

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

### European Union Aviation Security Mission in South Sudan (EUAVSEC-South Sudan)

<b>Organisation:</b>	European Union Aviation Security Mission in South Sudan			
<b>Job Location:</b>	Juba			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b>			
	EUAVSEC 03	Head of Planning and Operations	Juba	ASAP
	EUAVSEC 17	Assistant to Head of Mission	Juba	ASAP
	EUAVSEC 19	Reporting Officer	Juba	ASAP
	<b><u>Seconded/Contracted</u></b>			
	EUAVSEC 06	Aviation Security Trainer	Juba	ASAP
	EUAVSEC 07	Airport Security Advisor	Juba	ASAP
	EUAVSEC 09	Head of Mission Support	Juba	ASAP
	EUAVSEC 11	Senior Procurement Officer	Juba	ASAP
	EUAVSEC 18	Human Resources Officer	Juba	ASAP
	EUAVSEC 20	Mission Security Officer	Juba	ASAP
	EUAVSEC 21	Procurement Officer	Juba	ASAP
	EUAVSEC 22	Finance Officer	Juba	ASAP
<b>Deadline for applications:</b>	<b>12 October 2012</b>			
<b>E-mail address to send the Job Application Form/CV:</b>	<b>eeas-cpcc-euavsec-south-sudan@eeas.europa.eu</b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,  <b>Mr. Jørn Laursen / cpcc.cfc@eeas.europa.eu</b>			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009). Personnel seconded from Third Contributing States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009).

**Contracted Personnel** – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract <sup>(1)</sup>. The employment contract with the Head of 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 candidates seconded by Member States.

**Tour of Duty/Contract Period** – Subject to the adoption of the Council Decision of the Mission mandate and approving the appropriate Financial Statement, the duration of the deployment should be of 12 months. The administrative posts will be reviewed once the preparatory phase of the Mission has been completed.

The Civilian Planning and Conduct Capability, CPCC, requests that Member/Contributing States propose candidates for the following international expert positions for the EUAVSEC South Sudan, according to the requirements and profiles described below:

#### **A. Essential requirements**

Member/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 a Member State of the European Union (EU), or of a Third Contributing State when foreseen for specific positions, and full rights as a citizen.

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self discipline within the Mission. Participants 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. The participants shall carry out their duties and act in the interest of the Mission.

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

**Flexibility and adaptability** – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

**Availability** – 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 the Mission.

**Physical and mental health** – 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 personnel should, in principle, be under the normal age of retirement in EU Member States.

**Ability to communicate effectively in English** – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

**Training** – eHest ( <https://ehest.consilium.europa.eu> ) or equivalent.

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

#### **B. Recommendable requirements**

**Knowledge of the EU Institutions** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy.

**Knowledge of South Sudan** – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

**Training and experience** – To have attended a Civilian Crisis Management Course or have participated in an CSDP Mission (desirable).

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<sup>1</sup> Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

**Language skills** – knowledge of local languages will be an asset.

### **C. Essential documents for selected candidates**

**Passport** – The participants must obtain a passport from the respective national authorities valid for at least 2 years.

**Visas** – Member States and Mission members 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.

**Security clearance required:** The selected candidate will have to be in possession of the necessary level of security clearance, according to every job description, when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations for the Mission area.

**Medical certificate** – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

**Driving license** – Be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). Category C driving license (desirable). Able to drive any 4-wheel drive vehicle.

### **D. Additional information on the selection process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC encourages Member/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 (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 short-listed 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 location for interviews, the Member State will bear any related costs.

**Information on the outcome** – Member/Contributing States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

### **E. 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 CONOPS/OPLAN.

## **Head of Planning and Operations (EUAVSEC 03)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Secret

### **Main Tasks**

Under the authority of the Head of Mission (HoM) through the co-ordinating supervision of the Chief of Staff (COS), the HPO:

- Is the primary advisor to the HoM within the remit of his/her functional competences and responsibilities.
- Supervises the Planning and Operations Department (POD), which includes the Aviation Security Advisory Unit; the Juba International Airport Mentoring Unit and the Training Unit.
- Deputizes COS functions during his/her absences.
- Ensures that mission operational activities are consistently planned and executed according to HoM's directions.
- Develops and periodically reviews the Mission Implementation Plan (MIP), follows up the execution of mission operational activities and to keeps track of mission benchmarking.
- Co-ordinates the mission's "project capability" aimed at providing minor infrastructural works, equipment and/or services necessary to address immediate small scale requirements in support of mandate implementation.
- Reports on the outputs and outcomes of POD activities.
- Ensures that the POD personnel is periodically updated on mission implementation progress as well as on the political and security situation of the mission area.
- Contributes to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Ensures close co-ordination and co-operation with relevant South Sudanese authorities as well as with the EU Delegation in Juba, ICAO, UNMISS, other international stakeholders and possibly NGOs according to operational requirements.
- Contributes to mission external reporting as required.
- Contributes to the induction training of new mission personnel as required.
- Ensures that the POD Units contribute to identify and report lessons and best practices within their respective fields of responsibility.
- Undertakes any other tasks assigned by the COS.

### **Qualifications and Experience**

- University degree in Management or other equivalent academic training relevant to the post. The possession of an ICAO or ECAC security management certification or equivalent is desirable.
- At least 10 years of experience at senior management level within the aviation security sector.
- Excellent organizational and co-ordinating skills. Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities and to plan and to exercise control over the conduct of activities.
- Excellent interpersonal and communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crises Management.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organizations, ideally in a operational management capacity;
- Knowledge of the region's history, culture and politics.
- Past work experience in Africa is desirable.
- Excellent level of written and spoken English.

## **Assistant to Head of Mission (EUAVSEC 17)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Secret

### **Main Tasks**

The Assistant to the HoM is under the direct guidance of the Head of Mission (HoM))

- Assists the HOM in his daily work.
- Arranges appointments and maintains HoM's calendar.
- Acts as visitors' officer - receives high-ranking visitors, organises programs and agendas of visits to EUAVSEC South Sudan.
- Places and screens telephone calls and answers queries with discretion.
- Places and screens email correspondence to HoM with discretion.
- Arranges 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.
- Organises in-country and regional travel (transport, accommodation, programmes, etc) for the HoM.
- Coordinates the agenda of the HoM with his Deputy.
- Drafts and distributes invitations for briefings, meetings.
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, speaking points, etc. for the HOM.
- Requests and summarises information and prepares briefing materials for the HoM, including documents for use with external agencies and interlocutors.
- Accompanies the HoM on trips to the regions when required.
- Keeps records of all correspondence.
- Drafts correspondence and ensures follow up.
- Keeps contact details of the HoM's interlocutors.
- Performs other tasks as required.

### **Qualifications and Experience**

- University degree at Bachelor's level in political or international affairs, economics, social sciences or relevant field (or equivalent police education)
- A minimum of six years of working experience in a relevant field of work.
- Experience in international organisations and an understanding of the regional context is highly desirable.
- Must be able to express ideas and concepts clearly and concisely in written and oral form.
- Excellent drafting, time and resource management, interpersonal and good computing skills.
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered missions would be an asset.
- Ability to work independently and harmoniously with colleagues and as part of a team.
- Works methodically, accurately and with attention to details as well as to tight deadlines; and, is used to work on a multitude of activities at the same time with limited supervision.
- Tact, discretion, self-confidence and diplomacy.
- Ability and willingness to work long irregular hours.
- Ability to perform under pressure.
- Excellent written and oral communication skills in English is essential.
- Ability and willingness to deploy to the field, sometimes on short notice.
- Proficiency in Microsoft software

**Reporting Officer**  
**(EUAVSEC 19)**

**Duty Station:** Juba, South Sudan

**Security Clearance:** EU Secret

The Reporting Officer reports to the DHOM/COS

**Main Tasks**

- Gathers and analyses information from across the Mission AoR, other HQ departments and open sources, in order to maintain up-to-date knowledge of the situation
- Drafts the Mission's reports for EU institutions in Brussels and Member State capitals, working to tight deadlines and guidelines
- Delivers regular presentations and briefings to Mission staff, diplomatic community in Juba and external visitors as required
- Identifies informational needs and contributes to the planning of information gathering.
- Manages large amounts of information: checking, compiling and analysing reports received
- Maintains working relationships with the Mission's departments to ensure effective information flow
- Undertakes any other tasks required by the DHOM/COS

**Qualifications and experience**

- Proven analytical capacity, political awareness and judgement
- University degree, or equivalent experience, in a relevant field
- Minimum 5 years professional experience from similar assignments
- Excellent interpersonal, communication and drafting skills, self-driven and ability to work in a methodical manner
- High level of computer literacy
- A broad understanding of aviation security related issues and/or knowledge of the region would be an asset
- Knowledge of Arabic language would be an asset
- Excellent level of written and spoken English.

## **Aviation Security Trainer (EUAVSEC 06)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Confidential or equivalent

### **Main Tasks**

Under the supervision of the Head of Planning and Operations (HPO), the AVSEC Trainer:

- Operates within the Training Unit, including a training facility at JIA. The objective of this Unit is to conduct training as well as provide strategic advise, mentor and assist:
  - The identification of Aviation Security training requirements and the development of curricula for relevant training courses according to identified priorities;
  - The development, adoption and implementation of the national civil aviation standard training programme according to ICAO standards, including aviation security training programmes at Juba International Airport (reference Annex 17 and relevant parts of Annex 9 of the Chicago Convention);
  - The setting up and functioning of the South Sudanese Aviation Security training organization, including at Juba International Airport;
  - The development of tools to assess the effectiveness of the conducted training;
  - The preparation and conduct of training activities, including train-the-trainer, the participation of visiting experts and e-learning; the participation of selected South Sudanese officials in aviation security training programmes in South Sudan and abroad, including for the certification of ICAO instructors.
  - Local authorities when training and assisting commercial/private entities operating at Juba International Airport on security awareness;
  - The evaluation of security exercises at JIA.
- Ensures that the Unit's operational activities are consistently planned and executed according to HoM's directions, and regularly reports on their outputs and outcomes.
- Contributes to develop and periodically review the Mission Implementation Plan (MIP) and to keep track of mission benchmarking.
- Contributes to the mission "project capability" as required.
- Ensures that the Unit's personnel is periodically updated on mission implementation progress as well as on the political and security situation of the mission area.
- Contributes to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Ensures close co-ordination and co-operation with relevant South Sudanese authorities as well as with the EU Delegation in Juba, ICAO, UNMISS, other international stakeholders and possibly NGOs according to operational requirements.
- Contributes to mission external reporting as required.
- Contributes to the induction training of new mission personnel as required.
- Ensures that the Unit contributes to identify and report lessons and best practices within their respective fields of responsibility.
- Undertakes any other tasks assigned by the HPO.

### **Qualifications and Experience**

- ICAO AVSEC Professional Management diploma or ECAC equivalent. A relevant university degree or other equivalent academic training relevant to the post is desirable.
- At least 5 years of experience at senior management level within the aviation security management of an international airport.
- Excellent organizational and co-ordinating skills. Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities and to plan and to exercise control over the conduct of activities.
- Excellent interpersonal and communications skills.

- Ability to mentor and motivate staff, to review and edit the work of others.
- Familiarity with the European Institutions and the EU Crises Management.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a operational management capacity;
- Knowledge of the region's history, culture and politics.
- Past work experience in Africa is desirable.
- Excellent level of written and spoken English.



## **Airport Security Advisor (EUAVSEC 07)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Confidential or equivalent

### **Main Tasks**

Under the supervision of the Head of Planning and Operations (HPO), the JIA Advisor:

- Operates within the JIA Mentoring Unit. The objective of this Unit is to provide strategic advice, mentor and assist:
  - The organizational set-up and functioning of the Aviation Security Office within the JIA management (to develop an aviation security implementation capability);
  - The selection, recruitment and management of security staff.
  - The establishment and functioning of the Airport Security Committee in line with the model ICAO terms of reference (to develop airport security coordination capability);
  - The development of airport planning capacity, including the adoption of aviation security programmes, plans and relevant standard operating procedures at JIA;
  - The establishment of the Security Restricted Areas (SRA) within the airside, as well as the control of airport identity cards and vehicle passes;
  - The daily work of key personnel of the Police, Customs, Fire Fighting and other services involved in the security of the airport based on modules to be developed;
  - The activity of JIA authorities to verify that commercial/private operators meet their security related obligations;
- Ensures that the Unit's operational activities are consistently planned and executed according to HoM's directions, and regularly reports on their outputs and outcomes.
- Contributes to develop and periodically review the Mission Implementation Plan (MIP) and to keep track of mission benchmarking.
- Contributes to the mission "project capability" as required.
- Ensures that the Unit's personnel is periodically updated on mission implementation progress as well as on the political and security situation of the mission area.
- Contributes to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).
- Ensures close co-ordination and co-operation with relevant South Sudanese authorities as well as with the EU Delegation in Juba, ICAO, UNMISS, other international stakeholders and possibly NGOs according to operational requirements.
- Contributes to mission external reporting as required.
- Contributes to the induction training of new mission personnel as required.
- Ensures that the Unit contributes to identify and report lessons and best practices within their respective fields of responsibility.
- Undertakes any other task assigned by the HPO.

### **Qualifications and Experience**

- ICAO AVSEC Professional Management diploma or certification of National AVSEC Auditor or ECAC equivalent. A relevant university degree or other equivalent academic training relevant to the post is desirable.
- At least 5 years of experience at senior management level within the aviation security sector.
- Excellent organizational and co-ordinating skills. Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities and to plan and to exercise control over the conduct of activities.
- Excellent interpersonal and communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Familiarity with the European Institutions and the EU Crises Management.

- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a operational management capacity;
- Knowledge of the region's history, culture and politics.
- Past work experience in Africa is desirable.
- Excellent level of written and spoken English.

## **Head of Mission Support (EUAVSEC 09)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Secret

### **Main Tasks**

Under the authority of the Head of Mission (HoM) through the co-ordinating supervision of the Chief of Staff (CoS), without prejudice for specific financial mechanisms rooted in the HoM's obligations under the special advisor's contract, the HMS:

- Is the primary advisor to the HoM within the remit of his/her functional competences and responsibilities.
- Supervises the Mission Support Department (MSD), including Administrative and General Support Services.
- Ensures that mission support activities are consistently planned and executed according to HoM's directions, and regularly reports on them.
- Ensures that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules.
- Establishes sound financial management and effective internal control systems in compliance with the standards set by the European Commission.
- Defines the administrative requirements of the mission, including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services.
- Coordinates the in-coming and out-going procedures of mission's members, including the delivery of the induction training to the newcomers.
- Contributes to development and periodically review of the Mission Implementation Plan (MIP), to follow up the execution of mission activities and to keep track of mission benchmarking.
- Contributes to the mission "project capability" aimed at providing minor infrastructural works, equipment and services necessary to address immediate small scale requirements in support of mandate implementation.
- Supervises and co-ordinates the various MSD branches.
- Ensures that the MSD personnel is periodically updated on mission implementation progress as well as on the political and security situation of the mission area.
- Contributes to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).
- Ensures close co-ordination and co-operation with relevant South Sudanese authorities as well as with the EU Delegation in Juba, ICAO, UNMISS and other international stakeholders according to mission support requirements.
- Contributes to mission external reporting as required (e.g. all financial and administrative related reports, including figures, statistics, inventories and analysis of current and future requirements)
- Ensures that MSD branches contribute to identify and report lessons and best practices within their respective fields of responsibility.
- Undertakes any other tasks assigned by the CoS or/and Head of Mission.

### **Qualifications and experience**

- Advanced University degree and training or studies relevant to the post. A relevant combination of academic qualifications and extensive experience in the field will be considered equivalent to the Advanced University degree (or equivalent police/ military education);
- Senior expert with minimum 7 years management experience in the field and at least 15 years of overall professional experience related to the post.
- International experience, particularly in crisis areas with multinational and international organizations;
- Extensive experience in writing and revising SOPs and other regulations
- Sound experience in administration management
- Experience in EU financial management and EU procurement rules
- Past experience with the European Union would be desirable;
- Relevant past work experience in Africa is desirable.

- Proficiency in Microsoft software
- Excellent level of written and spoken English.

## **Senior Procurement Officer (EUAVSEC 11)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Restraint or equivalent

### **Main Tasks**

Under the supervision of the Head of Mission Support, the Senior Procurement Officer:

- Ensures that the activities for which he/she is responsible are consistently planned and executed according to directions and regularly reports on them.
- Leads, develops, manages and co-ordinates the mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of EC legislation and regulations.
- Assists and advises the chain of command on all contracting and procurement issues.
- Provides assistance to mission members on all contracting and procurement matters.
- Develops professional relationships and work partnership with EC in the field of contracting and procurement for the mission.
- Contributes to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs).
- Contributes to the mission "project capability" as required.
- Contributes to mission external reporting as required.
- Contributes to the induction training of new mission personnel as required.
- Contributes to identify and report lessons and best practices within his/her respective fields of responsibility.
- Undertakes any other tasks assigned by the Head of Mission Support.

### **Qualifications and experience**

- University Degree in Law, Public Administration, Finance, Business Administration or equivalent
- To have a minimum of 5 years procurement experience and 10 years of overall professional experience
- Working knowledge of the EU financial rules;
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in management of tendering processes, preferably including EU procedures.
- International experience, particularly in crisis management with multi-national and international organisations
- Experience in planning and implementing projects and programmes
- Proficiency in Microsoft software
- Previous experience in CSDP missions would be an advantage
- Previous work experience in Africa would be an advantage
- Excellent level of written and spoken English.

## **Human Resources Officer (EUAVSEC 18)**

**Duty Station:** Juba, South Sudan

**Security Clearance:** EU Restraint or equivalent

The Human Resources Officer reports to the Senior Human Resources Officer.

### **Main tasks:**

- To be responsible for the management and co-ordination of all human resources related issues for the Mission.
- To advise and guide concerning Human Resources/Personnel policies and procedures.
- To prepare job descriptions for every position, as well as the call for contributions as part of the force generation process.
- To process applications and maintain rosters and databases as appropriate.
- In coordination with the CPCC to organize the Mission recruitment and selection process of qualified applicants for the vacant positions (all international experts and local staff).
- To handle all special projects relating to personnel issues, including assisting in the development of Standard Operating Procedures.
- To prepare and manage deployment of personnel, contracts, letters of appointment, contract extensions, reassignments, redeployments, termination/ends of Mission, attendance records, duty rosters, leaves, pension funds, and all relevant finance personnel related issues.
- To develop and implement the existing personnel administration rules for the operations, and the deployment of all human resources.
- To act as a focal point in the Mission for organizing training programmes, conduct needs analysis, specify resource requirements and coordinate performance management regime for the Mission.
- 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.

### **Qualifications and experience:**

- University Degree in Social Sciences, Human Resources, Business Administration or equivalent academic or professional training.
- To have a minimum of 5 years of professional experience, with broad professional experience, in legal, administrative and operational aspects of human resources and training.
- To have experience in the implementation of EU processes and regulations in Human Resources (desirable).
- International experience, particularly in crisis areas with multi-national and international organisations highly desirable.
- Proficiency in Microsoft software.
- Excellent level of written and spoken English.

**Mission Security Officer**  
**(EUAVSEC 20)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Secret

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO will be responsible for:

**Main Tasks**

- Implement security requirements for EU-led civilian crisis management operations
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness
- Conduct regular security drills, communication tests and evacuation exercises
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies
- Establish liaison as directed and co-operative closely with other international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation
- Report and assist the SMSO on the security level and state of alert for the mission staff
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases
- To be responsible for in-depth planning and execution of security operation
- Travel to High Risk areas and conduct security duties
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission

**Qualifications and Experience**

- Advanced University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team;
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management;
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the

- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police;
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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 of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in basic life support (medical training);
- Excellent organizational, planning, and time-management skills;
- Experience in planning and implementing projects;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid 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);
- Civilian driving license class B and C mandatory;
- Security clearance EU SECRET mandatory;
- Excellent level of written and spoken English.



**Procurement Officer**  
**(EUAVSEC 21)**

**Duty Station:** Juba

**Security Clearance Level:** EU Restraint or equivalent

The Procurement Officer will assist the Chief of Procurement in fulfilling the duties set in support of the Mission mandate. Reporting to the Chief of Procurement, he /she will:

**Main Tasks**

- Carry out procurement and contracting processes
- Use established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted by the CSDP mission
- Assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract)
- Provide assistance to the mission departments related to all contracting and procurement matters
- Assist in the development of internal mission procurement procedures
- Develop professional relationships and work partnership with European Commission and CPCC in the field of procurement for the mission
- Undertake any other related tasks as required by the Head of Mission or Chief of Procurement

**Qualifications and Experiences**

- University Degree in Law, Public Administration, Finance or Business Administration
- To have at least five years relevant work experience including practical experience in procurement.
- Knowledge of the EU financial rules
- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations
- Experience in management of tendering processes, preferably including EU procedures
- Good drafting and reporting skills
- Proficiency in Microsoft software
- Previous experience in CSDP missions would be an advantage
- Excellent level of English.

**Finance Officer**  
**(EUAVSEC 22)**

**Duty Station:** Juba, South Sudan

**Security Clearance Level:** EU Confidential or equivalent

**Main tasks**

Under the supervision of the Head of Mission Support, the Finance Officer:

- Ensures the sound and effective financial management of the CFSP Mission
- Develops policies for accounting, in close cooperation with accounting officer
- Develops policies for the control of Mission finances
- Defines procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance,
- Verifies the legality, the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments)
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery
- Implements audit recommendations and ensure the effectiveness of internal controls
- Provides sound financial advice to the head of administration, assisting in the formulation of financial strategies for the CFSP Mission
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions
- Liaises and cooperates on financial issues with the EU institutions, with National Governments involved and with other relevant organizations
- Identifies needs of goods and/or services required for improving the efficiency of the unit and helps define them for procurement.
- Undertakes any other related tasks as required by the Head of Mission or the Head of Mission Support.

**Qualifications and Experience**

- University Degree in Finance, Accountancy or Administration or/and a professional accountancy qualification
- To have a minimum of 5 years of relevant professional experience
- Excellent analytical, research and problem-solving skills.
- Proficiency in MS software
- Experience of working with standard accounting software systems is required.
- Experience of implementation of accounting system would be an advantage
- Be familiar with the EU financial regulations.
- International experience, particularly in crisis areas with multinational and international organisations would be an advantage
- Excellent level of English.