EUROPEAN EXTERNAL ACTION SERVICE



Annex 1 - Requirements and Job Descriptions

		European Union CSDP Mission in Niger (EUCAP Sahel Niger) 3-2017 Extraordinary Call for Contributions			
Organisation:	EUCAP Sahel Niger				
Job Location:	Niamey and Agadez				
Employment Regime:	As indicated below				
	Ref.:	Name of the Post:	Location:	Availability:	
	Seconded (3 positions)				
Job Titles/	NI 22	Head of Technical Competencies Unit	Niamey	24 Oct 2017	
Vacancy Notice:	NI 46	Head of Migration Unit	Niamey	17 Nov 2017	
	AG 02	Deputy Head of Field Office	Agadez	ASAP	
	Seconded/Contracted (1 position)				
	AG 16	Team Leader - Mission Security Officer	Agadez	ASAP	
Deadline for application:	Friday 15 September 2017 at 17:00 (Brussels time)				
E-Mail Address to send the Application Form to:	<u>eeas-cpcc-eucap-niger@eeas.europa.eu</u> or <u>https://goalkeeper.eeas.europa.eu/registrar/</u> (for candidates seconded by EU Member States)				
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Aurel Hariton aurel.hariton@ext.eeas.europa.eu +32 (0)2 584 69 04				

EUCAP Sahel Niger bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

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

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

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

Tour of Duty/Contract Period – Subject to the adoption of another Council Decision 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 Sahel Niger, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – The candidates must have 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.

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.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

1. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework $(EQF)^1$, or equivalent, at a level specified in the individual job descriptions.

2. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

3. Skills and abilities

*Language Skills*² – Spoken and written proficiency in the working language 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.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

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

Driving Skills – 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.

II.B Desirable Requirements

Knowledge of the Mission area – 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, as applicable.

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), depending on the job tasks and responsibilities.

Driving Licence - Category C driving licence.

¹ <u>https://ec.europa.eu/ploteus/content/descriptors-page</u>

² Common European Framework of References for Languages

III. 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, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

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 LIMITE/LIMITED until the issuance of their national security clearance.

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

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

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

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.

N.B 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.

Personal Data protection - The EEAS and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The privacy statement on Meetings and Events is available on the EEAS website> Privacy Statements.

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

SECONDED POSITIONS (3)

Position Name: Head of Technical Competencies Unit	Employment Regime: Seconded	
Ref. Number:	Location:	Availability:
NI 22	Niamey	24 Oct 2017
Component/Department/Unit:	Security Clearance	Open to Contributing Third
Operations Department/	Level:	States:
Technical Competencies Unit	EU SECRET	No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To identify the target audience for the Penal Procedure training courses;
- To deliver training as required;
- To implement training evaluation process for each activity;
- To facilitate cooperation between the strategic, operational and tactical levels;
- To coordinate with the others senior officers respectively in charge of each objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To report to the Head of Operations on the consistency, complementarity and sustainability of the programs.

4. Essential Qualifications and Experience:

• Successful completion of university studies of at least 4 years attested by a diploma <u>OR</u> a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework <u>OR</u> a qualification of the second cycle under the framework

of qualifications of the European Higher Education Area, e.g. Master's Degree <u>OR</u> equivalent and attested police or/and military education or training or an award of an equivalent rank; <u>AND</u>

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at a management level;
- Experience in change management, management and implementation of reform programmes.

5. Essential Knowledge, Skills and Abilities:

(to be assessed during the interview and/or with written tests)

- Knowledge of continental legal system and French inspired criminal procedure;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

• Highly resilient under mental pressure and willingness to work extra hours when required.

Position Name: Head of Migration Unit	Employment Regime: Seconded	
Ref. Number:	Location:	Availability:
NI 22	Niamey	17 Nov 2017
Component/Department/Unit:	Security Clearance	Open to Contributing Third
Operations Department/	Level:	States:
Technical Competencies Unit	EU SECRET	No

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

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

3. Mission Specific Tasks and Responsibilities:

- To strengthen the partnership with Nigerien authorities to support the implementation of migration and border management strategies and a national plan in the field of the fight against human-trafficking.
- To support the set-up of coordination and cooperation mechanisms between the security actors;
- To analyse the existing migration and border management arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and recommends migration and border management strategic operational orientations;
- To provide advice, in his/her remit, on the possible improvements of the skills and performance of the local officers;
- To develop curricula in order to implement migration/border management strategies/doctrines in his/her remit (law enforcement);
- To coordinate with the others senior officers respectively in charge of each objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To report to the Head of Operations on the consistency, complementarity and sustainability of the programs;

- To contribute to the Mission's coordination with EUBAM Libya and EUCAP Sahel Mali, with a view to identifying and putting in place possible joint activities in the fields of border security, migration and fight against human-trafficking;
- To implement training evaluation process for each activity.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma <u>OR</u> a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework <u>OR</u> a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree <u>OR</u> equivalent and attested police or/and military education or training or an award of an equivalent rank; <u>AND</u>
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at a management level;
- Experience in change management, management and implementation of reform programmes.

5. Essential Knowledge, Skills and Abilities:

(to be assessed during the interview and/or with written tests)

- Knowledge of continental legal system and French inspired criminal procedure;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

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

7. Desirable Knowledge, Skills and Abilities:

• Highly resilient under mental pressure and willingness to work extra hours when required.

Position Name: Deputy Head of Field Office	Employment Regime: Seconded	
Ref. Number:	Location:	Availability:
AG 02	Agadez	As soon as possible
Component/Department/Unit:	Security Clearance	Open to Contributing Third
Operations Department/	Level:	States:
Field Office	EU SECRET	No

1. Reporting Line:

The Deputy Head of Field Office (FO) reports to the Head of Field Office.

2. Main Tasks and Responsibilities:

- In the absence of the Head of the Field Office:
- To lead, direct and manage the work and staff of the Field Office in accordance with the Mission's OPLAN and relevant planning documents;
- To ensure that Mission Staff Members of the FO contribute to identify and report lessons learned and best practices within their respective area of responsibility;

And at all other times:

- To support the FO's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the FO AoR;
- To support 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;
- In coordination with the Mission's Coordination and Cooperation Component (if applicable), to coordinate/cooperate and/or supervise the coordination/cooperation of the FO's staff members as appropriate with local authorities at the relevant level as well as with local EU and international actors;
- To ensure that the Field Office Mission Members are periodically updated on Mission's mandate implementation progress;
- To ensure that Standard Operating Procedures (SOPs) are properly implemented within the Field Office;
- 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 AoR;
- To ensure, in coordination with the SMSO/MSO/FSO, that field office staff perform their work in a secure and safe environment, in the FO AoR;
- To undertake any other related tasks, as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To ensure reporting on alleged human rights violations and ensure that cases of alleged human rights violations are brought to the attention of local authorities and, if necessary, forwarded to relevant international organisations for further scrutiny and follow-up;
- To identify, in consultation with the HoOps at Mission HQ, confidence-building measures, particularly those for implementation in the FO AoR.

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 and/or military education or training or an aware of an equivalent rank; AND

• A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

(to be assessed during the interview and/or with written tests)

- Ability to use own initiative and make sound and timely decisions;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

• Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Team Leader - Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Expert
Ref. Number:	Location:	Availability:
AG 16	Agadez	As soon as possible
Component/Department/Unit:	Security Clearance	Open to Contributing Third
Operations Department/	Level:	States:
Field Office	EU SECRET	No

SECONDED POSITION (1)

1. Reporting Line:

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy), the Team Leader/Mission Security Officer reports to the Senior Mission Security Officer (SMSO) and works closely with the Head of Field Office Agadez.

2. Main Tasks and Responsibilities:

- To advise the Head of Field Office Agadez, Senior Mission Management and other components of the Mission on all security matters that affect the Mission, its assets, personnel and information;
- To manage and supervise the Mission's Security Office of Agadez, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support;
- To provide advice and assistance, and to implement measures related to security matters on all aspects the Mission's work, security and safety implications;
- To be responsible, in line with the SMSO and EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans);
- To be responsible, in line with the SMSO, for the protection of EU classified information (EUCI) within the Mission and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports in line with the SMSO of Niamey and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits providing timely advice and guidance to Mission members as required;
- To provide comprehensive security induction training to new Mission members as required;
- To liaise closely with the SMSO and to ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To monitor and assess the security situation and make security analyses, recommendations, and reports;
- To ensure that personal security advice is given to Mission staff as required;
- To ensure effective system of security reviews in relation to the Mission's property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in Agadez area, as well as with all other diplomatic representative offices, as available;

- To conduct or direct security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To alternate with the Mission Security Officer, the availability to deploy 24/7, to give security direction, to instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Administration and Finance Units in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment are kept up-to-date and in a state of operational readiness.

3. Mission Specific Tasks and Responsibilities:

- To liaise and maintain close coordination with Security Forces authorities in Agadez;
- To coordinate the deployment, support, training and daily tasks of the dedicated Nigerian armed security forces protection unit.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma <u>OR</u> a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework <u>OR</u> a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, <u>OR</u> equivalent and attested police or/and military education or training or an award of an equivalent rank; <u>AND</u>
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

(to be assessed during the interview and/or with written tests)

- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User);

6. Desirable Qualifications and Experience:

- Validated licence for armoured vehicles or Driving licence category C;
- 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;
- International experience, particularly in crisis areas with multi-national and international organisations (desirable);
- Ability to contribute creatively to the development of security policies and procedures;
- Organisational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Knowledge of the Mission area and potential security threats.