

EUROPEAN EXTERNAL ACTION SERVICE



ANNEX 1

EU Police Mission and its Justice Interface in the Democratic Republic of Congo (EUPOL RD Congo)

Advertisement for seconded/contracted staff members

Organisation:	EUPOL RD Congo		
Job Location:	Kinshasa, Goma (Democratic Republic of Congo), in accordance with the assignment indicated on each job description		
Availability:	As indicated below		
Staff Regime:	As indicated below		
Job Titles/Vacancy Notice:	Ref.	Name of the post	Available on
	<u>Seconded/Contracted</u>		
	POLRDC 021	Senior Civilian Justice Expert	01/10/2011
	<u>Seconded</u>		
	POLRDC 008	Deputy Executive Secretary / Coordinator	ASAP
	POLRDC 009	CSRP (training) Expert	ASAP
	POLRDC 014	PNC Training Expert	ASAP
	POLRDC 015	Human Rights / Sexual Violence Expert	9/10/2011
	POLRDC 019	IG / Senior Audit Expert	ASAP
	POLRDC 020	IG / Audit Expert	ASAP
	POLRDC 024	Training Coordinator Expert	23/09/2011
	POLRDC 032	Crowd Control Trainer	03/09/2011
POLRDC 039	Logistics Coordinator/Transport Officer *	10/09/2011	
POLRDC 043	Deputy Mission Security Officer	24/09/2011	
Deadline for applications:	Friday 8 July 2011		

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

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from 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 Council 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⁽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.

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

The European External Action Service (EEAS) requests that Member/Contributing States propose candidates for the following international expert positions for the EUPOL RD Congo, according to the requirements and profiles described below:

A. Essential requirements

EUPOL RD CONGO is a French speaking Mission.

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 Contributing Third 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 States.

Ability to communicate effectively in French – Mission members must be fully fluent in written and spoken French. 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.

¹ (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.

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 European Security and Defence Policy.

Knowledge of the Mission area – To have a good knowledge of the history, culture, social and political situation of the country. 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).

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

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities. Seconding Member/Contributing States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

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 required: The selected candidate will have to be in possession of the necessary level of security clearance (EU SECRET or equivalent) when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

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 have 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.

Security equipment : Police officers shall be fitted with individual protection gears and armament, especially flack jackets (level 4) and bullet proof helmets, and their 9 mm duty side arm together with 100 rounds of ammo.

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

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

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The General Secretariat 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/Mission Headquarters location for interviews, the Member State will bear any related costs.

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

Seconded/Contracted

SENIOR CIVILIAN JUSTICE EXPERT (POLRDC 021)

(1 position)

Duty Station: Kinshasa

Proposed deployment: 01/10/2011

Main tasks:

- Under the supervision of the Deputy Head of Mission, assist the advisors to the Kinshasa Crime Investigation, notably the "Serious Crimes Unit", in improving the crime investigation capacities of the PNC "Police Judiciaire".
- Advise the PNC Crime Investigation Advisors on all legal matters related to crime investigation.
- In cooperation with the Kinshasa Crime investigation advisors, identify shortcomings in the criminal procedural system and the overall civil criminal justice system.
- Help draft recommendations on improving the applicable criminal legislation to be submitted to the Justice Senior Expert.
- Monitor the handling of selected crime cases by the Kinshasa Crime Investigation advisors up to the prosecutor in charge.
- Facilitate and establish interaction with relevant representatives from the prosecution in order to address shortcomings identified in the crime investigation.
- Propose appropriate solutions in order to improve the investigative skills and capacities of the Kinshasa crime investigators, notably within the "Serious Crimes Unit", and the law enforcement system in general.
- Any other tasks related to his/her specialization as requested by the Head of Mission.

Qualifications and experience:

- To have an advanced university Degree in Law, preferably with the specialization in criminal and criminal procedure law.
- To have a minimum of 8 (eight) years of professional experience in criminal legal matters, of which a minimum of 5 (five) years of experience in working as a judge, a public prosecutor or similar experience in crime investigation or criminal procedure.
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context;
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission.

Seconded

DEPUTY EXECUTIVE SECRETARY / COORDINATOR (POLRDC 008)

(1 position)

Duty Station: Kinshasa

Proposed deployment: As soon as possible

Main Tasks:

- Under the supervision of the Deputy Head of Mission,
- Provide expertise and act as a reference in the field of Security Sector Reform in his/her capacity as EUPOL staff supervisor within the CSRP Executive Secretariat for the Mission Implementation Structure as well as for the external partners;
- Supervise the activity of EUPOL members of CSRP Executive Secretariat and in that capacity engage in the implementation of that structure;
- To be the Executive Secretary of the CSRP and in that capacity act as private adviser to the Executive Secretariat in the field of reform;
- Assure all necessary contacts with external bodies involved in the reform process ;
- As EUPOL representative participate in the meetings of the RSS ;
- To centralize information and to be the focal point of EUPOL in the field of RSS ;
- To be the EUPOL senior adviser in the field of RSS and in that capacity, support the HoM in the drafting of the Action Plans.
- Etre le conseiller d'EUPOL en matière de RSS, fournir un appui en cette matière au
- Carry out any other tasks as delegated by the Head of Mission.

Qualifications and experience:

- Rank of Major / Commissaire / Chief Inspector and proven experience in the field of RSS;
- Advanced University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable).
- Minimum of 5 (five) years of international experience particularly in crisis areas with multi-national and/or international organizations (desirable);
- Knowledge of the Congolese Police and the DRC (desirable);
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience in Africa, particularly in crisis areas with multi-national and international organizations.
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission;

Seconded

CSRP (TRAINING) EXPERT (POL RDC 009)

(1 position)

Duty Station: Kinshasa

Proposed deployment: As soon as possible

Main Tasks:

- Under the supervision of the EUPOL RSS Coordinator;
- Provide expertise and act as a reference in the field of Training within the implementation of the police reform structure and other concerned external bodies;
- To participate in the training working group within the implementation structure and in that capacity implement the training of the Police National Congolaise personnel;
- Participate in drafting regulations for personnel training of the PNC ;
- Maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant to his/hers area of expertise;
- Support the drafting of the Plan of Action in his/her field of expertise;
- Support other working groups within his/her field of expertise;
- Carry out any other tasks as assigned by the Head of Mission.

Qualifications and experience:

- Rank of Major / Commissaire / Chief Inspector and proven experience in the field of RSS;
- To have an advanced university Degree.
- Proven experience in crowd control.
- Good knowledge of the Police and of the RDC.
- Experience in planning, implementation and management of projects;
- Minimum of 5 (five) years of international experience particularly in crisis areas with multi-national and/or international organizations (desirable);
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience in Africa, particularly in crisis areas with multi-national and international organizations.
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission.

Seconded

(PNC) TRAINING EXPERT (POLRDC 014)

(1 position)

Duty Station: Kinshasa

Proposed deployment: As soon as possible

Main Tasks:

- Work under the supervision of the EUPOL RSS Coordinator;
- Provide expertise and act as a reference in the field of training for the Mission Implementation Structure as well as for the external partners;
- To be part of the Training working group of the Mission Implementation Structure and participating in the implementation of training projects and installation of Training Centers within the PNC;
- Participate in the drafting of regulations within its field of expertise;
- Maintain the necessary contacts with external bodies involved in the reform or service providers, on matters relevant to the area of expertise;
- Provide support for the training of the PNC in the preparation of Action Plans;
- To support other working groups of the Mission Implementation structure;
- Monitor projects in its field of action;
- Carry out any other tasks as delegated by the Heads of Mission.

Qualifications and experience:

- Rank of Major / Commissaire / Chief Inspector and proven experience in the field of RSS or a civilian with a vocational degree or equivalent training in relevant police management, particularly with police;
- To possess specific training and recognized experience in the area of training within a police service with broad professional experience
- Experience in planning, implementation and management of projects;
- Minimum of 5 (five) years of international experience particularly in crisis areas with multi-national and/or international organizations (desirable);
- Knowledge of the Congolese Police and the DRC (desirable);
- Proven experience in educational organization and management of police training;
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations.
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission;

Seconded

HUMAN RIGHTS / SEXUAL VIOLENCE EXPERT (POLRDC015)

(1 position)

Duty Station: Kinshasa

Proposed deployment: 9/10/2011

Main tasks:

- Report to both Heads of Mission (HoM) regarding human rights and sexual violence aspects in armed conflicts and support both Missions in accordance with the guidelines on the joint and shared capacities between EUPOL RD Congo and EUSEC RD Congo.
- Advise HoMs on every issue dealing with human rights / sexual violence in armed conflicts, including preparation for interviews.
- Liaise with the MONUSCO Human Rights department in order to identify human rights violations and sexual offenses carried out by the armed forces and the police.
- Provide technical assistance in the mainstreaming of violence sexual issues in policies, program and projects in support of EUPOL in the framework of the police reform.
- Promote and conduct projects in support of human rights and sexual violence issues.
- Support and organize initiatives intended to raise the Congolese police, justice and army awareness on human rights and sexual violence issues.
- Collect information on possible human rights abuses with various local as well as international counterparts.
- Report on specific human rights cases, trends and issues which could notably impact the work of both Missions.
- Advise EUPOL and EUSEC on sexual offenses in armed conflicts issues in order to raise awareness on that topic.
- Assist EUPOL and EUSEC advisers in dealing with human rights and sexual violence in armed conflicts cases.
- Follow the proceedings that are linked to human rights violations, in coordination with the EUPOL crime investigation advisers.
- Make specific recommendations, as appropriate, to the relevant military and/or police authorities, in close coordination with the MONUSCO Human Rights department.
- Carry out any other tasks as delegated by the Heads of Mission.

Qualifications and experience:

- Advanced university degree in law and social sciences with focus on human rights and sexual violence issues.
- Extensive knowledge and experience in human rights domain and international human rights standards.
- Minimum of 5 (five) years of international experience particularly in crisis areas with multi-national and/or international organizations (desirable);
- Knowledge of the Congolese Army and Police and the DRC (desirable);
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;

Seconded

- Knowledge of both written and spoken English (desirable);
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience in Africa, particularly in crisis areas with multi-national and international organizations.
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission;
- Excellent interpersonal skills and ability to communicate internally and to relate with multi-national as well as international partners.
- Knowledge of political, cultural, legal and social specificities of DRC (desirable).

Seconded

GENERAL INSPECTORATE/ SENIOR AUDIT EXPERT (POLRDC 019)

(1 position)

Duty Station: Kinshasa

Proposed deployment: As soon as possible

Main tasks:

- Under the supervision of the Assistance Coordinator PNC / MO – Liaison Officer IG / PNC,
- Advise the General Inspector of the "Inspection Générale d'Audit" on the strategies, policies, command and control required to set up his unit.
- Advise the Audit General Inspector and his two deputies on the management and leadership role.
- Advise the Audit General Inspector on the strategic aspects and on the implementation of the General Inspectorate policies, in coordination with the Provincial Inspections and in accordance with the Interior Minister's guidance and its founding Decree.
- Facilitate contacts with bilateral actors which want to support the "Inspection générale d'Audit".
- Advise on the establishment of inspection and audit reports, as appropriate, and on the collection and processing of citizens' complaints against the PNC (Police Nationale Congolaise).
- Help identify shortcomings in the handling of audit proceedings and internal affairs investigations and make recommendations to improve them.
- Advise on the technical and logistics needs and the set up of a data base allowing the "Inspection générale d'Audit" to properly record inspection, investigation and audit reports.
- Help the Audit General Inspector establish contacts with Human Rights NGOs, notably dealing with police abuse and violence.
- Undertake any other tasks required by the Head of Mission.

Qualifications and experience:

- To have a rank of Major/Commissaire/Chief Inspector or equivalent in a police service.
- To have a minimum of 8 (eight) years of police management experience, with broad professional experience, both in planning, operational and organizational aspects of police services.
- To have a proven experience in an Inspectorate or audit service of a police service or in the field of Internal Affairs.
- An advanced University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable).
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context;
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission.

Seconded

GENERAL INSPECTORATE/AUDIT EXPERT (POLRDC 020)

(1 position)

Duty Station: Kinshasa

Proposed deployment: As soon as possible

Main tasks:

- Under the supervision of the Senior IG/Audit Expert,
- Advise the General Inspector of the "Inspection générale d'Audit" on the strategies, policies, command and control required to set up his unit.
- Advise the Audit General Inspector and his two deputies on the management and leadership role.
- Advise the Audit General Inspector on the strategic aspects and on the implementation of the General Inspectorate policies, in coordination with the Provincial Inspections and in accordance with the Interior Minister's guidance and its founding Decree.
- Facilitate contacts with bilateral actors which want to support the "Inspection générale d'Audit".
- Advise on the establishment of inspection and audit reports, as appropriate, and on the collection and processing of citizens' complaints against the PNC (Police Nationale Congolaise).
- Help identify shortcomings in the handling of audit proceedings and internal affairs investigations and make recommendations to improve them.
- Advise on the technical and logistics needs and the set up of a data base allowing the "Inspection générale d'Audit" to properly record inspection, investigation and audit reports.
- Help the Audit General Inspector establish contacts with Human Rights NGOs, notably dealing with police abuse and violence.
- Undertake any other tasks required by the Head of Mission.

Qualifications and experience:

- To have a rank of Major/Commissaire/Chief Inspector or equivalent in a police service.
- To have a minimum of 5 (five) years of police management experience, with broad professional experience, both in planning, operational and organizational aspects of police services.
- To have a proven experience in an Inspectorate or audit service of a police service or in the field of Internal Affairs.
- An advanced University Degree in Police Sciences, Social Sciences, Law or equivalent academic training (desirable).
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context;
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission.

Seconded

TRAINING COORDINATOR EXPERT (POLRDC 024)

(1 position)

Duty Station: Kinshasa

Proposed deployment: 23/09/2011

Main tasks:

- Work under the supervision of the Head of Mission;
- Provide expertise and act as a reference in the field of development of future policy and strategy of the PNC training unit;
- Work in close coordination with EUPOL staff involved in PNC/CSRP;
- Supervise the work of EUPOL trainers and in that capacity be actively engaged in the implementation of RSS;
- Maintain the necessary contacts with external bodies or service providers involved in the reform, on matters relevant to his/hers area of expertise;
- Represent EUPOL in meetings related to training issues;
- Centralize information and convey it to the HoM as required;
- Carry out any other tasks as assigned by the Head of Mission.

Qualifications and experience:

- Rank of Major / Commissaire / Chief Inspector and proven experience in the field of RSS;
- To possess a vocational degree or equivalent training in relevant police management, particularly with police training and training of trainers
- To possess specific training and recognized experience in the area of training the trainers within a police service with broad professional experience;
- To have a minimum of 5 (five) years of police experience;
- To have 2 (two) years experience in police training and training of trainers;
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context;
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission;

Seconded

CROWD CONTROL TRAINER (POL RDC 032)

(1 position)

Duty Station: Mobile Team (Kinshasa)

Proposed deployment: 3/09/2011

Main tasks:

- Under the supervision of the EUPOL RSS Coordinator;
- Train and advise the Police Nationale Congolaise (PNC) in Crowd Control operations planning.
- Assist and train the PNC in public order management and public security missions.
- Advise the PNC on the technical needs and technical specifications concerned, in partnership with potential international contributors.
- Facilitate the implementation of donors-sponsored projects in support of the Crowd Control.
- Help develop a public security intelligence processing system.
- Help develop a public order and crisis-related management system.
- Advise and train the Operations planners on how to collate process, analyze and disseminate public order information and intelligence, when appropriate.
- Advise the Operations planners on how to follow up on a crisis situation and to report to the PNC chain of command, when appropriate.
- Performing any other task linked to his technical specification as requested by the Head of Mission.

Qualifications and experience:

- To have a rank of Lieutenant, Captain, Major, Inspector Chief in a police force;
- To have a degree or equivalent training in relevant police management, namely with special police units (Anti Riot Unit...)
- To have a minimum of 5 (five) years of police experience.
- To have experience in public order, crisis management and intelligence processing at an operations centre level.
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- Familiarity with basic IT tools, particularly word and excel processing tools;
- (desirable) To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context;
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission.

Seconded

LOGISTICS COORDINATOR/TRANSPORT OFFICER (POLRDC 039) *

(1 position)

Duty Station: Kinshasa (Capital)

Proposed deployment: 10/09/2011

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

Main tasks:

- Under the supervision of the Head of Administration,
- Plan, analyze, design, program and implement all aspects of logistical needs of the Mission.
- Develop the logistical systems necessary for the Mission, with the adequate logistical support related to computers, vehicles, furniture, telecommunications, etc, suitable for the needs of all personnel.
- Coordinate and manage the distribution and reallocation of all logistical resources provided for the Mission, ensuring systems in place for replacement and repair.
- Ensure the production of reports concerning logistical issues; propose/recommend changes and improvements ensure accuracy and comprehensive policies and guidelines to the logistics aspects.
- 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.
- Coordinate the provision of material and office space.
- Receive, review, analyze, assign, process and track certified requisitions submitted for procurement action.
- Be responsible for establishing a transport management system which incorporates controls of speed and mileage, fuel consumption, damages in the vehicles, road accidents and insurance cover.
- Provide advice, support and training to staff on transport related matters, ensuring the necessary storage, distribution and allocation of motor vehicles and associated equipment to mission members.
- Ensure the efficient execution of contracts relating to acquisition and maintenance/services contracts, including car insurance issues.
- Establish a management system that includes coordination and supervision of storage, allocation and distribution, consumption and future needs.
- Fulfill other tasks in the related field.

Qualifications and Experience

- University in Logistics, Engineering, Administration or equivalent combination of education, training and practical experience.
- To have a minimum of 5 years of professional experience.
- Good awareness of different product and services markets and industrial business networks.
- Good working knowledge of MS Word, Power Point and Excel software's.

Seconded

- To be familiar with the use of MS Access and specific logistics planning software's (desirable).
- To have experience in the implementation of EU procurement processes and regulations (desirable).
- To have excellent interpersonal and communications skills and teamwork capabilities;
- Fluency in both oral and written French;
- (desirable) To have international experience, preferably in Africa, particularly in crisis areas with multi-national and international organizations, and be knowledgeable in the DRC political and legal context;
- To be able to manage an important volume of work and to prioritize tasks;
- (desirable) To possess a training in Civilian Crisis Management – CEPOL or having served in another CSDP Mission;

Seconded

DEPUTY MISSION SECURITY OFFICER (POLRDC 043)

(1 position)

Duty Station: Goma (North Kivu)

Proposed deployment: 24/09/2011

Main tasks:

- Working under the orders of the Senior Mission Security Officer (SMSO) as defined in the EU's Policy on the security of personnel deployed (Title 5 of the TEU), ensure management of the safety and security of Goma personnel and activity, including all assets, resources and information.
- Assist the SMSO in the management of Goma's security aspects, such as drafting the Mission's security plan, the emergency and evacuation plan, ensuring the implementation of communication and information security measures and the protection of the staff.
- Participate on an ongoing basis in the development, implementation and update of the Mission security plan, including a system for keeping track of the movements of personnel.
- Ensure that the security policies and procedures are followed as per the Standard Operating Procedures.
- Take part in assessing the threat level and keep a record of incidents and security, ensuring that plans for evacuation and relocation to safe havens are updated and able to be implemented at short notice.
- In case of public order disturbances, closely monitor the situation in Goma, reporting to the SMSO and disseminating information to the Goma staff.
- Ensure compliance with the basic principles and minimum standards provided for in Council Decision 2001/264/EC regarding the protection of EU Classified Information.
- Help organize and conduct training sessions or rehearsals of security and evacuation plans.
- Stand in for the Senior Mission Security Officer of the EUPOL Mission when he/she is absent or not available.
- Carry out any other tasks at the request of the HoM.

Qualifications and experience:

- Police or gendarmerie officer.
- Minimum of 05 years experience in an operational field service.
- Knowledge of the functioning of the EU Institutions, in particular the CFSP and/or the EDSP.
- Proven experience in first aid and security in a hostile environment.
- University degree or graduate of a national police or military academy (desirable)
- Fluency in both oral and written French
- Good knowledge of English
- Excellent ability to communicate internally and with multinational and international organizations as well as international partners.
- Highly resilient under physical and mental pressure and stress-resistant.

Seconded

- Perfect knowledge of all aspects concerning security, in particular the EU's Policy on the security of EU staff deployed outside Europe in an operational capacity under Title V of the TEU and its supporting documentation.
- Experience in field security with other international crisis management actors (i.e. UN, OSCE, etc...), especially in Africa, will be considered an asset.
- Having or being in the position to obtain, a national security clearance equivalent to the level EU SECRET.