

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Capacity Building Mission in Niger (EUCAP Sahel Niger)

Organisation:	European Union Capacity Building Mission in Niger			
Job Location:	Niamey			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	NI 03*	Political Adviser	Niamey	14.08.2013
	NI 05	Inter-operability Team Leader	Niamey	ASAP
	NI 07	RoL Capacity Building Team Leader	Niamey	12.08.2013
	NI 09	Sustainability (Human Resources) Team Leader	Niamey	05.09.2013
	NI 10	Senior Military Expert	Niamey	24.09.2013
	NI 12*	Liaison Officer to Ministry of Interior	Niamey	05.09.2013
	NI 13*	Liaison Officer to Ministry of Justice	Niamey	11.09.2013
	NI 14*	Liaison Officer to Ministry of Defence	Niamey	01.09.2013
	NI 15*	Police Tactical and Training Officer	Niamey	07.10.2013
	NI 16*	Capacity Building (LOG) Expert	Niamey	19.07.2013
	NI 29*	Liaison Officer Mauretania	Nouakchott	10.09.2013
	NI 37	Database/Documentation Expert	Niamey	ASAP
	<u>Seconded/Contracted</u>			
	NI 19	Chief of Procurement	Niamey	01.08.2013
	NI 22	Chief of Logistics	Niamey	01.08.2013
NI 24	Medical Adviser	Niamey	ASAP	
NI 25	Senior Mission Security Officer	Niamey	01.08.2013	
NI 47*	Finance Officer	Niamey	ASAP	
NI 50	Procurement Officer	Niamey	ASAP	
Deadline for applications:	12 July 2013			
E-mail address to send the Job Application Form/CV:	EEAS-CPCC-EUCAP-Niger@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Mr Frank Borchers Frank.Borchers@eeas.europa.eu</p>			

(* The availability of this position is subject to the non-confirmation of a request for extension or non-acceptance for a job offer.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing States and European Institutions 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) 9084/13 (30 April 2013). Personnel seconded from contributing third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. 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/Contributing States.

Tour of Duty/Contract Period – Subject to the approval of the next Budgetary Impact Statements and the adoption of another Council Decision extending the Mission mandate, the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability (CPCC) requests that Member/Contributing States propose candidates for the following international expert positions for the EUCAP Niger Mission, 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 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/Contributing States.

¹ 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.

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

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.

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://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) / Hostile Environment Awareness Training as required.

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 (CFSP), including the European Security and Defence Policy (CSDP).

Knowledge of Sahel – 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 a CSDP Mission (desirable).

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Member/Contributing 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 - Unless mentioned otherwise in the specific job description, the necessary level of security clearance is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of a participating/contributing Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Third State which expressly addresses the obligations of that country towards the handling of EU CI.

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/Contributing State. A copy of this certification must accompany deployed seconded/contracted personnel.

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The 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/Contributing 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 OPLAN.

Seconded positions

Political Adviser (NI 03)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: 14.08.2013

The Political Adviser reports to the HoM/ D/HoM

Main tasks

- Provides political analysis and advice on developments in Niger and in the region on issues related to the Mission mandate.
- Liaises with relevant political actors, including local authorities, civil society, EU actors, Third States and international organisations.
- Prepares briefings and notes to ensure timely information of the HoM and other Mission members.
- Contributes to the regular Mission reporting and to other reports and papers in relation to the implementation of Mission mandate.
- Assists in conducting and coordinating official visits according to protocol rules.
- Contributes to the political aspects of Press and Public Information activities.
- Performs any other tasks as directed by the Head of Mission.

Qualifications and Experience

- Master degree in Politics, Social Sciences or other academic training relevant to the post.
- Academic background and/or knowledge of Africa and especially of the Sahel region, as well as familiarity with Islamic societies and cultures.
- Good understanding of and experience in the European Institutions and CSDP would be an added value.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Fluency in French and working level of English are mandatory.
- A minimum of 7 years of experience at middle management level.
- Excellent interpersonal and communications skills.
- Excellent French drafting skills.

Inter-operability Team Leader (NI 05)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: As soon as possible

The Inter-operability Team Leader is a senior Rule of Law (RoL) planner who will be the team leader for activities related to the objective 1 under the command and control of the Head of Operations (HoO).

Main tasks

- Elaborates a partnership with the Nigerien authorities to support the implementation of the interior security strategies.
- Facilitates the organisation of coordination and cooperation meetings between the interior security actors.
- Analyses the current internal security arrangements, including their legal and institutional aspects.
- Assesses the coordination and organizational needs and recommends strategic operational orientations.
- Facilitates cooperation between the strategic, operational and tactical levels.
- Provides advice, in his remit, on the possible improvements of the skills and performance of the local officers.
- Develops curricula in order to implement the security strategy in his remit (law enforcement).
- Coordinates with the others senior officers respectively in charge of each objective.
- Reports to the HoO on the consistency, complementarity and sustainability of the programs.
- Undertakes any other related tasks as required by the HoM.

Qualifications and Experience

- Senior rule of law officer (OF3-5).
- Relevant university or equivalent professional degree.
- At least 15 years of significant experience within a security service.
- Previous experience in criminal investigation on terrorism and organized crime matters.
- Previous experience in planning and operations.
- Excellent strategic and analytical capacities.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage.
- Excellent skills in written and spoken French (mandatory) and English.
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Rule of Law (RoL) Capacity Building Team Leader (NI 07)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: 12.08.2013

Objective 3: *To strengthen the rule of law through the development of the criminal investigation capacities*

The Capacity Building Team Leader is a senior Rule of Law (RoL) planner who will be the team leader for activities related to the objective 3 under the command and control of the Head of Operations (HoO).

Main tasks

- Commands, controls and coordinates the permanent experts in charge of the objective 3.
- Reviews and prioritises the activities of all experts of the objective 3.
- Organises and assures regular meetings with the permanent experts of the objective 3 and training beneficiaries.
- Assesses the needs and draft a mission strategy to address the objective 3.
- Controls and develops curricula, in collaboration with other experts, in his domains of competency.
- Identifies the target audience for the penal procedure training courses.
- Delivers training as required.
- Implements a training evaluation process (Kirkpatrick model) for each activity.
- Facilitates cooperation between the strategic, operational and tactical levels.
- Coordinates with the others senior officers respectively in charge of each objective.
- Reports to HoO on the consistency, complementarity and sustainability of the programs.
- Undertakes any other related tasks as required by the HoM.

Qualifications and Experience

- Senior Rule of law Officer (OF3-5).
- Relevant university or equivalent professional degree.
- At least 15 years of significant experience within a security service including a significant experience in criminal investigations.
- Previous experience in training of the trainers.
- Excellent knowledge in continental legal system and French inspired criminal procedure.
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage.
- Excellent skills in written and spoken French (mandatory) and English.
- 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.

Sustainability (Human Resources) Team Leader (NI 09)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: 05.09.2013

Objective 4 : *To support the development of Nigerien Security Forces sustainability*

The Sustainability (Human Resources) Team Leader will be responsible for the overall activities related to the objective 4 under the command and control of the Head of Operations (HoO).

Main tasks

- Develops and implements a Human Resources Strategy.
- Develops and implements a logistics concept.
- Supports the development capacities.
- Assesses the needs and proposes strategic orientations.
- Establishes working relationships with the different local and international cooperation partners.
- Organizes meetings between the interior security actors.
- Delivers related training courses as required.
- Advises on mutualisation of existing infrastructures.
- Coordinates with the Team Leaders of the other objectives.
- Develops curricula in order to implement the capacity building for security forces in his domain of competency (HR and Logistic).
- Provides advice in terms of HR and Logistics.
- Facilitates cooperation between the strategic, operational and tactical levels.
- Coordinates with the others senior officers respectively in charge of each objective.
- Report to HoO on the consistency, complementarity and sustainability of the programs.
- Undertakes any other related tasks as required by the HoM.

Qualifications and Experience

- Senior rule of law officer (OF3-5).
- Relevant university or equivalent professional degree.
- At least 15 years of significant experience within HR and Logistics or HR department inside the security services.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage.
- Excellent skills in written and spoken French (mandatory) and English.
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Senior Military Expert (EUCAP 10)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: 24.09.2013

The Senior Military Expert reports to the Inter-operability Team Leader.

Main tasks

- Through the interoperability team leader, provide political-military and specific military analysis and advice on developments in Niger and in the Sahel region;
- Liaise with all relevant military actors, including Ministry of Defence, Chief of Defence, military authorities and Defence Attachés;
- In his/her remit, advise on draft mission papers and issues related to the Mission overall activity, including the implementation of the mandate;
- Contribute to planning and monitoring the improvement of coordination between Nigerian Security actors and Armed Forces;
- Facilitate cooperation between the strategic, operational and tactical levels;
- Contribute to the military aspects of the Press and Public Information activities;
- Undertake any other related tasks as required by the HoM.

Qualifications and Experience

- Senior Military Officer (OF4-5);
- Army/ Command and General Staff college/ Joint staff college would be appreciated;
- Planning experience;
- Experience of operations and/or cooperation in Africa;
- Experience of international organizations and/or multinational operations;
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Excellent skills in written and spoken French (mandatory) and English;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Excellent drafting skills.

Liaison Officer to the Ministry of Interior - (NI 12)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability:

Reporting to the Inter-operability Team Leader, the Liaison Officer to the Ministry of Interior (MoI) will be the “go between” of the Mission and the Nigerien Ministry of Interior, under the command and control of the HoO.

Main tasks

- Maps and Assesses the needs of the MoI.
- Establishes working relationships with the different partners inside the MoI.
- Facilitates the improvement of coordination between Nigerien Security Actors and MoI.
- Updates the EU knowledge and understanding of Nigerien MoI and bilateral cooperation activities.
- Provides the Nigerien MoI with information on the Mission and with key messages from the HoM.
- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoI.
- Facilitates the improvement of coordination between MoI and Niger Armed Forces (NAF).
- Organizes meetings between the Mission's Team Leaders in charge of each objective and the Nigerien partners at the MoI.
- Advises the MoI authorities on possible improvements.
- Assesses the Mission's impact inside the MoI.
- Establishes strong links with representatives of the security forces actors inside the MoI.
- Facilitates cooperation between the strategic, operational and tactical levels.
- Coordinates with the Team Leaders in charge of each objective.
- Contributes to enhance mutual transparency and confidence between the Mission and the Nigerien military authorities.
- Undertakes any other related tasks as required by the HoM.

Qualifications and Experience

- Senior rule of law officer.
- Relevant university or equivalent professional degree.
- At least 15 years of significant experience within security services.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Excellent skills in written and spoken French (mandatory) and English.
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Liaison Officer to the Ministry of Justice (NI 13)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability:

Reporting to the Inter-operability Team Leader, the Liaison Officer to the Ministry of Justice (MoJ) will be the “go between” of the Mission and the Nigerien Ministry of Justice, under the command and control of the HoO.

Main tasks

- Maps and Assesses the needs of the MoJ.
- Establishes working relationships with the different partners inside the MoJ.
- Facilitates the improvement of coordination between Nigerien Security Actors and MoJ.
- Updates the EU knowledge and understanding of Nigerien MoJ and bilateral cooperation activities.
- Provides the Nigerien MoJ with information on the Mission and with key messages from the HoM.
- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoJ.
- Facilitates the improvement of coordination between MoJ and the MOI, as well as the National Armed Forces (NAF).
- Organizes meetings between Mission's Team Leader in charge of each objective and the Nigerien partners at the MoJ.
- Advises the MoJ authorities on possible improvements.
- Assesses the Mission's impact inside the MoJ.
- Establishes strong links with representatives of the judiciary.
- Coordinates with the Team Leaders responsible for each objective.
- Contributes to enhance mutual transparency and confidence between the Mission and the Nigerien justice authorities.
- Undertakes any other related tasks as required by HoM.

Qualifications and Experience

- Senior magistrate.
- Relevant university or equivalent professional degree.
- At least 15 years of significant experience within security services.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Excellent skills in written and spoken French (mandatory) and English;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Liaison officer to the Ministry of Defence (NI 14)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: 01.09.2013

Reporting to the Inter-operability Team Leader, the Liaison Officer to the Ministry of Defence (MoD) will be the “go between” of the Mission and Nigerien Ministry of Defence under the command and control of the Head of Operations.

Main tasks

- Maps and Assesses the needs of the MoD.
- Establishes working relationships with the different partners inside the MoD.
- Facilitates the improvement of coordination between Nigerien Security Actors and MoD.
- Updates the EU knowledge and understanding of MoD and bilateral cooperation activities.
- Provides the MoD with information on the Mission and with key messages from the HoM.
- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoD;
- Facilitates the improvement of coordination between MoD and the MOI, as well as the MoJ;
- Organizes meetings between Mission's Team Leaders in charge of each objective and the Nigerien partners at the MoD;
- Advises the MoD authorities on possible improvements;
- Assesses the Mission's impact inside the MoD.
- Coordinates with the Team Leaders in charge of each objective.
- Contributes to enhance mutual transparency and confidence between the EU mission and the Nigerien defence authorities.
- Undertakes any other related tasks as required by HoM.

Qualifications and Experience

- Senior Military Officer (OF4-5).
- Army/Combat arms.
- Army Staff College.
- Joint staff college training and previous work in joint staff Headquarters would be appreciated.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Excellent skills in written and spoken French (mandatory) and English;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Police Tactical and Training Officer (EUCAP 15)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: 07.10.2013

Reporting to the Rule of Law Capacity Building Team Leader, the Police Tactical and Training Officer develops and implements police tactics training including legitimate use of the minimum level of force to obtain compliance and human rights related training.

Main tasks

- Commands, coordinates and controls police tactics training elements and forensic training elements.
- Maps and assesses the needs of the security forces in charge of the coercive aspects of the criminal investigations with respect to the rule of law and human rights.
- Prioritises the needs of the departments in charge territorial control and arrests.
- Establishes and develops contacts with the Nigerien partners in charge of the coercive aspects of the criminal investigations.
- Elaborates with the Nigerien authorities an employment doctrine in the use of force and its de-escalation.
- Elaborates with the Nigerien authorities a training plan for the police units in charge of the coercive aspects of the criminal investigation in a human rights framework.
- Designs and implements training to directions, services and units in charge of the arrest in the criminal investigation framework including personnel in charge of police custody and remand.
- Develops curricula in order to implement cooperation programs in his domain of competency (loyalty/rule of law police intervention).
- Delivers advice in terms of legal framework for police intervention cooperation.
- Facilitates cooperation between the strategic, operational and tactical levels.
- Coordinates with the Team Leaders in charge of each objective.
- Report to HoO on the consistency, complementarity and sustainability of the programs.
- Undertakes any other related tasks as required by HoM.

Qualification and Experience

- Rule of law officer (Capitaine/Commandant de Gendarmerie ou de police).
- Relevant university or equivalent professional degree.
- 10 years experience in: law enforcement experience or criminal investigation, training, including train the trainers (ToT) programmes.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage.
- Excellent skills in written and spoken French (mandatory) and English;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Capacity Building (LOG) Expert (NI 16)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Confidential

Availability: 19.07.2013

The Capacity Building (LOG) Expert reports directly to the Sustainability (Human Resources) Team leader

Main tasks

- In close coordination with Nigerien Security actors logistic actors, assess their current logistic and maintenance system capacities, strengths and weaknesses.
- Identify actions to be put in place in order to maintain and rapidly upgrade their current capacities, adapted to their present structures.
- Develop a Logistic management plan, including policies, concepts, procedures and structures, based on the existing Nigerien Logistic capability, in the areas of system management, procurement, maintenance, supply of all logistical resources.
- Support the HR Sustainability team leader in defining structural and training adaptation in order to strengthen Niger security actors manpower and skills.
- Support the Mission coordination cell in defining urgent and short term equipment delivery needed to foster and support the Mission activities.
- Assists the Nigerien Forces in the operational implementation of logistic planning and conduct, e.g. Movement and Transportation, Supply Chain, Asset and Services Management, as well as Engineering and Facilities.
- Develop synergies between the Nigerien Logistic management system and the bilateral cooperation activities.

Qualifications and Experience:

- Senior Rule of Law Officer (OF 3-4);
- Army/Combat Service Support.
- Command and general staff college.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Excellent skills in written and spoken French (mandatory) and English.
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

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Liaison Officer to Mauritania (NI 29)

(1 position)

Duty Station: Nouakchott.
Security Clearance Level: EU Secret.
Availability: 10.09.2013

The Mission Liaison Officer to Mauritania reports to the EUCAP SAHEL Niger Head of Mission.

Main tasks

- Act as the Mission representative in Mauritania;
- Help to develop regional awareness and help identify possible future actions, in particular an extension of EUCAP SAHEL Niger to Mauritania, and, as appropriate, other possible EU contributions to the Region, in accordance with the EU Sahel Strategy;
- Interact with government officials at appropriate levels and representatives of local and international organisations making good use of existing structures and available knowledge and expertise;
- Monitor the security situation in Mauritania as relevant for the mission;
- Assess requirements of Mauritanian authorities in reconstituting its security sector and related capabilities, notably in view of maintaining the Rule of Law and effectively fighting against terrorism and organised crime;
- Assess more specifically requirements of Mauritania security forces and opportunities for relevant support through CSDP engagement;
- Liaise with national and international NGOs and civil society operating in the field of Security and Rule of Law in Mauritania;
- Promote coordination between Mauritania and other countries in the region as regards their fight against terrorism and organised crime, especially in view of effective information exchange, notably through the 'Collège Sahélien de Sécurité';
- Liaise with the Head of Delegation in Nouakchott and assist him/her as appropriate on security sector issues in line with the Mission's mandate, and in maintaining relations and coordinating with relevant national and international counterparts such as EU Member States' and partners' Defence Attachés/Security advisors, in Nouakchott;
- Help facilitate coordination in Nouakchott of EU Member States' and partners' Defence Attachés/Security advisors;
- Contribute to the wider exchange of information with Mauritania as well as amongst EU actors and international stakeholders;
- Undertake any other related tasks as required by the Head of Mission.

Qualifications and Experience

- Senior Police Officer with counter terrorism expertise.
- Relevant university or equivalent professional degree.
- At least 15 years of significant experience within the security sector.
- Experience of operations/missions and/or cooperation in Africa will be ideal.
- Work experience of in international organizations and/or multinational operations will be ideal.
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP.
- Excellent skills in written and spoken French (mandatory) and English.
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.

Database/Documentation Expert (NI 37)

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Confidential or equivalent

Availability: As soon as possible

The Database/Documentation Expert reports to the Rule of Law Capacity Building Office Team leader.

Main Tasks

- Overall contribute to strengthen the rule of law through the development of the Nigerien criminal investigation capacities;
- Support the necessary measures for the implementation of Electronic Document Management System in the domain of the Criminal Intelligence and terrorism in favour of internal security actors (FSI);
- Map and Assess the needs in collecting, transmitting, filling and sharing intelligence data/documents of all security actors (FSI and FAN), especially in the field of fighting terrorism and organised crime;
- Provide advice on the possible improvements of skills and performance of the internal security actors (FSI) in regards to intelligence management;
- Propose procedures and guidelines for establishing a system to categorize and manage documents and eventually supports its implementation;
- Undertake any other related tasks as required by the Rule of Law Capacity Building Team leader.

Qualifications and Experience

- Rule of law expert (Police or Gendarmerie);
- At least 10 years of experience within law enforcement, including proven experience in data archiving;
- Experience in Electronic Document Management System;
- Advanced user of IT programs and knowledge of programming is ideal;
- Experience in criminal investigation on terrorism and organized crime matters will be ideal;
- Excellent skills in written and spoken French; working knowledge of English is an asset;
- 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.

Seconded/contracted positions

Chief of Procurement (NI 19)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Confidential

Availability: 01.08.2013

The Chief of Procurement will assist the Head of Mission Support in fulfilling the duties set in support of the Mission mandate and reports to the Head of Mission Support.

Main Tasks

- Leads, develops, manages and co-ordinates the CSDP 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 the mission members related with all contracting and procurement matter.
- Develops professional relationships and work partnership with EC in the field of contracting and procurement for the Mission.
- Undertakes any other related tasks as required by the HoM.

Qualifications and Experiences

- Advanced University Degree in Law, Public Administration, Business Administration or equivalent.
- To have a minimum of 5 years of effective and extensive operational experience at middle management levels and 10 years of overall professional experience.
- Previous experience in the CSDP missions is desirable.
- Knowledge of the EU financial rules is required.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations.
- Experience in financial management of tendering processes and audits, preferably including EU procedures.
- International experience, particularly in crisis management with multi-national and international organisations.
- Experience in planning and implementing projects and programmes.
- Good working knowledge of MS Word and MS Excel.
- Previous work experience in Africa is desirable.
- Excellent level of written and spoken French .
- A good standard of written and spoken English is desirable.

Chief of Logistics (NI 22)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Confidential

Availability: 01.08.2013

The Chief of Logistics reports to the Head of Mission Support.

Main tasks

- Leads 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.
- Plans, develops and implements strategies so as to meet expected organizational performance within approved budget and timeframe.
- Proposes operational decisions with the purpose of increasing the efficiency of the mission Logistical Services.
- Monitors the establishment and maintenance of appropriate systems for measuring various aspects of the overall Logistics, fleet management and facility management.
- Administers lease contracts of all rented premises, objects, etc (Field Offices and Headquarters) and to administer any other general service related contracts.

Qualifications and experience

- University degree in Logistics, Engineering, or equivalent academic or professional training.
- To have a minimum of 10 years of progressive professional experience in a specific Support Services related field (i.e. Supplies, Transportation, Asset Management) combined with having served as a manager of a multi-disciplinary administrative unit for minimum 5 years.
- To possess a very good understanding of the operations in all the Sections under his/her command.
- Proven ability to lead a multifunctional team.
- International experience, particularly in crisis areas with multinational and international organizations will be an asset.
- Very good level of written and spoken French.
- A good standard of written and spoken English is desirable.
- Capacity to foresee needs, plan and delineate strategies for maximizing resources; therefore, due to related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2).
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks (distinct advantage).

Medical Advisor (NI 24)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Confidential

Availability: As soon as possible

The Medical Advisor reports to the Head of Mission Support.

Main tasks

- Assist and advise the HoM and Head of Mission Support on all medical/welfare matters.
- Plan, analyse, design and maintain a program to implement all aspects of the medical needs of the Mission;
- Provide, asked and unasked, the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- Provide medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- Coordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- Liaise with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- Develop, organise and monitor the provision of primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- Assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency, e.g. RTA, in close cooperation with the medical practitioner in attendance;
- Coordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the mission's insurance company;
- Organize the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- Coordinate and perform Medical Briefings and First Aid Training for all incoming Mission members;
- Monitor the epidemiological and overall medical situation in the area of operation, promote and implement preventive medical and occupational health measures including hygiene and recommendations for immunizations;
- Gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- Implement aspects of medical needs of the Mission after formal approval by the HoM;
- To establish professional contacts with EU personnel from all levels throughout the areas of operation;
- Be integrated in all operational planning and maintain a detailed understanding of both current and future plans;
- Assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issue an updated list of available MTF in the areas of operation;
- Establish and regularly update a medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organizations in the areas of operation;
- Ensure that the contents of all Mission First Aid and Trauma kits are sufficient.

Qualifications and experience

- University degree in Medicine from a recognised Medical School having a license to practice medicine;
- Preferably an ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- To have a minimum of 10 years of relevant professional experience including administrative and sufficient experience in medical planning and 5 years of experience in a managerial position;
- Minimum 5 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning/major incident medical management and support (MIMMS course desirable);
- Experience in assessing medical facilities, even under difficult conditions abroad;
- Interpersonal skills, capabilities to work with people from various backgrounds;
- International civilian and/or military experience, particularly in crisis areas with multi-national and international organisations (essential);
- Flight Medical and/or MEDEVAC experience - desirable;
- Very good level of written and spoken French;
- A good standard of written and spoken English is desirable.

Senior Mission Security Officer (NI 25)

(1 position)

Post category: Expert

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: 01.08.2013

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) and under the authority of the Head of Mission (HoM), who remains responsible overall for the security and safety of mission staff, the SMSO is responsible for managing the security and safety of the Mission staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures. The SMSO is a member of the Mission's Senior Management Team and reports to the Head of Mission.

Main Tasks

- To advise the Head of Mission, Senior Mission Management and other parts 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, 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 implement measures related to security matters on all aspects the Mission's work have security and safety implications.
- To be responsible, in line with 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 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 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 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 supervise the recruitment of new staff to the Mission Security Office(s).
- To monitor and assess the security situation and make security analyses, recommendations, and reports.
- To ensure personal security advice is given to members of 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 the area; as well as 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 DSMSO, be available to deploy 24/7, to give security direction, 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 Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services.

- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- To ensure the policy on security clearances for Mission staff is correctly applied.
- To liaise with the EEAS Security Department and CPCC's-Missions Security Coordinator on all matters foreseen by the EEAS Field Security Policy and supporting documents.
- To undertake any other related tasks as required by the HoM.

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 military/police academy or civilian security organisation with specialised training on field operations, force protection and/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 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 security/protection of personnel, facilities and assets.
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police.
- Successful completion of the 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 mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- 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.
- Fluency in French (speaking, reading, writing, understanding),.
- A good standard of written and spoken English is desirable.
- 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;

Finance Officer (NI 47)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Restraint or equivalent

Availability: As soon as possible

The Finance Officer reports to the Head of Mission Support.

Main Tasks

- Ensure the sound and effective financial management of the CFSP Mission;
- Develop policies for accounting in close cooperation with the Financial Accounting Officer;
- Develop policies for the control of Mission finances;
- Define procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- Verify the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- Ensure the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- Implement audit recommendations and ensure the effectiveness of internal controls;
- Provide sound financial advice to the head of administration, assisting in the formulation of financial strategies for the CFSP Mission;
- Evaluate and take measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- Liaise and cooperate on financial issues with the EU institutions, with National Governments involved and with other relevant organizations;
- Identify needs of goods and/or services required for improving the efficiency of the unit and help defining them for procurement;
- Undertake 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;
- 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 accounting software systems is required;
- Be familiar with the EU financial regulations;
- International experience, particularly in crisis areas with multinational and international organisations will be an asset;
- A high standard of written and spoken French is required;
- A good standard of written and spoken English is desirable.

Procurement Officer (NI 50)

(1 position)

Post category: Mission Support Management Level (MSML)

Duty Station: Niamey

Security Clearance Level: EU Restraint or equivalent.

Availability: As soon as possible

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, and he/she will be responsible for:

Main Tasks

- To 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 with 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, Business Administration.
- To have at least five years relevant work experience, including a minimum of three years of 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
- Fluency in French and good knowledge of English is required
- Good drafting and reporting skills
- Good working knowledge of MS Office and MS Excel
- Previous experience in CSDP missions would be an advantage.