

# EUROPEAN EXTERNAL ACTION SERVICE



## 3<sup>rd</sup> Call for Contributions for EUCAP Sahel Niger

### Annex 1- Requirements and Job Descriptions

<b>Organisation:</b>	<b>European Union Capacity Building Mission in Niger</b>			
<b>Job Location:</b>	<b>Niamey</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b>			
	NI 06*	Coordination Team Leader	Niamey	10.01.2014
	NI 08	Criminal Intelligence Training Expert	Niamey	ASAP
	NI 10	Senior Military Expert	Niamey	26.03.2014
	NI 15	Police Tactical and Training Officer	Niamey	ASAP
	NI 16	Capacity Building (LOG) Expert	Niamey	ASAP
	NI 30	Nigerien Security Strategy Advisor (RoL Planning Expert)	Niamey	ASAP
	NI 34	Human Resources Training Expert	Niamey	ASAP
	NI 35	Logistics Training Expert	Niamey	ASAP
	NI 39	Border Management Expert	Niamey	17.12.2013
	NI 41	Analyst MAC	Niamey	14.12.2013
	NI 44	Assistant to HoM	Niamey	17.12.2013
	<b><u>Seconded/Contracted</u></b>			
	NI 18	Head of Mission Support	Niamey	ASAP
	NI 19	Chief of Procurement	Niamey	ASAP
	NI 22*	Chief of Logistics	Niamey	ASAP
	NI 37	Database/Documentation Expert	Niamey	ASAP
	NI 45*	Mission Security Officer	Niamey	ASAP
	NI 47*	Finance Officer	Niamey	ASAP
NI 50	Procurement Officer	Niamey	ASAP	
NI 52	CIS Officer – Systems and Networks	Niamey	01.11.2013	
<b>Deadline for applications:</b>	Close of business on 21 November 2013 (17:00 hours Brussels time)			
<b>E-mail address to send the Job Application Form:</b>	<b><u><a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a></u></b>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC) <b>Mr Aurel Hariton</b> <b><u><a href="mailto:aurel.hariton@ext.eeas.europa.eu">aurel.hariton@ext.eeas.europa.eu</a></u></b>			

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

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member/Invited Third States will be considered. EU Member/Invited Third States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Invited 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 <sup>(1)</sup>. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by EU Member States.

**Tour of Duty/Contract Period** – Subject to the Council approval of the extension of the current Mission mandate beyond the 15 of July 2014 and the appropriate Budget Impact Statement, the duration of the deployment should be of 12 months.

Regardless of the above, the continuation of any tour of duty/contract extending beyond the 15 July 2014 (the end of current mandate) is entirely dependent on the requirements after the end of the existing mandate.

The Civilian Planning and Conduct Capability (CPCC) requests that EU Member/Invited Third States propose candidates for the following international expert positions for the EUCAP Sahel Niger Mission, according to the requirements and profiles described below:

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

EU Member/Invited Third 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 Invited 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.

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

**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 EU Member/Invited Third 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, spread sheet 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>) as required.

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

## **B. Recommended 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** – EU Member/Invited Third 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 an Invited 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 Invited Third State which expressly addresses the obligations of that country towards the handling of EU CI.

**Security equipment** - Police/Military 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 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 EU Member/Invited Third States. A copy of this certification must accompany deployed seconded/contracted personnel.

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

#### **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 EU Member/Invited Third 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 EU Member/Invited Third States will bear any related costs.

**Information on the outcome** – EU Member/Invited Third States and contracted candidates for seconded/contracted positions will be informed about the outcome of the selection process after its completion.

#### **E. Additional information**

Mission staff will be accommodated in Mission provided accommodation. Mission members may be asked to contribute towards the overall cost of the accommodation.

#### **F. 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

### Coordination Team Leader (NI 06)\*

(1 position)

**Duty Station:** Niamey  
**Security Clearance Level:** EU Secret  
**Availability:** 10.01.2014

The Coordination Team Leader will be the team leader for the activities related to the objective 2 under the command and control of the Head of Operations (HoO).

#### **Main tasks**

- Maps and assess the current activities of bi lateral and multi-lateral co-operations.
- Assess, in his remit, the needs and possible improvements of security forces for regional and international co-operation.
- Organises coordination meetings between the interior security actors.
- Develops, under local ownership, an international and regional cooperation strategy.
- Supports the "operationalisation" of the strategy.
- Provides advice on the improvement of already existing cooperation programs.
- Coordinates with the others senior officers respectively in charge of each objective.
- Facilitates cooperation between the strategic, operational and tactical levels.
- Develops training curricula and design exercises to improve regional coordination.
- Delivers expertise in term of international cooperation.
- 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.
- Relevant university or equivalent professional degree.
- At least 10 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;
- 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.

## **Criminal Intelligence Training Expert - NI 08**

(1 position)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

The Criminal Intelligence Training Expert reports to the Rule of Law (RoL) Capacity Building Team Leader.

### **Main tasks**

- Conducts, upon request, review of the Interior Security Forces structure regarding intelligence.
- Establishes and develops working relationships with the Nigerien partners in charge of the intelligence aspects inside the security forces.
- Assesses the needs of the security forces in charge of criminal intelligence.
- Elaborates in partnership with the Nigerien authorities a national intelligence plan.
- Elaborates a training plan addressing operational criminal intelligence and the fight against terrorism and organised crime.
- Designs and implements specialized training in analysis and sharing intelligence process.
- Develops curricula in order to implement cooperation programs in his domain of competency ( criminal intelligence)
- Identifies the target audience for the training courses.
- Coordinates and controls criminal intelligence training.
- Implements evaluation of the training.
- Delivers expertise in terms of criminal intelligence cooperation.
- Reports to the RoL Capacity Building Team Leader on the consistency, complementarity and sustainability of the programs.
- Undertakes any other related tasks as required by the HoM.

### **Qualification and experience**

- Senior Rule of law Officer.
- Relevant university or equivalent professional degree.
- At least 10 years of significant experience within a security service: intelligence analysis, criminal investigation and terrorism investigation.
- Fully fluent in written and spoken French and English, desirable.
- Previous experience in training of the trainers.
- Knowledge and experience in security operations and related law enforcement.
- Recently working experience in the Sahel region (Niger would be ideal).
- Experience of operations/missions and/or co-operation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience with the European Institutions.
- 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 (NI 10)**

(1 position)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** 26.03.2014

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

### **Main tasks**

- Through the interoperability team leader, provides political-military and specific military analysis and advices on developments in Niger and in the Sahel region.
- Liaises with all relevant military actors, including Ministry of Defence, Chief of Defence, military authorities and Defence Attachés.
- In his/her remit, advises on draft mission papers and issues related to the Mission overall activity, including the implementation of the mandate.
- Contributes to planning and monitoring the improvement of coordination between Nigerian Security actors and Armed Forces.
- Facilitates cooperation between the strategic, operational and tactical levels.
- Contributes to the military aspects of the Press and Public Information activities.
- Undertakes 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.
- Excellent skills in written and spoken French and English, desirable.
- 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.

## **Police Tactical and Training Officer (NI 15)**

(1 position)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

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.
- Reports to Head of Operations on the consistency, complementarity and sustainability of the programs.
- Undertakes any other related tasks as required by HoM.

### **Qualification and Experience**

- Senior Rule of Law officer.
- Relevant university or equivalent professional degree.
- 10 year experience in: law enforcement experience or criminal investigation, training, including Train the Trainers programmes.
- Experience of operations/missions and/or cooperation in Africa.
- Experience of international organizations and/or multinational operations.
- Good understanding and ideally direct experience with the European Institutions.
- 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 and English, desirable.
- 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:** As soon as possible

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

### **Main tasks**

- In close coordination with Nigerien Security forces, assesses their current logistics and maintenance system capacities, strengths and weaknesses.
- Identifies actions to be put in place in order to maintain and rapidly upgrade their current capacities, adapted to the present structures.
- Develops a Logistics management plan, including policies, concepts, procedures and structures, based on the existing Nigerien Logistics capability, in the areas of system management, procurement, maintenance, supply of all logistical resources.
- Supports the HR Sustainability team leader in defining structural and training adaptation in order to strengthen Niger security actors' manpower and skills.
- Supports 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.
- Develops synergies between the Nigerien Logistics management system and the bilateral cooperation activities.

### **Qualifications and Experience:**

- Expert in the field of logistics (planning and implementation of logistics systems).
- Minimum 3 years of experience in vehicle fleet management (including stock and maintenance).
- Experience/familiarity with law enforcement or military institutions desirable.
- Experience of operations/missions and/or cooperation in Africa, desirable.
- Experience of international organizations and/or multinational operations.
- Excellent skills in written and spoken French, English, desirable.
- 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.

## **Nigerien Security Strategy Advisor (RoL Planning Expert) (NI 30)**

(1 position)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

The Nigerien Security Strategy Advisor reports to the Inter-operability Team Leader.

### **Main Tasks**

- Overall contribution to strengthen the implementation of the security dimension of the Nigerien Security Development at national level complementary to other actors (objective 1).
- Establishes working relations with the appropriate Nigerien counterparts.
- Analyses current and potential gaps in the security arrangements, including their legal and institutional aspects.
- Assesses the coordination and organisational needs and recommends possible solutions at strategic and operational level.
- Contributes to improve cooperation between the strategic, operational and tactical levels of Niger Security actors.
- Provides advice on the possible improvements of the skills and performance of Nigerien security personnel.
- Participates in the curricula development in cooperation with other experts, for courses related to the broader implementation of the Niger security strategy, especially in the area of law enforcement.
- Helps on preparing table top exercises to check and validate the operating procedures used by the Counter Terrorism Operational Room, including the cooperation amongst the different internal security forces.
- Undertakes any other related tasks assigned by the Inter-operability Team Leader.

### **Qualifications and Experience**

- Rule of Law Officer.
- Relevant university or equivalent professional degree.
- At least 10 years of relevant experience.
- Previous experience in criminal investigation on terrorism and organized crime matters.
- Previous experience in planning and operations.
- Excellent strategic and analytical skills.
- Experience of operations/missions and/or cooperation in Africa.
- Experience with or within international organizations and/or multinational operations.
- Good understanding and direct experience in the European Institutions and/or 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 (working level).
- 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.

## **Human Resources Training Expert (NI 34)**

(1 position)

**Duty Station:** Niamey

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

**Availability:** As soon as possible

The Human Resources Training Expert reports to the Sustainability Team Leader.

### **Main Tasks**

- Overall supporting to the development of Nigerien Security Forces' sustainability.
- Supports the capacity development on human resources.
- Supports local authorities in identifying and assessing training needs and proposes strategic orientations.
- Contributes to developing training curricula on Human Resources, including for training the trainers.
- Advises on how to ensure an effective and transparent human resources policy, including recruitment and management systems.  
Contributes to plan, organise and deliver all training activities related to human resources, including on evaluation issues.
- Undertakes any other related tasks as required by the Sustainability Team Leader.

### **Qualifications and Experience**

- Human Resources Expert.
- Relevant university or equivalent professional degree.
- 7 years of experience in the field of HR preferable within a Law Enforcement Agency.
- Experience of operations/missions and/or cooperation in Africa will be ideal.
- Experience on international organisations and/or multinational operations will be ideal.
- Operating experience in complex, crisis management and/or hostile environments with civilian and/or military staff, is an advantage.
- Excellent skills in written and spoken French, English desirable.
- 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.

## **Logistics Training Expert (NI 35)**

(1 position)

**Duty Station:** Niamey

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

**Availability:** As soon as possible

The Logistic Training Expert reports directly to the Sustainability Team Leader.

### **Main Tasks**

- Overall supports to the development of Nigerien Security Forces sustainability.
- Proposes a logistics and maintenance policy.
- Trains the trainers in the field of vehicle maintenance.
- Delivers training in equipment provided through the Project Cell.
- In close coordination with Nigerien security logistic actors, assesses their current logistic and maintenance system capacities, strengths and weaknesses, notably for the vehicles fleet (4x4, pick-up and motorcycles).
- Assists the Nigerien security actors in the implementation of different logistic functions such as Movement and Transportation, Supply Chain, Asset and Services Management, as well as Engineering and Facilities.
- Explores possible ways to create synergies between the Nigerien Logistic management system and bilateral cooperation activities.
- Assists the local logistic responsible in the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines where necessary.
- Assists in the elaboration of technical specifications of items to be procured.
- Undertakes any other related tasks as required by the Sustainability Team Leader.

### **Qualifications and Experience**

- Logistics Expert specialised in vehicle fleet maintenance.
- 7 years of relevant experience.
- Experience in management of logistics, including maintenance of transport means.
- Experience in training of trainers
- Experience on operations/missions and/or cooperation in Africa.
- Experience in international organisations and/or multinational operations will be ideal
- Excellent skills in written and spoken French (mandatory)
- Good interpersonal skills, ability to engage with local 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.

## **Border Management Expert (NI 39)**

(1 position)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret or equivalent.

**Availability:** 17.12.2013

The Border Management expert reports directly to the Rule of Law Capacity Building Team Leader.

### **Main Tasks**

- Overall contributes to strengthen the rule of law through the development of the Nigerien criminal investigation capacities.
- Identifies and assess needs of the security actors in relation to their tasks in Border Management, and especially in relation to terrorism and organized crime.
- Assesses the coordination and organisational needs and contributes to the elaboration of a national plan in Border Management.
- If necessary proposes adequate corrective measures to be implemented if agreed by Nigerien Authorities.
- Provides advice on possible improvements of the skills and performance of local officers.
- Advises on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations;
- Undertakes any other related tasks as required by the Rule of Law Capacity Building Office Team leader.

### **Qualifications and Experience**

- Rule of Law Officer/Border Guard.
- Relevant university or equivalent professional degree.
- 10 years of significant experience within law enforcement.
- 5 years of experience in Border Management services.
- Experience in airports control and immigration will be ideal.
- Excellent skills in written and spoken French (mandatory). 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.

## **Analyst MAC (NI 41)**

(1 position)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** 14.12.2013

The Analyst MAC reports to the Senior Analyst/Head of MAC

### **Main Tasks**

- Supports the structuring of Mission information and information flows to make them functional to the generation of analytical products.
- Operationalizes HoM information and analysis requirements (identification, prioritization, planning, tasking).
- Uses the Mission information and knowledge management system to process information from all Mission components and from accessible sources external to the Mission, especially coming from the liaison officers.
- Provides comprehensive and timely assessments of situations, events and developments, including contributions to early warning of potential threats and upcoming opportunities for mandate implementation.
- Provides analytical support to public surveys authorized by the HoM.
- Contributes to identify and maps relevant entities requiring interconnectivity in support of the civilian CSDP Mission and key characteristics of the associated information flows, including timelines, accuracy, level of security, format (voice/text/imagery/video). This provides a generic view of the CSDP operational context and the communication needs of actors associated with it, both in the field and towards Brussels.
- Ensures liaison arrangements with similar capabilities of other organisations and entities operating in theatre, as deemed appropriate by HoM.
- Contributes to Mission reports, ensuring the inclusion of relevant assessments.
- Disseminates MAC products internally and/or externally as directed by the HoM or his/her delegated person, and ensures the security of the information handled by the MAC.
- Contributes to security and risk assessments conducted by the Mission, in liaison with the Mission Security Office.
- Contributes to develop and maintain MAC working methodology and relevant Standard Operating Procedures (SOPs).
- Undertakes any other tasks, including of administrative nature, as directed by the Senior Analyst/Head of the MAC.

### **Qualifications and Experience**

- University Degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police education.
- Proven skills and experience in the handling, processing and analysis of information from various sources. Minimum of 3 years analytical experience desirable.
- Significant experience in the use of analytical IT packages and processes, including specific analytical software.
- Excellent interpersonal skills and ability to work dynamically on his/her own initiative in a methodical manner.
- Excellent skills in written and spoken French.
- Working knowledge of English is an asset.

- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment.
- Experience in matters relating to the Africa, particularly with Niger and the other Sahel countries. Knowledge of the languages, history, and culture, social and administrative structures of the Sahel countries is an advantage.



## **Assistant to HOM (NI 44)**

(1 position)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** 17.12.2013

The Assistant to the HoM reports to the Head of Mission.

### **Main Tasks**

- Assists the HoM in his daily work.
- Accompanies the Head of Mission as required to meetings and events and makes necessary preparations.
- Schedules appointments and meetings and maintain contacts.
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, speeches etc. for the HoM.
- Drafts memos, letters, faxes and other requested documents, maintains filing systems and performs administrative and secretarial duties when required.
- Liaises with Mission staff and others outside the Mission to support HoM activities.
- Undertakes any other tasks required as requested by the HoM.

### **Qualifications and Experience**

- Rule of Law Officer.
- At least 5 years of working experience in a relevant field of work with appropriate responsibilities, with broad professional experience in operational and organizational aspects.
- Work experience in an international mission environment desirable.
- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions.
- Ability to work well on his/her own initiative and as part of a team.
- Work methodically, accurately and with attention to detail as well as ability to work under tight deadlines. Willingness to work as team member.
- Ability to operate Windows applications.
- Have excellent communication skills.
- A high standard of written and spoken French is required.
- A good standard of written and spoken English is desirable.

**Seconded/contracted**

**Head of Mission Support (NI 18)**

(1 position)

**Post category:** Expert

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

The Head of Mission Support is a member of the Mission's Senior Management Team working in support of the Mission mandate. S/he reports to the Deputy Head of Mission/ Chief of Staff. For financial matters, s/he reports directly to the Head of Mission while keeping the CoS/DHoM fully informed.

**Main Tasks**

- Defining the administrative requirements of the Mission including the establishment of systems for the financial management, force generation and recruitment of international and local staff, procurement of goods and services.
- To manage, prioritise and direct the work of organisational units within the Mission Support Department to ensure they support the Mission and its operational units in the execution of the Mission's mandate and tasks as set out in planning documents, the Mission Implementation Plan and instructions issued by the HoM.
- Establishing sound financial management and effective internal control systems in compliance with the standards set by the European Commission.
- Co-ordinates the drafting of the Mission Budget.
- Ensuring that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Implementing Rules.
- Leading the staff responsible for the effective security and control of designated funds allocated to the mission and all necessary internal and external administrative functions.
- Monitoring and directing day-to-day personnel, financial and administrative operations of the Mission, as well as to lead the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements.
- To assist and advise the Head of Mission on finance issues.
- Giving advice to Mission Management, and developing inter-unit plans coordination, setting goals and deadlines and defining procedures and responsibilities related to Mission Support matters.
- Leading the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics.
- Assisting and advising, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues.
- Studying and proposing operational and management decisions that have the objective to increase the efficiency of the mission service.
- Producing, coordinating and deciding about plans and reports related with the mission activities, namely related with the organisation and administrative services.
- Assuming the coordination of the administrative issue related to the liaison offices of the Mission.
- Coordinating on strategic and operative mission support matters with internal, external and relevant EU functions.
- Undertaking any other related tasks as required by the HoM.

## **Qualifications and experience**

- Successful completion of a full course of university studies relevant to the post attested by a degree where the normal duration of university education in the country awarded is four (4) years or more.
- Senior expert with minimum 2 years management experience in the field and at least 10 years of overall professional experience related to the post.
- Experience in planning and implementing projects.
- Sound experience in leading Administration, HR and Financial management activities.
- Experience in EU financial management and EU procurement rules.
- Excellent analytical, research and problem-solving skills.
- Proficiency in MS software and a good working knowledge of IT systems in general.
- A good working knowledge of both English and French is required.
- Previous experience in EU CSDP missions and previous experience in the same position would be an advantage.
- Previous work experience in Africa would be an advantage.

## **Chief of Procurement (NI 19)**

(1 position)

**Post category:** Mission Support Management Level (MSML)

**Duty Station:** Niamey

**Security Clearance Level:** EU Confidential

**Availability:** As soon as possible

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 Mission's 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 to all contracting and procurement matter.
- Develops professional relationships and work partnership with EC and CPCC in the field of contracting and procurement for the Mission.
- Manages the procurement unit of the Mission.
- Undertakes any other related tasks as required by the HoM.

### **Qualifications and Experiences**

- Successful completion of a full course of university studies in Law, Public Administration, Business Administration or equivalent university studies relevant to the post attested by a degree, where the normal duration of university education in the country awarded is three (3) years.
- To have a minimum of 2 years at middle management levels and 10 years of overall professional experience.
- 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 is desirable.
- Experience in planning and implementing projects and programmes.
- Good working knowledge of MS Word and MS Excel.
- Very good working knowledge of both French and English is required.
- Previous experience in CSDP missions would be an advantage.
- Previous work experience in Africa would be an advantage.

## **Chief of Logistics (NI 22)\***

(1 position)

**Post category:** Mission Support Management Level (MSML)

**Duty Station:** Niamey

**Security Clearance Level:** EU Confidential

**Availability:** As soon as possible

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 and follow up of 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.
- Undertakes any other related tasks as required by the Head of Mission Support.

### **Qualifications and experience**

- University degree in Logistics, Engineering, or equivalent academic degree.
- To have a minimum of 7 years of progressive professional experience in a specific Support Services related field (i.e. Supplies, Transportation, and Asset Management) combined with having served as a manager of a multi-disciplinary administrative unit for minimum 2 years.
- 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 the 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 is desirable.

## **Database/Documentation Expert (NI 37)**

(1 position)

**Post category:** Mission Support Management Level (MSML)

**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 contributes to strengthen the rule of law through the development of the Nigerien criminal investigation capacities.
- Supports 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).
- Maps and assesses 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.
- Provides advice on the possible improvements of skills and performance of the internal security actors (FSI) in regards to intelligence management.
- Proposes procedures and guidelines for establishing a system to categorize and manages documents and eventually supports its implementation.
- Undertakes any other related tasks as required by the Rule of Law Capacity Building Team leader.

### **Qualifications and Experience**

- Rule of Law Officer.
- At least 5 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.
- Experience in criminal investigation on terrorism and organized crime matters.
- 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.

## **Mission Security Officer (NI 45)\***

(1 position)

**Post category:** Mission Support Management Level (MSML)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** As soon as possible

The Mission Security Officer reports to the Senior Mission Security Officer (SMSO).

### **Main Tasks**

- Implements security requirements for EU-led civilian crisis management operations.
- Assists the SMSO in the development of the Mission Security Plan and all supporting security and safety instructions and procedures.
- Assesses the security situation and maintains updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilised at short notice.
- Conducts or initiates security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Ensures that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conducts regular security drills, communication tests and evacuation exercises.
- Provides briefings to new staff with regard to safety and security issues and ensures that all staff is properly prepared for emergencies.
- Establishes liaison as directed and co-operates closely with international organisations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provides comprehensive reports to the SMSO on any incidents affecting mission staff and initiates necessary follow up action with the appropriate authorities.
- Generates and elaborates precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produces briefings and presentation relating to their sphere of work for the benefit of the mission.
- Assists in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation.
- Reports and assists the SMSO on the security level and state of alert for the mission staff.
- Provides assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- Travels to high risk areas and conducts security duties.
- Undertakes any other tasks required by the SMSO in support of the objectives of the Mission.

## **Qualifications and Experience**

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from a military/police academy or civilian security organisation with specialised training on field operations, force protection and/or security or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- Or equivalent combination of education, training and practical experience, preferably with a substantial part of it in an international organization involved in crisis management.
- In both cases, professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector in the military/police.
- Successful completion of the EU Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Excellent organisational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel).
- Fluency in French and good knowledge of English is required.
- 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**

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

### **Qualifications and Experience**

- University Degree in Finance, Accountancy, Administration or equivalent degree.
- Minimum of 5 years of relevant professional experience is required and some management experience would be advantageous.
- 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 good standard of both English and French is required.
- Previous experience in CSDP missions would be an advantage.

## **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.
- Uses 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).
- Provides assistance to the mission departments related with all contracting and procurement matters.
- Assists in the development of internal mission procurement procedures.
- Develops professional relationships and work partnership with European Commission and CPCC in the field of procurement for the mission.
- Undertakes 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 or equivalent degree.
- To have at least three (3) 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 working knowledge of both French and English is required.
- Good drafting and reporting skills.
- Good working knowledge of MS Office and MS Excel.
- Previous experience in CSDP missions is desirable.

## **CIS OFFICER – Systems and Networks (NI 52)**

(1 position)

**Post category:** Mission Support Management Level (MSML)

**Duty Station:** Niamey

**Security Clearance Level:** EU Secret

**Availability:** 01.11.2013

The CIS Officer reports to the Chief of CIS.

### **Main tasks**

- Advises the Chief CIS on the development of an information system and a network system for the mission in conjunction with the administrative, logistical operational and security requirements of the mission.
- Performs the set-up and maintains the Mission intranet system including server administration and backup, application set-up and administration, LAN network set-up and support.
- Participates in maintaining a secure office automation environment, information system, electronic messaging system and internet services system in support of the mission.
- Assists the Chief CIS in maintaining a secure radio, computer, satellite and telephone communications system in support of the mission in respect of the internal procedures.
- Performs, in conjunction with the Chief of CIS, the deployment, installation and maintenance of all Mission equipment, LAN, servers, software, and services in the Mission.
- Advises the Chief of CIS in the preparation ( in co-ordination with the Administration), of the Data Risk Map and the Data Recovery Plan for the EU supported systems, in agreement to the Master Plans.
- Assists the Chief of CIS by providing technical advice on all systems, applications and networking matters including ensuring that an adequate level of security is applied to all communication systems.
- Implements the Mission ICT security policies in liaison with the Information Security department ; acts as crypto-custodian if required
- Establishes Standard Operating Procedures/Internal Guidelines containing policies and directives related to all office automation and communication issues as instructed by Chief of CIS.
- Assists the Chief of CIS in administrative work related to the CIS Office
- Undertakes any other related tasks as required by the Chief of CIS.

### **Qualifications and experience**

Essential

#### **Education and Experience**

- A University degree in Communications or Technical Specialization in Engineering, Communications or other relevant degree.
- A minimum of 5 years of experience in management of complex information and communication technology infrastructure and systems including maintenance and operation.
- Knowledge and practical experience of design, implementation and operation of systems and applications for an Intranet.
- Experience of management and administration of servers, systems, applications and networks including electronic messaging systems and user management with standard directory tools.

- Ability to draft procedures for the use and management of computer systems and networks.
- Strong knowledge and practical experience of secured Internet connectivity with multiple Internet providers and technologies
- Good working knowledge of both French and English

#### Advantageous

- A combination of other relevant industry certification including: IT service management (e.g. ITIL V3/Foundation/Practitioner); project management (PMP, PRINCE2); and Cisco certifications, is a strong asset.
- Knowledge of Linux, Apache, MySQL, Php (LAMP) based solutions for Intranet services
- Knowledge of satellite and radio communications, including V-SAT, B-GAN, satellite phones, VHF, HF, radio, Wimax and Wireless network technologies
- Practical knowledge of industry leading network equipment providers (Cisco, Fortinet, or Avaya)
- Experience in switching and routing including BGP.
- Demonstrated experience of ICT security practice related to sensitive governmental programs
- Expert level of problem solving and analytical ability to analyse IT and communications issues
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Hands on experience and practice of CIS in CSDP field missions
- International experience, particular in crisis areas with multi-national and international organizations.