

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Niger (EUCAP Sahel Niger) 2-2017 CRT Call for Contributions				
Organisation:	EUCAP Sahel Niger			
Job Location:	Niamey			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.*:	Name of the Post:	Location:	Availability:
	<u>Seconded CRT</u>			
	CRT 02	Logistic Officer	Niamey	ASAP
Deadline for application:	Wednesday 15th March 2017 at 17:00 (Brussels time)			
E-Mail Address to send the Application Form to:	cpcc.crt@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Ms Béatrice Neven cpcc.crt@eeas.europa.eu +32 (0)2 584 35 74			

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

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

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

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

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

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

A. Essential Requirements

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

Citizenship – Citizenship of an EU Member State.

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

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

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

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

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

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

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

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

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

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

B. Desirable Requirements

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

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

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

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

C. Essential Documents and Equipment for Selected Candidates

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

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

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

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

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

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

D. Additional Information on the Selection Process

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

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

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

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

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

E. Additional Information

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

F. Job Descriptions

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

SECONDED POSITION

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

1. Reporting Line:

The Logistics Officer reports to the Chief of Logistics.

2. Main Tasks and Responsibilities:

- To apply general logistics policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies.
- To provide logistical support to all Mission personnel in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.
- To coordinate and manage the distribution and reallocation of all logistical resources provided for the Region, ensuring systems in place for replacement and repair.
- To coordinate the provision of material and office space.
- To perform tasks related to building management, such as coordinate projects related to premises, construction, furniture, etc.
- To build and keep updated the inventory of assets.
- To be responsible for the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy.
- To identify needs of goods and/or services specifically required for its area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services.
- To assist in managing and maintaining a comprehensive database of expendable and non-expandable items.
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.
- To draft specifications for issuing tenders related to his/her area of responsibility.
- To undertake any other related tasks as requested by the Line Managers.

3. Mission Specific Tasks and Responsibilities:

- To liaise and cooperate on logistics and procurement issues with relevant actors between the Field Office and Mission HQ in Niamey.
- To coordinate the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications and other relevant fields.
- To liaise with international and national freight forwarders.
- To coordinate logistics, support facility management, transportation and fuel supply, asset and services management in a way that effectively and efficiently contributes to the reaching of the overall objective of the Mission.
- To liaise with the procurement unit in Mission HQ in Niamey, he/she compiles all types of correspondence and documents to ease up the procurement workload in the Mission HQ
- To keep an updated, accurate and comprehensive inventory system in coordination with the Logistics unit in Mission HQ Niamey.

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. The qualification should be in any of the fields of Transport, Logistics, Automotive Engineering, Administration or other relevant fields; AND

5. Essential Knowledge, Skills and Abilities:

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Good awareness of different product and services markets and industrial business networks;
- Ability to perform under stress and in difficult circumstances;

6. Desirable Qualifications and Experience:

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

7. Language Skills:

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