure close coordination with the other Mission's operational and support components.
- To supervise the FO's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance.
- To ensure that FO Mission Members contribute to identify and report lessons learned and best practices within their respective area of responsibility.
- To ensure that the FO Mission Members are periodically updated on Mission's mandate implementation progress.
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To provide strategic guidance and advice to the Puntland Ministry of Interior and the Police Force on internal security policy to fight major organised crime, transnational crime and terrorism with particular emphasis on the maritime area.
- To provide strategic guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact.
- To promote effective cooperation between Somali/Puntland Police bodies.
- To work in cooperation with other Mission-advisers and provide policing advice to the senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues.
- To work closely with the other EU Instruments and under the political guidance of the EU Delegation.



- To assess the functioning, organisational management skills and needs of the Puntland law enforcement/security agencies and to advise on improvements.
- To cooperate closely with EUNAVFOR and EUTM in developing synergies to improve security management in Puntland.
- To liaise with Interpol and Europol.
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP and UNODC.
- To work closely with the EU Delegation and the EU Special Representative for Somalia.

#### **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 equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, out of which 3 years of experience at management level.
- Knowledge of security policy, law enforcement strategies, police service organisation and administration.

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

- Experience of working on maritime crimes.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Experience of operating in complex environments and high-risk environments.
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in an operational management capacity.
- Organisational, planning and project development.

<b>Position Name:</b> Criminal Justice/Chain of Prosecution Adviser (LO2)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-111	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Criminal Justice/Chain of Prosecution Adviser reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To work in close cooperation with the Senior Legal Adviser, Legal Advisers and Police Advisers.
- To support the enhancement of cooperation and coordination in the conduct maritime crime investigations and prosecution between law enforcement agencies and prosecutors.
- To strengthen the first level of the criminal justice chain, excluding the correctional system.
- To advise local counterparts on legislation and best practices relevant to police/prosecutor cooperation particularly in the maritime sector.
- To liaise with other international actors.
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies.
- To advise on/provide sustainable legal training for law enforcement, judicial and other authorities.
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary and the civilian maritime law enforcement agencies.
- To ensure timely reporting and information flow on justice issues.
- To contribute to identify and report on lessons and best practices within the field of criminal justice, with particular reference to maritime related crime.
- To conduct legal research as necessary.
- To support Legal advisers in the drafting of legislation, as appropriate.
- To support activity across all lines of operations.
- To be embedded with a local institution/Ministry, security permitting.
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- In close coordination with the Mission's operational components, to advise on the promotion of criminal justice aspects in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance including IUU fishing among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To mentor and advise the Somali judiciary authorities and civilian maritime law enforcement agencies staff, to build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices.
- To monitor and analyse the justice situation in the host state.

- To liaise with and advise the host state justice authorities and relevant security sector reform actors.

#### **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 equivalent and attested police or/and military education or training or an award of an equivalent rank.
- The qualification should be in Law or other relevant field AND
- After having fulfilled the education requirements, a minimum of a minimum of 5 years of relevant professional experience.
- 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**

- Mentoring or legal training experience.
- Knowledge of constitutional law, human rights law or maritime law.
- Practical understanding of legal reform process.
- Experience in criminal justice reform either domestically or internationally
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> Institutional Adviser (LO2)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-113	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Hargeisa	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Institutional Adviser reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To work in close cooperation with the Legal Advisers, Criminal Justice/Chain of Prosecution Advisers, Maritime and Police Advisers.
- 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 participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To assess the status of the institutional development of civilian maritime law enforcement agencies, and, as necessary, to give expert recommendations.
- To support the development of frameworks and mechanisms relevant to the institutional development of maritime civilian law enforcement agencies, in the fields of human resources, recruitment, accountability, oversight, gender representation etc.
- 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 to strengthen them.
- To mentor and advise the Somaliland authorities on developing the governance of maritime civilian law enforcement.
- To develop and organise training in human resources management, budgeting, recruitment, accountability, oversight, gender representation, etc.
- To build strong working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Experience in Security Sector/RoL Reform in a national or host state context.

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

- Ability to effectively advise senior decision-makers, negotiation and diplomacy skills.
- Maritime experience.
- Mentoring or training experience.
- Human resources and recruitment experience.
- Budget management experience.
- Human rights and gender expertise.
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Organisational, planning and project development skills.

<b>Position Name:</b> Strategic Adviser (LO1)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-115 SOM-116	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Hargeisa	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States :</b> Yes

### 1. Reporting Line

The Strategic Adviser reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the Legal Advisers, Justice Advisers, Maritime and Police Advisers.
- To take a strategic view across and beyond the Mission, ensuring alignment with priorities, identifying gaps, opportunities and challenges, and making links between policy areas.
- 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 counterparts in a structured manner.
- To build capacity in the Mission to think strategically and to make and deliver effective.
- To assist in guiding the work of the Mission by the creation of goals and how to get there.
- To undertake short sharp projects to develop new policy ideas in response to changing priorities and/or tackle cross-cutting policy problems.
- To support activity across all lines of operations.
- To be embedded with a local institution/Ministry, security permitting.
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To complete research and assess the performance of Somaliland's maritime governance mechanisms and Institutions.
- To mentor and advise the Somaliland authorities on developing the governance of maritime civilian law enforcement to assist the Somaliland counterparts to improve the outcomes of their organization for the future.
- To support the development and the implementation of comprehensive strategies and mechanisms for the governance of civilian maritime law enforcement authorities.
- To support Somaliland civilian maritime law enforcement institutions and Ministries to set and maintain the strategic direction and priorities for the department.
- To advise on implementation of SMRSS.
- To advise authorities of Internal Security, Justice, Attorney General or equivalent on the development and implementation of the maritime security strategy as defined in the National Security Policy.
- To contribute to the definition of clear competencies between civilian maritime law enforcement agencies, line ministries and other relevant actors at the federal and member states levels.
- To build strong working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management OR police and/or military equivalent and/or coast guard education or training and rank; AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience, of which at least 3 should be at management level.
- Experience in Security Sector/RoL Reform in a national or host state context.

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

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL.
- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation.
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

<b>Position Name:</b> Criminal Justice/Chain of Prosecution Adviser (LO2)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-117	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Garowe	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Criminal Justice/Chain of Prosecution Adviser reports to the Head of Field Office.

### 2. Main Tasks and Responsibilities

- To work in close cooperation with the Senior Legal Adviser, Legal Advisers and Police Advisers.
- To support the enhancement of cooperation and coordination in the conduct maritime crime investigations and prosecution between law enforcement agencies and prosecutors.
- To strengthen the first level of the criminal justice chain, excluding the correctional system.
- To advise local counterparts on legislation and best practices relevant to police/prosecutor cooperation particularly in the maritime sector.
- To liaise with other international actors.
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies.
- To advise on/provide sustainable legal training for law enforcement, judicial and other authorities.
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary and the civilian maritime law enforcement agencies.
- To ensure timely reporting and information flow on justice issues.
- To contribute to identify and report on lessons and best practices within the field of criminal justice, with particular reference to maritime related crime.
- To conduct legal research as necessary.
- To support Legal advisers in the drafting of legislation, as appropriate.
- To support activity across all lines of operations.
- To be embedded with a local institution/Ministry, security permitting.
- To participate as required in duty trips in the area of operations of the Mission, including other high-risk areas.
- To undertake any other related tasks as requested by the Line Managers

### 3. Mission Specific Tasks and Responsibilities

- In close coordination with the Mission's operational components, to advise on the promotion of criminal justice aspects in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance including IUU fishing among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan.
- To mentor and advise the Somali judiciary authorities and civilian maritime law enforcement agencies staff, to build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices.
- To monitor and analyse the justice situation in the host state.
- To liaise with and advise the host state justice authorities and relevant security sector reform actors.



#### **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 equivalent and attested police or/and military education or training or an award of an equivalent rank.
- The qualification should be in Law or other relevant field AND
- After having fulfilled the education requirements, a minimum of a minimum of 5 years of relevant professional experience.
- 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**

- Mentoring or legal training experience.
- Knowledge of constitutional law, human rights law or maritime law.
- Practical understanding of legal reform process.
- Experience in criminal justice reform either domestically or internationally
- International experience, particularly in crisis areas with multinational and/or international organizations.
- Strong communication skills including capacity to effectively mentor legal professionals.

<b>Position Name:</b> Legal Adviser (LO2)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-119	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Garowe	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Legal Adviser reports to the Head of Field Office Puntland/Senior Police Adviser.

### 2. Main Tasks and Responsibilities

- To assess local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN.
- To advise the Head of Component/Unit regarding identified host state needs and recommended support by the Mission.
- To be embedded with a local institution/Ministry, security permitting.
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements.
- To support host state authorities as directed by the Head of Component.
- In coordination with the Mission's Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field.
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance.
- To contribute to Mission induction training of Mission personnel as required.
- To identify and report on lessons and best practices within the field of responsibility.
- To perform any other task as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To analyse, assess and advise on legislative frameworks governing the justice system in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance including IUU fishing and, as necessary, give expert recommendations.
- To contribute to the drafting of legislation in supporting effective maritime civilian law enforcement.
- To support the development of legal drafting capabilities by mentoring, advising and training.
- To mentor and advise the Puntland judiciary authorities and maritime law enforcement agencies, to build strong working relationships with justice system actors and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices.
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and relevant legal professionals.

### 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 Law AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience, as a practicing 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**

- Admission to the Bar in home or residential jurisdiction.
- Extensive experience as a practicing lawyer.
- Mentoring or legal training experience.
- Human rights and gender expertise.
- Knowledge of constitutional law, human rights law or maritime law.
- Practical experience as a legal professional including in legal reform, either in legislative drafting matters or as a practitioner at a criminal court (as a judge, prosecutor, defence lawyer), legal expert in the Ministry of Justice, Parliament, Government or similar.
- Strong understanding of the criminal justice process and function of the different actors.
- Practical experience and understanding of the legal reform process.
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position:</b> Senior Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-122	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ Mogadishu	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Press and Public Information Office reports to the Head of Mission/Deputy Head of Mission.

### 2. Main Tasks and Responsibilities

- To act as the Mission's main spokesperson and to communicate the work of the Mission to the public.
- To lead, direct and manage the work and staff of the Press and Public Information Office (PPIO).
- To supervise the Press and Public Information budget and procurement processes as well as all contract/tender/designs for Mission visibility items.
- To draft if necessary, keep under review, and implement the Strategic Communications Plan of the Mission.
- To organise and conduct press conferences, briefings and other media events.
- To cover the media aspects of high-level visits as well as supervise and coordinate arrangements for visiting journalists/media.
- To supervise the development and maintenance of an effective Mission website and, if relevant, social media platforms.
- To supervise the drafting of press releases, public statements, articles and features, and to seek clearance from the HOM's office if appropriate. To co-ordinate same with other EU actors in theatre if appropriate.
- To ensure coordination with the press offices of other EU actors in the host state.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To liaise with the EU HR/VP Spokesperson Office and the EEAS Strategic Communication Division.

### 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 Communication Sciences, Political Science, International Relations or Business Administration; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience with at least 3 years of experience at management level.
- Experience as a spokesperson and institutional communication.

### 5. Desirable Qualifications and Experience

- Experience running media and outreach campaigns.
- Experience in planning and implementing projects.

## SECONDED/CONTRACTED POSITIONS

<b>Position:</b> Project Cell Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> SOM-030	<b>Location:</b> Mogadishu	<b>Availability:</b> 10/06/2017
<b>Component/Department/Unit:</b> Planning and Evaluation Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Project Cell Coordinator Cell reports to the Head of Planning and Evaluation Department.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Project Cell's tasks in accordance with the OPLAN and relevant planning documents.
- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders.
- To assist the Mission's operational component and unit heads in project planning and development and coordinate the implementation of the Mission's projects with other stakeholders.
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in cooperation with operational component and unit heads and Mission's Finance Office.
- In close coordination with the Mission's Coordination and Cooperation Capability, to establish and maintain contacts with International Organizations and NGOs to identify potential project partners and funding.
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and proper administration accordance with EU regulations.
- Upon project completion, to ensure that post-project reporting and evaluation have been completed.
- To maintain and develop project management procedures.
- To develop best practices on project management, make training recommendations and record lessons learned.
- To undertake any other tasks as required by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

#### 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 Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management.
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience with at least 3 years of experience at management level.
- A minimum of 1 year of experience in planning, implementation and evaluation of projects (such as development cooperation).

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

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent.
- Experience in Security Sector/RoL reform in a national or host state context.
- Familiarity with the EU Financial Regulations.

<b>Position:</b> Information Security Officer	<b>Employment Regime:</b> Secoded/Contracted	<b>Post Category:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-034**	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Information Security Officer reports to the Senior Mission Security Officer (SMSO).

### 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 develop and to ensure application of relevant Standard Operating Procedures for secure information handling, and all other communications issues – particularly in relation to Security Operating Procedures for Mission classified information systems - in accordance with the provisions of the Council Security Regulations.
- To liaise in conjunction with the SMSO, Chief of CIS and with the European External Action Service (EEAS) Security Office for information security issues and especially in case of incidents
- To provide input and assessment of existing and future IT infrastructure and application architecture from a security perspective.
- To assume responsibilities as the Crypto Custodian for the Mission, including:
  - Ensuring registration, protection and transfer of accountable security items (crypto devices, smartcard, keys, etc.).
  - Informing immediately the EU Crypto Custodian (within DGA5-SSICS) in case of compromise or suspicion of compromise.
- To be the Mission focal point for information security compromise or suspicion of compromise.
- To report to the SMSO any IT security related incidents.
- To be the Mission focal point for Data Protection issues.
- To develop awareness with regard to IT security for the Mission staff.
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements).
- To advise and monitor the vulnerability detection and remedial efforts and oversee vulnerability testing.
- To advise and monitor the institution's policies on anti-SPAM, anti-virus, anti-spyware, and other "malware" protection.
- To undertake other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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 equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience.

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

- Experience in developing and administrating an information security program.
- Ability to analyse and interpret general business periodicals, professional journals, technical procedures, or Mission regulations.
- Good knowledge of key information security principles and best practices and professional experience in the activities, responsibilities, processes and documentation required to maintain a security management system or program.
- Technical knowledge of information technology and security issues.
- Knowledge of EU information security standards and formal accreditation processes international experience, particularly in crisis areas with multi-national and international organisations.
- Certification such as CISSP or any other international relevant certification in the field; forensic or malware analysis certification would be an asset.
- Experience using methodology such as EBIOS, PILAR, CRAMM and implementing risk assessment recommendation using any other international relevant methodology in the field.



<b>Position:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-040 SOM-042	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Département/Unit:</b> Mission Support/Procurement	<b>Security Clearance Level:</b> EU CONFIDENTIAL 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 Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract).
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures.
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission.
- To undertake any other related tasks as requested by the line managers.

### 3. Mission Specific Tasks and Responsibilities

- Works in close cooperation with the requesting units on the procurement related aspects of the implementation of the Mission's mandate and activities, including the supervision on both Technical Specifications and Terms of Reference's drafting.
- Assists in the development of internal Mission procurement procedures.

### 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; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, preferably in the field of procurement.

### 5. Desirable Qualifications and Experience

- Experience in financial management of tendering processes and audits, preferably including EU procedures.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.

<b>Position:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level
<b>Ref. number:</b> SOM-045	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL 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; communicating and coordinating 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, give 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 Managers.

### **3. Mission Specific Tasks and Responsibilities**

- More specifically related to duty trips and travels.
- Keeps updated the Travel Office activities records with regards to the procured air tickets and hotel bookings.
- Provides applicable arrangements and bookings for duty travels (travels and accommodation) in accordance with the Mission's SOP's and the Guide to missions for officials and other servants of the European Commission.
- Provides information to staff on the most direct and economical routes and plans routings and itineraries accordingly and inform staff on available possibilities and offers.
- Calculates and verifies airfares, accommodation entitlements, terminal/visas expenses, daily subsistence allowance for staff travelling on missions, etc.
- Liaises with airline companies, travel agencies and hotels for all booking and billing-related issues.

### **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 Social Sciences (e.g. Sociology, Psychology, Human Resources management, International Relations, Economics, Public administration, etc.) or Business Administration; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in the field of Human Resources.

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

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

<b>Position:</b> Financial and Administration Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level
<b>Ref. Number:</b> SOM-046	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office Hargeisa/ Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Financial and Administration Officer reports to the Head of Operations in coordination with Head of Mission Support.

### 2. Main Tasks and Responsibilities

- To ensure the sound and effective financial management, including the preparation of the budget and follow-up of its implementation.
- To develop policies for the imprest accounts, in close cooperation with the authorising, and the accounting officer.
- To define procedures for the imprest accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system.
- To verify the legality, the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments).
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery.
- To implement audit recommendations and ensure 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 (running and archived) and of transactions.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all relevant actors (Banks etc.) under the supervision of the Chief of Finance (CoF).
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To undertake administrative, human resources and procurement tasks in the Field Office.
- To identify needs of goods and/or services required for improving the efficiency of the unit and to define them technically for procurement.
- To develop policies for the control of the Field Office's finances, in close cooperation with the financial controller.

### 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 or/and military education or training or an award of an equivalent rank.
- The qualification should be in any of the fields of Audit, Accounting, Business Administration, Economics, Finance or other relevant subject AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience in the field of finance, budget or business administration.
- Proven knowledge of accounting software.

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

- Ability to operate computerised European accounting systems.
- Professional accounting/audit certification.
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions.

<b>Position:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level
<b>Ref. number:</b> SOM-047	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> 01/07/2017
<b>Component/Department/Unit:</b> Mission Support/HRO	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<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; communicating and coordinating 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 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 Managers.

### **3. Mission Specific Tasks and Responsibilities**

- Ensures the correct preparation and timely submission of the monthly payrolls.
- Ensures the timely and correct administration of other financial entitlements of staff, such as reimbursement of duty trips, temporary reallocations, home travel reimbursement, etc.
- Drafts memos on issues related to the Payroll and to the Travel Management Services tasks.

### **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 Social Sciences (e.g. Sociology, Psychology, Human Resources management, International Relations, Economics, Public administration, etc.) or Business Administration AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in the field of Human Resources.

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

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

<b>Position:</b> Logistics Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support-Management Level
<b>Ref. number:</b> SOM-050	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Logistics Officer reports to the Chief of General Support Services.

### 2. Main Tasks and Responsibilities

- To assist the Chief GSS to identify, plan, analyse, design, programme and implement all aspects of logistical needs of the Mission, in cooperation and coordination with relevant Units.
- To coordinate and manage the distribution and allocation of all logistical resources, as directed, ensuring systems are in place for continuous service, replacement and repair as necessary.
- To assist the Chief GSS in the production of reports concerning logistical issues, products and services, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines where necessary.
- To initiate, including the preparation of Scope of Work, tender processes and participate as appropriate in procurement processes for logistics goods and services and, as required, for other Mission's goods or services.
- To assist in administering and managing contracts, including requisitioning and follow up on the process, followed by quality control and quality assurance, accounting and invoicing verification.
- To assist non-technical units in preparation of specifications of items to be procured.
- To plan and coordinate resources during relocations of buildings, office space and closing down of Mission premises.
- To support and monitor logistics stores within the Mission as directed.
- To manage analysis and performance monitoring of all the items in stock at the warehouses and stores, ensuring accountability and proper tracking mechanisms and documentation trails.
- To ensure that at all times an inventory of items in stock is checked and updated and distributed as necessary; to ensure accuracy of statistics, making sure anomalies are identified and addressed in close cooperation with inventory management.
- To coordinate the write off and disposal procedures of the Mission assets.
- To support and monitor logistics stores as directed the Line Manager to ensure that the European warehousing and work health and safety standards are adhered to.
- 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 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 provide advice, support and train Mission staff on transport related matters and guidelines.
- To assist the Chief of GSS 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 Managers.

### **3. Mission Specific Tasks and Responsibilities**

- To oversee and actively manage the Mission's receiving and inspection process, storage and issuing of items from various stores.
- To follow the use of armoured vehicles.

### **4. Essential Qualifications and Experience**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank.
- The qualification should be in any of the fields of Transport, Logistics, Automotive Engineering, Administration or other relevant subject; AND
- After having fulfilled the education requirements, a minimum of 4 years relevant professional experience, in the field of Transport, Logistics, Automotive Technology, Engineering, and Supply Chain Management.

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

- Proficiency in use of standard maintenance related software and data entry processes, knowledge of logistics databases and inventory procedures.
- Extensive knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management.
- Certification in an international project management methodology (e.g. ILS "Integrated Logistic Support", PRINCE2).
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position:</b> Chief of Communication & Information Systems (CIS)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert
<b>Ref. number:</b> SOM-052	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Chief of CIS reports to the Head of Mission Support Department.

### 2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the CIS Unit.
- To advise the Head of Mission Support on the development and implementation of CIS strategy, and on CIS operational matters affecting the Mission.
- To set the overall direction for technology for the Mission through strategic planning and developing multi-year work plans for the CIS Department in alignment with organisational technology needs.
- To establish and monitor the CIS departmental budget to maintain operational capabilities and ensure a continuing evolution of technology implementation.
- To establish and maintain strategic service provider partnerships to provide best-in-class services to the Mission, and optimize costs of services through a mix of internal and external resources.
- To coordinate all information technology activities and services, including Service Management Services, Information Systems Services, Systems Administration Services, Network Services, Regional Support Services, and Communications in the Mission.
- To ensure the implementation and monitoring of information systems security measures to safeguard the Mission's critical data and systems from cyber threats.
- To manage contracts and vendor relations with regard to outsourced and procured goods and services, including hardware and software, network connectivity services, satellite communication services, internet services, telephony services, and expert consultancies and external support services.
- To undertake any other related tasks as required by the Line Manager.

### 3. Mission Specific Tasks and Responsibilities

- Relevant experience in communication information networks and information management systems;
- Projects run in C language, SQL server, Linux:
- Knowledge of ISO 27X, BS 7799, RFC 326x:
- Experience in database installation and support for IPBX-pABX, ASTERISK platforms and LINUX programming skills;
- Experience on drafting procedures for the use and management of computer systems and networks, including information security

### 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, Information Technology, Computer Science, Communications, 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 in management level, including managing diverse technical teams of national and international specialists, e.g. communications, information systems, and information technology
- Extensive knowledge of current technologies for information systems, networking systems, and communication systems; and industry best practices in IT strategy and governance.
- Experience in radio and satellite communication technology solutions.

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

- Experience with international public procurement procedures, in particular with applicable EC/EU rules and regulations.
- Certified training in industry best practices for IT service management (e.g. ITIL), IT governance (e.g. COBIT), and project management (PRINCE2, PMP).
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs.
- Extensive knowledge of organisational technology needs and solutions, with proven ability to communicate to end-users as well as IT and communications specialists.
- International experience, particularly in crisis areas with multinational and/or international organizations.

<b>Position Name:</b> CIS Assistant	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support-Assistant Level
<b>Ref. Number:</b> SOM-058 SOM-059	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The CIS Assistant reports to the Chief of CIS.

### 2. Main Tasks and responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- 1<sup>st</sup> level end-user support in Windows 7 and Windows 10 environment.
- Maintenance of end-user hard- and software.
- Ethernet infrastructure cabling and maintenance.
- WIFI implementation and maintenance.
- SAT-Phone maintenance.
- Maintenance of handheld radios in collaboration with the Regional Comms Assistant.
- Implementation of (mobile) VSAT services in collaboration with the Regional Comms Assistant.

### 4. Essential Qualifications and Experience

- Level of secondary education attested by a diploma giving access to post-secondary education and relevant specialized training.
- After having fulfilled the above requirement, at least 3 years of relevant and proven full-time professional experience in Information and Communication Technology support and implementation.
- Expert knowledge of client administration in Windows environments and demonstration of expert technical skills and hands-on experience in troubleshooting of related information systems issues.
- Expert knowledge of Ethernet infrastructure tasks.
- Expert knowledge of WIFI network implementation and administration.
- Expert knowledge of Microsoft Office 2010 applications and related troubleshooting.
- Expert level of problem solving and analytical ability to analyse complex information systems requirements and configurations.
- Basic technical knowledge of radio systems (handheld).

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

- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Good understanding of the political, cultural and security situation of the Region.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Works methodically, accurately and with attention to details as well as to tight deadlines.
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.
- Knowledge of Linux systems.
- Knowledge of Satcom phone systems.
- Knowledge of VoIP systems.

<b>Position:</b> Financial and Administration Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support– Management Level
<b>Ref. Number:</b> SOM-073	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> MHQ/Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line

The Financial and Administration Officer reports to the Head of Operations in coordination with Head of Mission Support.

### 2. Main Tasks and Responsibilities

- To ensure the sound and effective financial management, including the preparation of the budget and follow-up of its implementation.
- To develop policies for the imprest accounts, in close cooperation with the authorising, and the accounting officer.
- To define procedures for the imprest accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system.
- To verify the legality, the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments).
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery.
- To implement audit recommendations and ensure 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 (running and archived) and of transactions.
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all relevant actors (Banks etc.) under the supervision of the Chief of Finance (CoF).
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

- To undertake administrative, human resources and procurement tasks in the MHQ in Mogadishu.
- To identify needs of goods and/or services required for improving the efficiency of the unit and to define them technically for procurement.
- To develop policies for the control of the MHQ Mogadishu's finances, in close cooperation with the financial controller.

### 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 or/and military education or training or an award of an equivalent rank.
- The qualification should be in any of the fields of Audit, Accounting, Business Administration, Economics, Finance, Law or other relevant subject AND

- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience in the field of finance, budget or business administration.
- Proven knowledge of accounting software.

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

- Ability to operate computerised European accounting systems.
- Professional accounting/audit certification.
- International experience, particularly in crisis areas with multinational and international organisations.
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions.

<b>Position Name:</b> Mission Security Assistant	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support-Assistant Level
<b>Ref. Number:</b> SOM-082	<b>Location:</b> Mogadishu/Nairobi	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Security Officer (MSA) reports to the Senior Mission Security Officer (SMSO).

### 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 and procedures.
- To assess the security situation and provide input to all security related documents.
- To assist in security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- To assist and participate in regular security drills, communication tests and evacuation exercises.
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities.
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission.
- To assist the SMSO in reviewing the security level and state of alert.
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services.
- To provide assistance and appropriate response to mission members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To travel to high risk areas and to conduct security duties.
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

### 3. Mission Specific Tasks and Responsibilities

### 4. Essential Qualifications and Experience

- Level of secondary education attested by a diploma AND either relevant specialised training (Military, Police, UN courses) OR relevant professional experience of 8 years counted from the date of award of a secondary education diploma.
- The above mentioned secondary education must be in at least one of the following fields of expertise:



- Security management or business administration, political/social or science or international relations with focus on security management.
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets or proven experience within a Member State Tier One or Tier two Special Operations Force.
- Validated license for armoured vehicle or civilian driving license class C
- Firearms trained.

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

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Excellent knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Previous work experience in the region.
- Successful completion of EU Mission Security Officer Certification Course.
- Previous international experience in CSDP Missions or multi-national/international organisations.

<b>Position Name:</b> Mission Security Assistant	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support-Assistant Level
<b>Ref. Number:</b> SOM-084	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Security Officer (MSA) reports to the Senior Mission Security Officer (SMSO).

### 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 and procedures.
- To assess the security situation and provide input to all security related documents.
- To assist in security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- To assist and participate in regular security drills, communication tests and evacuation exercises.
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities.
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission.
- To assist the SMSO in reviewing the security level and state of alert.
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services.
- To provide assistance and appropriate response to mission members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To travel to high risk areas and to conduct security duties.
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

### 3. Mission Specific Tasks and Responsibilities

### 4. Essential Qualifications and Experience

- Level of secondary education attested by a diploma AND either relevant specialised training (Military, Police, UN courses) OR relevant professional experience of 8 years counted from the date of award of a secondary education diploma.
- The above mentioned secondary education must be in at least one of the following fields of expertise:

- Security management or business administration, political/social or science or international relations with focus on security management.
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets or proven experience within a Member State Tier One or Tier two Special Operations Force.
- Validated license for armoured vehicle or civilian driving license class C
- Firearms trained.

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

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Excellent knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Previous work experience in the region.
- Successful completion of EU Mission Security Officer Certification Course.
- Previous international experience in CSDP Missions or multi-national/international organisations.

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support–Management Level
<b>Ref. Number:</b> SOM-098	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

### 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 the European Union:

- To ensure security surveys of Mission Members' personal protective security requirements, transport security, residential and office security as appropriate.
- To ensure that all security and communications equipment is kept in a state of operational readiness.
- To conduct regular security drills, communication tests and evacuation exercises.
- To provide briefings and presentations on matters affecting the security and safety of Mission Members and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission Members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

#### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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 equivalent and attested police or/and military education or training or an award of an equivalent rank.
- The qualification should be in Security management or business administration, political/social or science or international relations with focus on security management or other relevant subject; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience.
- Validated license for armoured vehicle or civilian driving license class C.

#### 5. Desirable Qualifications and Experience

- Excellent organisational, planning, and time-management skills.
- 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.
- Firearms trained.
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.

- 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.
- Resilience under mental pressure and willingness to work extra hours when required.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel).

<b>Position Name:</b> Mission Security Assistant	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support-Assistant Level
<b>Ref. Number:</b> SOM-099	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Security Officer (MSA) reports to the Senior Mission Security Officer (SMSO).

### 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 and procedures.
- To assess the security situation and provide input to all security related documents.
- To assist in security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- To assist and participate in regular security drills, communication tests and evacuation exercises.
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide reports to the SMSO on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities.
- To produce briefings and presentations relating to his/her sphere of work for the benefit of the Mission.
- To assist the SMSO in reviewing the security level and state of alert.
- To assist the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services.
- To provide assistance and appropriate response to mission members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To travel to high risk areas and to conduct security duties.
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

### 3. Mission Specific Tasks and Responsibilities

#### 4. Essential Qualifications and Experience

- Level of secondary education attested by a diploma AND either relevant specialised training (Military, Police, UN courses) OR relevant professional experience of 8 years counted from the date of award of a secondary education diploma.
- The above mentioned secondary education must be in at least one of the following fields of expertise:

- Security management or business administration, political/social or science or international relations with focus on security management.
- The above mentioned professional experience must be acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets or proven experience within a Member State Tier One or Tier two Special Operations Force.
- Validated license for armoured vehicle or civilian driving license class C
- Firearms trained.

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

- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Excellent knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Previous work experience in the region.
- Successful completion of EU Mission Security Officer Certification Course.
- Previous international experience in CSDP Missions or multi-national/international organisations.

<b>Position:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support–Management Level
<b>Ref. Number:</b> SOM-105	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Office of the Head of Mission/ Mission Security	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Senior Mission Security Officer (SMSO).

### 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 the European Union:

- To ensure security surveys of Mission Members' personal protective security requirements, transport security, residential and office security as appropriate.
- To ensure that all security and communications equipment is kept in a state of operational readiness.
- To conduct regular security drills, communication tests and evacuation exercises.
- To provide briefings and presentations on matters affecting the security and safety of Mission Members and to ensure all staff is properly prepared for emergencies.
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security.
- To provide assistance and appropriate response to Mission Members and to ensure that all necessary actions are taken, particularly in emergency cases.
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas.
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities

#### 4. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification 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 equivalent Police/Military education or training attested by a diploma or a rank of 2<sup>nd</sup> Lieutenant/1<sup>st</sup> Lieutenant or equivalent. The qualification should be in Security management or business administration, political/social or science or international relations with focus on security management or other relevant subject; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.
- Validated license for armoured vehicle or civilian driving license class C.

#### 5. Desirable Qualifications and Experience

- Excellent organisational, planning, and time-management skills.
- 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.
- Firearms trained.
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.



- 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.
- Resilience under mental pressure and willingness to work extra hours when required.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel).

<b>Position Name:</b> CIS Assistant	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support/Assistant Level
<b>Ref. Number:</b> SOM-120	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The CIS Assistant reports to the Chief of CIS.

### 2. Main Tasks and responsibilities

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

### 3. Mission Specific Tasks and Responsibilities

- 1<sup>st</sup> level end-user support in Windows 7 and Windows 10 environment.
- Maintenance of end-user hard- and software.
- Ethernet infrastructure cabling and maintenance.
- WIFI implementation and maintenance.
- SAT-Phone maintenance.
- Maintenance of handheld radios in collaboration with the Regional Comms Assistant.
- Implementation of (mobile) VSAT services in collaboration with the Regional Comms Assistant.

### 4. Essential Qualifications and Experience

- Level of secondary education attested by a diploma giving access to post-secondary education and relevant specialized training.
- After having fulfilled the above requirement, at least 3 years of relevant and proven full-time professional experience in Information and Communication Technology support and implementation.
- Expert knowledge of client administration in Windows environments and demonstration of expert technical skills and hands-on experience in troubleshooting of related information systems issues.
- Expert knowledge of Ethernet infrastructure tasks.
- Expert knowledge of WIFI network implementation and administration.
- Expert knowledge of Microsoft Office 2010 applications and related troubleshooting.
- Expert level of problem solving and analytical ability to analyse complex information systems requirements and configurations.
- Basic technical knowledge of radio systems (handheld).

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

- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Good understanding of the political, cultural and security situation of the Region.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Works methodically, accurately and with attention to details as well as to tight deadlines.
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.
- Knowledge of Linux systems.
- Knowledge of Satcom phone systems.
- Knowledge of VoIP systems.