

EUROPEAN EXTERNAL ACTION SERVICE



1st Call for Contributions (1-2014 CfC) for EUCAP Sahel Niger

Annex 1- Requirements and Job Descriptions

Organisation:	European Union Capacity Building Mission in Niger			
Job Location:	Niamey			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	NI 31	Operational and Coordination Centres Expert	Niamey	19.05.2014
	NI 35	Logistics Training Expert	Niamey	ASAP
	NI 41	Analyst MAC	Niamey	ASAP
	NI 43*	Reporting Officer	Niamey	16.05.2014
	NI 44	Assistant to HoM	Niamey	ASAP
	<u>Seconded/Contracted</u>			
	NI 25	Senior Mission Security Officer	Niamey	04.06.2014
	NI 52*	CIS Officer – Systems and Networks	Niamey	ASAP
Deadline for applications:	Close of business on 14 March 2014 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form:	eeas-cpcc-eucap-niger@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC) Mr Aurel Hariton aurel.hariton@ext.eeas.europa.eu			

(*The availability of this position is the subject to the non-confirmation of a request for extension or the non-acceptance of a 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 (¹). The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by 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. 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 EU Member/Invited Third States.

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

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

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 EUCI.

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

Position Name: Operations and Coordination Expert	Employment Regime: Seconded	Post Category: n/a
Ref. no. NI 31	Location: Niamey	Availability: 19.05.2014
Component/Department/Unit: Planning and Operations Section / Inter-operability Office	Security Clearance Level: EU Secret or equivalent	Open to Invited Third States: Yes

Reporting Line

The Operations and Coordination Expert reports to the Inter-operability Team Leader

Main Tasks

- Contribute to develop or improve -as appropriate- the standard operating procedures of the CT OPS Room
- Provide advice on the possible improvements of the skills and performance of the local officers.
- Participate in the curricula development in cooperation with other experts, for courses related to the CT OPS Room.
- Train the concerned Nigerien officers with a view to increase the performance of the CT OPS Room
- Support the development and upgrading of the interoperability and coordinating mechanism within the "Service Central de Lutte Contre le Terrorisme" (SCLCT) amongst the different security forces in order to fight terrorism.
- Help facilitate cooperation between the strategic, operational and tactical levels of security forces.
- Help prepare 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

- Law Enforcement Officer.
- Relevant university degree or equivalent professional experience.
- At least 5 years of relevant experience.
- Previous experience in criminal investigation on terrorism and organized crime matters.
- Previous experience in the management of a Police Operation room.
- Experience of operations/missions and/or cooperation in Africa will be ideal
- Excellent skills in written and spoken French (mandatory). Working knowledge of English is desirable.
- 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.

Position Name: Logistics Training Expert	Employment Regime: Seconded	Post Category: n/a
Ref. no. NI 35	Location: Niamey	Availability: ASAP
Component/Department/Unit: Planning and Operations Section/ Sustainability Office	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line

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

Main Tasks

- Supports to 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 forces, 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.
- 5 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 will be ideal.
- Experience in international organisations and/or multinational operations will be ideal
- Excellent skills in written and spoken French.
- 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.

Position Name: Analyst MAC	Employment Regime: Seconded	Post Category: n/a
Ref. no. NI 41	Location: Niamey	Availability: ASAP
Component/Department/Unit: HoM/DHoM Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line

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 5 years of relevant experience.
- 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.

Position Name: Reporting Officer	Employment Regime: Seconded	Post Category: n/a
Ref. no. NI 43*	Location: Niamey	Availability: 16.05.2014
Component/Department/Unit: Reporting Unit	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line

The Reporting Officer reports to the Senior Reporting Officer.

Main Tasks

- Gather information from across the Mission, analyse the information and prepare periodic reports for submission to mission's hierarchy.
- Support the drafting of the Mission Implementation Plan (MIP) report.
- Provide colleagues with templates and other concrete support so that they can contribute to the drafting of the different reports.
- Follow up of all reporting in regards of the MIP and other reports.
- Compile inputs to reports on a periodic basis for submission to the chain of command.
- Interact regularly with the Senior Reporting Officer, Press and Public Information Office, Political Adviser, Mission Security Officer and others as required, to ensure submission of accurate and timely-submitted inputs; and, analyse the information and provide feed-back to mission members.
- Provide regular power-point briefings and presentations on selected topics to EUCAP Sahel Niger staff and visitors.
- Undertake any other tasks required by the Senior Reporting Officer.

Qualifications and experience

- University Degree or equivalent training and experience in relevant field of specialisation.
- A minimum of 5 years of professional experience in similar assignments.
- Proven analytical abilities and drafting skills.
- Fluent written and spoken French; good command of English.
- Knowledge in common computing software (PowerPoint software).
- Previous international experience, particularly in crisis management (desirable).

Position Name: Assistant to Head of Mission	Employment Regime: Seconded	Post Category: n/a
Ref. no. NI 44	Location: Niamey	Availability: ASAP
Component/Department/Unit: HoM/DHoM Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line

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

Main Tasks

- Assists the HoM in his/her 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

- At least 5 years of working experience in a relevant field of work with appropriate responsibilities, with 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 positions

Position Name: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. no. NI 25	Location: Niamey	Availability: 04.06.2014
Component/Department/Unit: Security Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM), who remains responsible overall for the security and safety of mission staff, the SMSO is responsible for managing the security and safety of the Mission staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures. The SMSO is a member of the Mission's Senior Management Team and reports to the Head of Mission.

Main Tasks

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information.
- To manage and supervise the Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support.
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications.
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system.
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans).
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules.
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots.
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required.
- To provide comprehensive security induction training to new mission members as required.
- To ensure that regular security drills, communication tests and evacuation exercises are conducted.
- To ensure that the contracted security guard force meets assigned performance standards.
- To supervise the recruitment of new staff to the Mission Security Office(s).
- To monitor and assess the security situation and make security analyses, recommendations, and reports.
- To ensure personal security advice is given to members of mission staff as required.
- To ensure effective system of security reviews in relation to the Mission's property and buildings and recommend changes if necessary.
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents.
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available.

- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary.
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents.
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services.
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- To ensure the policy on security clearances for Mission staff is correctly applied.
- To liaise with the EEAS Security Department and CPCC's-Missions Security Coordinator on all matters foreseen by the EEAS Field Security Policy and supporting documents.
- To undertake any other related tasks as required by the HoM.

Qualifications and Experience

- University Degree in Police Sciences, Military Sciences, Social Sciences, security or related fields (or undergraduate degree along with extensive previous experience in security management) or a graduate from military/police academy with specialised training on field operations, force protection and/or a demonstrable experience as a Mission Security Officer in a CSDP mission or EUSR team.
- In both cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Minimum of 10 years of progressively responsible professional experience at management level in the civilian security sector or in the military/police.
- Successful completion of the Mission Security Officer Certification Course (desirable).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Fluency in French.
- A good standard of written and spoken English is desirable.
- Solid knowledge of the Mission area and potential security threats.
- Civilian driving license class B and C.

Position Name: CIS Officer – Systems and Networks	Employment Regime: Seconded/Contracted	Post Category: MSML
Ref. no. NI 52*	Location: Niamey	Availability: ASAP
Component/Department/Unit: Mission Support	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line

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.