

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union CSDP Mission in Niger (EUCAP SAHEL Niger)

Organisation:	European Union CSDP Mission in Niger (EUCAP SAHEL Niger)		
Job Location:	Niamey, Niger		
Availability:	As soon as possible		
Staff Regime:	CRT/MS short term Expert		
Job Titles/ Vacancy notice	Name of the post	Location	Available on
	Finance Expert	Niamey	ASAP
	CIS Expert	Niamey	ASAP
	Procurement Expert	Niamey	ASAP
Deadline for applications:	Friday 31 May 2013 COB		
E-mail address to send the Job Application Form/CV:	<u>cpcc.crt@eeas.europa.eu</u>		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p>Ms Ulla Bergqvist cpcc.crt@eeas.europa.eu</p>		

Seconded Personnel – Only personnel nominations received through official channels from Member States will be considered. The Mission will cover the daily allowances and high-risk insurance (the Van Breda's Group insurance facility which is the same policy applicable to all EUCAP SAHEL Niger International staff members and covers medical care, accidental death & disability benefits amongst other benefits). All other personnel-related costs for those seconded are the responsibility of the contributing Member States, including salaries, pre-mission medical care, travel expenses to and from and inside the Mission area (including home leave), and allowances other than those paid according to the Council document 7291/09 (10 March 2009).

Tour of Duty/Contract Period – The duration of the deployment should be up to 3 months until such a time as suitable mission personnel has been recruited for the positions.

The Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert position for the EUCAP SAHEL Niger Mission, according to the requirements and profiles described below:

A. Essential requirements

Member 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) 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 and English – Report writing skills are especially needed. EUCAP SAHEL Niger is a French speaking mission.

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

Training – Hostile Environment Awareness Training or equivalent (average of 4-5 days hostile environment training) mandatory. A certificate to this effect must be submitted prior to deployment.

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).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in an 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 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, as indicated in the respective job description, when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

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

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

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

D. Additional information on the selection process

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

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

Selection process – The candidates considered to be most suitable will be short-listed and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels location for interviews, the Member State will bear any related costs.

Information on the outcome – Member States 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.

CRT

Finance Expert

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Restraint or equivalent

Availability: ASAP

The Finance Expert will assist the Finance Officer in fulfilling the duties set in support of the Mission mandate.. He/she will be responsible for:

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 including a minimum of 3 years in a managerial position.
- 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.
- Good knowledge of French and English is required.

CRT

CIS Expert

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Secret

Availability: ASAP

The CIS Expert reports to the Chief CIS and will support him/her in fulfilling the duties set in support of the Head of Mission Support. He/she will be responsible for:

Main tasks

- Assists and advises the chief CIS on all CIS issues.
- Assists in the production of clear and concise reports concerning CIS issues recommending improvements.
- Supports the establishment and maintenance of CIS and communications networks in support of the Mission.
- Installs specific available telecommunication systems or equipments required.
- Establishes, proposes and monitors the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues.
- Ensures, if required task related to information security (could incl. Crypto Custodian) of the Mission.
- Supports the provision of a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the mission.
- Develops and maintains Mission's software applications as well as complex databases.
- Maintains all Server, workstation, network and communications systems in use in the Mission with an emphasis on preventative maintenance.
- Develops detailed database/software specifications, functional specifications and user documentation for the systems used as necessary.
- Supports the identification of needs and definition of application/database requirements, organise and implement user training, troubleshoot problems and assist with change requests.
- Defines and forward as appropriate the requirements for goods and/or services for its area of responsibility.
- Keeps accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in co-ordination with the Administration.
- Undertakes any other related tasks as required by the HoM.

Qualifications and experience

- University degree in Communications information Systems, ICT or Technical Specialization in Engineering, Communications or equivalent combination of education, training and practical experience.
- A minimum 5 years of experience in an operational environment.
- Excellent background and experience in communication information networks and information management systems particularly in hardware equipment (SATCOM, VPN, VHF radios.....).
- Experience on drafting procedures for the use and management of computer systems and networks, including security.
- Experience in database installation and database programming skills.
- System administrator with experience in the Microsoft Environment, Server 2003 / 2008, Exchange 2010, Office 2007, preferably with a relevant and official Microsoft certificate.
- Good knowledge of English.
- Good knowledge of French is desirable
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

CRT

Procurement Expert

(1 position)

Duty Station: Niamey

Security Clearance Level: EU Restraint or equivalent

Availability: ASAP

The Procurement Expert will assist the Procurement Officer in fulfilling the duties set in support of the Mission mandate. 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.
- Good knowledge of French and 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.