

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Maritime Capacity Building Mission in the Horn of Africa (EUCAP Nestor Horn of Africa)

Organisation:	European Union Maritime Capacity Building Mission in Horn of Africa			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	DJ 32	Chief of Staff **	Djibouti	01/05/2014
	DJ 34	Personal Assistant to the HoM *	Djibouti	30/06/2014
	DJ 81	Reporting Officer *	Djibouti	07/07/2014
	DJ 84	Personal Adviser to the Chief of Coast Guard *	Djibouti	02/07/2014
	DJ 96	Maritime Trainer	Djibouti	ASAP
	DJ 110	Navigation Expert - Maritime Situation Awareness	Djibouti	ASAP
	DJ 111	Engineering-Damage Control Expert	Djibouti	ASAP
	DJ 112	Regional Expert for the Djibouti Regional Training Center	Djibouti	ASAP
	NA 03	Country Team Leader Kenya/Somalia	Somalia/ Nairobi	09/05/2014
	NA 40	Press and Public Information Officer	Somalia/ Nairobi	ASAP
	NA 88	Strategic Adviser Mogadishu Federal Authorities *	Somalia/ Nairobi	01/06/2014
	NA 103	Senior Police Adviser Somalia (operational level) *	Somalia/ Nairobi	19/06/2014
	NA 107	Senior Police Adviser Puntland	Somalia/ Nairobi	ASAP
	NA 119	Senior Maritime Adviser Somalia	Somalia/ Nairobi	ASAP
	NA 121	Senior Maritime Adviser Somalia	Somalia/ Nairobi	ASAP
	SE 06	Country Team Leader Seychelles	Victoria	ASAP
	SE 60	Law Drafting Expert – Attorney General's Office	Victoria	ASAP
	DS 132	Maritime Adviser	Dar es Salam	ASAP

<u>Seconded/Contracted</u>			
DJ 65	Procurement Officer	Djibouti	ASAP
DJ 72	Senior Project manager	Djibouti	ASAP
DJ 133	CIS Assistant	Djibouti	ASAP
DJ 134	Procurement Assistant	Djibouti	ASAP
DJ 25	Medical Adviser	Djibouti	ASAP
NA 51	Mission Security Officer	Somalia	ASAP
DJ 52	Deputy Senior Mission Security Officer	Regional	ASAP
NA 53	Mission Security Officer	Somalia	ASAP
NA 128	Mission Security Officer	Somalia	ASAP
NA 135	Administrative Assistant	Somalia/ Nairobi	ASAP
SE 77	Logistics Assistant	Victoria	ASAP
Deadline for applications:	28 March 2014 at 17oo Brussels time.		
E-mail address to send the Job Application Form/CV:	cpcc.eucaphoa@eeas.europa.eu		
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p style="text-align: center;">Ms Alma Noubel: alma.noubel@ext.eeas.europa.eu</p>		

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

(**)The availability of this position is pending the discussions on the future Mission structure.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from Member/Contributing States will be considered. Member/Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013) Personnel seconded from Third Contributing States is not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. The employment contract with the Head of Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to candidates seconded by Member States.

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

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.

The Civilian Planning and Conduct Capability, CPCC, requests that Contributing States propose candidates for the following international expert positions for the EUCAP Horn of Africa, according to the requirements and profiles described below:

A. Essential requirements

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

Citizenship – Citizenship of a Member State of the European Union (EU) and full rights as a citizen 3rd Contributing States.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

Negotiation Skills – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Contributing States

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

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

Training – eHest (<https://ehest.consilium.europa.eu>) or equivalent.

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

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

Language skills – knowledge of French or local languages will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities. However, seconding Contributing States should preferably provide their personnel with a service/diplomatic passport.

Visas – Contributing States and Mission members must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Security clearance required – It is desirable that the selected candidate possesses the necessary level of security clearance (*EU Restricted*) unless specified EU Secret or equivalent as per job description is required, when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – Contributing States have ultimate responsibility for ensuring their Experts have adequate vaccinations consistent with the agreed "Medical Support Principles" (ARES 2011/290250). Experts should be vaccinated according to the required immunisations for the Mission area.

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

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

D. Additional information on the selection process

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

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

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

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

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

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the OPLAN.

SECONDED POSTS

Position Name: Chief of Staff **	Employment Regime: Seconded	Availability : 01/05/2014
Ref. Number: DJ 32	Location: Djibouti	
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Under the authority of the Head of Mission (HoM), the Chief of Staff (CoS):

Main Tasks

- Co-ordinates the Mission Headquarters (MHQs) Staff, which includes the Planning and Operations Department (POD), the Mission Support Department (MSD), the Political Advisor, the Legal Advisor, the reporting officers, the Security Office (SO) and the Mission Analysis Capacity (MAC);
- Ensures that all mission activities are consistently planned, supported and executed according to HoM's directions;
- Supervises the production and periodic review of the Mission Implementation Plan (MIP), and keeps track of mission benchmarking;
- Co-ordinates the functional branches of the MHQs to ensure that all aspects are globally considered when preparing for HoM's decision-making and when analysing the internal reporting of mission activities;
- Ensures that the MHQs Staff are periodically updated on mission implementation progress as well as on the political and security situation of the mission area;
- Ensures that all mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed by the relevant mission personnel;
- Co-ordinates all contributions to the Mission's external reporting;
- Ensures that all mission members contribute to identify and report lessons and best practices within their respective fields of responsibility;
- Has a permanent delegation by the HoM to deal with disciplinary files and judge conduct misdemeanours in first instance;
- Assumes any other responsibilities delegated to him/her by the HoM, on a temporary or permanent basis;
- Carries out any other task as deemed necessary.

Qualifications and Experience

Essential

- University degree in Management or other equivalent academic training relevant to the post. Coast Guard background would be an advantage;
- At least 10 years of experience at senior management level.

Specification of experience

- Excellent organisational and co-ordinating skills. Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communications skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Good understanding of the European Union Institutions and the EU Crisis Management.

Languages

- Very good command of written and spoken English;
- Working knowledge of French would be a strong asset.

Advantageous

- Knowledge of the region's history, culture and politics;
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organizations, ideally in an operational management capacity.

Position Name: Personal Assistant to the Head of Mission *	Employment Regime: Seconded	Availability : 30/06/2014
Ref. Number: DJ 34 *	Location: Djibouti	
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

The Assistant to HoM works under the direct supervision and guidance of the Head of Mission. She/he supports the HoM in the fulfilment of his/her tasks.

Main Tasks

- Assists the HoM in his daily work;
- Arranges appointments and maintains HoM's calendar;
- Acts as visitors' officer - receives high-ranking visitors, organises programmes and agendas of visits to EUCAP NESTOR;
- Places and screens telephone calls and answers queries with discretion;
- Arranges various high-level meetings with senior officials from presidential administration, relevant ministries, leaders of political parties, representatives of the media, civil society and resident diplomatic community;
- Organizes in-country and regional travels (transport, accommodation, programmes, etc) for the HoM;
- Coordinates the agenda of the HoM with his Deputy;
- Drafts and distributes invitations for briefings, meetings;
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, speaking points, etc. for the HoM;
- Accompanies the HoM on trips to the regions when required;
- Keeps records of all in and out correspondence;
- Drafts correspondence and ensure follow up;
- Keeps lists of names, addresses and phone number of the HoM's interlocutors;
- Participates as required in duty trips to high risk areas, including Somalia; and
- Performs other tasks as required.

Qualifications and Experience

- University degree at Bachelor's level in political or international affairs, economics, social sciences or equivalent training;
- A minimum of 5 years of working experience in a relevant field of work;
- Experience in international organizations and an understanding of the regional context is highly desirable;
- Must be able to express ideas and concepts clearly and concisely in written and oral forms;
- Excellent drafting, time and resource management, interpersonal and good computing skills;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered missions would be an asset;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Works methodically, accurately and with attention to details as well as to tight deadlines; and, is used to work on a multitude of activities at the same time with limited supervision;
- Tact, discretion, self-confidence and diplomacy;
- Ability and willingness to work long irregular hours;
- Ability to perform under pressure;
- Excellent written and oral communication skills in English and a working knowledge of French is essential;
- Ability and willingness to deploy to the field, sometimes on short notice.

Position Name: Reporting Officer *	Employment Regime: Seconded	Availability : 07/07/2014
Ref. Number: DJ 81 *	Location: Djibouti	
Reporting Line: Senior Reporting and Statistics Adviser	Security Clearance Level: EU Secret	Open to Third Contributing States: No

The Reporting Officer works under the supervision of the Senior Reporting and Statistics Adviser.will :

Main Tasks

- Be responsible for providing daily support to the HoM's Office;
- Handle international enquiries ;
- Collect, assemble, assess and collate Mission information in a cohesive and variable format;
- Synthesize information from Mission Members in order to draft reports for internal and external audiences;
- Prepare and draft reports and presentations (weekly, monthly, six monthly and special reports);
- Take meeting minutes on request;
- Assist in organizing visits, meetings, presentations etc;
- Undertake any other tasks required on behalf of the Senior Reporting Officer.
-

Qualifications and Experience

- University degree in a related field such as political science, journalism, literature, etc;
- Substantial and broad understanding of activities in policing and rule of law activities;
- Five years of proven experience as a reporting officer in a related area of work;
- Very high proficiency in writing, reading and speaking English (native speaker level);
- Good knowledge of French;
- Relevant international experience;
- Knowledge of political, and cultural context in the Horn of Africa;
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail;
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.

Position Name: Adviser to Chief of Coast Guard *	Employment Regime: Seconded	Availability : 02/07/2014
Ref. Number: DJ 84 *	Location: Djibouti	
Reporting Line: Country Team leader, Djibouti	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Advisor to Chief of Djibouti Coast Guard (DCG), under the supervision of the Senior Maritime Advisor, reports to DJI Training Team Leader (DJI TTL).

Main Tasks

- Delivers training courses and expertise and elaborates e-training courses, with the support of the MHQ dedicated cell, as required;
- To develop training curriculum for Djiboutian Coast Guard (DCG), in cooperation with other experts belonging to the regional maritime team and the country teams;
- Establishes and maintains cooperation with EUNAVFOR and the other maritime security stakeholders and donors in Djibouti with the DCG, facilitating practical cooperation and exchange of information, between the Mission and the DCG;
- Establishes a working group with the Coast Guard training officers to plan, implement and improve the training activities.;
- Establishes and assist to conduct DCG organization reviews;
- Supports the selection of future trainees, among the DCG, for advanced training courses in the DRMTC (Djibouti Regional Maritime Training Centre);
- Manages the implementation and the coordination of agreed projects in DCG, according to the operational planning;
- Ensures that the knowledge and experience acquired by the DCG personnel from training as well as the equipment provided by projects will be effectively utilized;
- Verifies periodically and performs the security procedures of IT systems and documentation (i.e. through log analysis, integrity of seals, suspicious elements) in DCG Office and reports to the SMSO for any security incidents;
- Ability to travel along the EUCAP Nestor Countries to provide advice and assist in developing the CG functions in the Region, as required;
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- Officer from a Coast Guard agency with coast guard functions Capabilities (OF3/4 or 10 years of seniority);
- Preferably with knowledge in police, legal and related Law enforcement activities;
- Preferably experience from working on vessels carrying out Coast Guard functions;
- Ability to work in a group or team and to motivate staff;
- High interpersonal communications skills;
- Ability to work in a rather hostile environment due to hot weather and lack of equipment;
- Ability to deliver training and to mentor trainees;
- Ideally, experience in another international operation, particularly capacity building operation;
- Ideally, previous work experience in Djibouti or in the Horn of Africa;
- Excellent command of French, written and spoken, is a requirement and good knowledge of English.

Position Name: Maritime Trainer	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DJ 96	Location: Djibouti	
Reporting Line: Head of the Training Unit	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

Main Tasks

- Based on requirements developed by the Head of the Maritime Pillar in close cooperation with the relevant Country Team Leaders, the Maritime Trainer expert will - following directives from the Head of the Training Unit - design, develop, deliver and facilitate implementation of relevant training activities and courses in the field of maritime security;
- Organises all aspects of Maritime training activities, as requested by the Mission Senior Maritime Adviser based on the needs identified with Navy and Coast Guard counterparts;
- Coordinates with other maritime entities in order to maximise synergy effects in regards to training;
- Analyses existing training systems and based on the findings suggest modifications to the respective services through the Head of Training Unit;
- Supports as appropriate, through advice and reports, the Head of the Training Unit;
- Produces relevant training material;
- Carries out any other task as deemed necessary;
- Participates as required in duty trips throughout the Area of responsibility.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post;
- At least 5 years of relevant experience including teaching at a recognised institution in the area relevant to the post;
- Previous work experience in designing and implementing training;
- Good understanding of the practicalities of the Maritime security challenges in development countries and in facilitating across-sectorial training activities;
- Good knowledge of the threats and challenges that Piracy and maritime security represents to the region;
- Excellent level of written and spoken English. Good knowledge of French is an advantage;
- Previous work experience in international surroundings in crisis management is an advantage;
- Previous work experience in the Horn of Africa is an advantage.

Position Name: Navigation Expert – Maritime Situation Awareness (MSA)	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DJ 110	Location: Djibouti	
Reporting Line: DJI Country Team Leader	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

Main Tasks

- Give advice and provides expertise to the Djibouti Coast Guard and Djibouti Navy in all aspects related to MSA, navigation and naval operations;
- Prepares and deliver training courses related to MSA equipment and activities;
- Prepares and deliver training courses related to navigation and naval operations;
- Assists the Navy and Coast Guard Advisors to develop training curriculum for DJI Navy and CG (MSA, navigation and operations);
- Assists the Senior Maritime Adviser in MSA related projects;
- Elaborates digital training courses related to MSA, navigation and operations;
- Assists to conduct reviews of MSA national and regional organisations;
- Assists to conduct Navy and Coast Guard organization reviews;
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and Experience

- Secondary school degree or higher level of education;
- Petty Officer/Chief Petty Officer/Warrant Officer (PO/CPO/WO) from the Navy or a Coast Guard agency;
- Knowledge of and experience in Maritime Situational Awareness, navigation and naval operations;
- Experience on board Navy or Coast Guard units acting as navigation or operations PO/CPO/WO with preferably ten years embarked;
- Experience from working on ships carrying out Coast Guard functions considered an advantage;
- Preferably experience in the operation of MSA compiling and information sharing centre or MSA coastal station;
- Training experience within Navy or Coast Guard school (MSA and navigation) considered an advantage;
- Ability to work in a group or team and to motivate staff. High interpersonal communications skills;
- Ability to work in a rather hostile environment (extreme weather conditions, limited equipment and tools);
- Ability to deliver training and to mentor trainees;
- Experience in international operations considered an advantage;
- Previous work experience in the Horn of Africa considered an advantage;
- Very good written and spoken French and English required.

Position Name: Engineering – Damage Control Expert	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DJ 111	Location: Djibouti	
Reporting Line: DJI Country Team Leader	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

Main Tasks

- Supports the DJI Maritime and Coast Guard Advisors in all aspects related to the proper use, maintenance and reparations of mechanical, electric and damage control equipment associated to boats/ships;
- Supports the DJI Navy and Coast Guard Advisors in all aspects related to the formation and training of DJI Navy and Coast Guard mechanical, electrical and damage control crews;
- Prepares and delivers training courses related to manipulation, maintenance and reparations of different mechanical, electric and damage control equipment, including fast patrol boat engines and rigid inflatable boat (RHIB) engines;
- Develops, under the supervision from the Navy and Coast Guard Advisors, the training curriculum on mechanical, and electric and damage control fields for Navy and Coast Guard;
- Elaborates, under the supervision of the DJI Navy and CG Advisors, digital training courses in his/her domain of competence;
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and Experience

- Secondary school degree or higher level of education;
- Petty Officer/Chief Petty Officer/Warrant Officer (PO/CPO/WO) from the Navy or Coast Guard;
- Experience from working on board Navy or Coast Guard ships acting as electrical or mechanical PO/CPO/WO preferably five years dedicated specifically to any of these two functions);
- Experience in maintenance, reparation and manipulation of mechanical, electric and damage control equipment associated to ships required;
- Experience in use and maintenance of mechanical and electrical components of small fast patrol boats and rigid inflatable boats (RHIBS) required;
- Experience in damage control (fire-fighting and flooding) technics and equipment required;
- Training experience within Navy or Coast Guard school (mechanic or electric) considered an advantage;
- Previous work experience in a mechanical or electrical Navy/Coast Guard workshop considered an advantage;
- Ability to work in a group or team and to motivate staff. Excellent interpersonal communications skills;
- Ability to work in a rather hostile environment (extreme weather conditions, limited equipment and tools);
- Ability to deliver training and to mentor trainees;
- Experience in international operations considered an advantage;
- Previous work experience in the Horn of Africa considered an advantage;
- Very Good written and spoken French and English required.

Position Name: Regional expert for the Djibouti Regional Training Center DRTC	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DJ 112	Location: Djibouti	
Reporting Line: DJI Country Team Leader	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

As part of the overall aim to strengthen the capacity of states within the Horn of Africa to combat piracy, EUCAP NESTOR supports the activity of the new Djibouti Regional Training Centre (DRTC).. The regional expert will be the focal point of EUCAP NESTOR for the DRTC, and will provide expert advice and support to the Centre and reports to the country team leader, in close consultation with and under the functional guidance of the Head of the Maritime Pillar.

Main Tasks

- Builds a strong working relationship with the Regional Training Centre managing team and the key stakeholders of the centre (EU project MARSIC, IMO, etc.);
- Be responsible for planning and development of the different EUCAP NESTOR projects and programmes related to the DRTC;
- Participates, as required, in the organisation and development of regional training and activities of EUCAP NESTOR, mainly on behalf of the DRTC;
- Supervises the regional initiatives on maritime security, and specifically in the fields of Law-enforcement-at-sea, Training and Maritime Domain Awareness (MDA);
- Carries out any other tasks as deemed necessary;
- Ability to travel along the ECN countries, to provide advice and assist in developing the Maritime Security and MDA, as required;
- Participates, as required, in duty trips to high risk areas, including Somalia.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post;
- Navy/Coast guard officer with at least 10 years of experience (OF 3/4);
- Experience as Instructor (minimum 2 years) in a Naval/Coast Guard academy or training Centre, preferably in the field of Maritime security and operations;
- Sound knowledge of coast guard functions;
- Sound knowledge of Maritime Domain Awareness concept and of the different tools for information sharing;
- Wide experience in maritime security operations, law enforcement at sea and included;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent inter personnel communications skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Excellent level of written and spoken English and French required;
- Experience of operating in complex environments and high risk environments;
- Ability to work without secretarial support;
- Basic understanding of the European Institutions and the EU Crisis Management.

Additional desirable requirements

- Staff Course degree or civilian equivalent study level;
- Preferably previous work experience in international surroundings in crisis management;
- Previous work experience in the Horn of Africa;
- Preferably work experience in Peacekeeping missions or in CSDP missions.

Position Name: Country Team Leader - Somalia/Kenya	Employment Regime: Seconded	Availability : 09/05/2014
Ref. Number: NA 03	Location: Somalia/Nairobi (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

The Country Team Leader (CTL) for Somalia and Kenya reports to the Head of Mission. He/she manages and leads a team of around 30 Mission Members (MMs), both local and international staff, some of them being very experienced in their domain (Maritime, Police and Legal). In addition, CT Somalia/Kenya is located (Nairobi and, in the future, Somalia) in a different place as the Mission Headquarters (Djibouti). In this challenging environment, seniority, management skills, natural authority, dynamism and leadership attitude are key elements to hold the position.

Main tasks

- He/she leads, prepares and implements the Mission's objectives, initially located in Nairobi, to establish a permanent presence in Somalia (Mogadishu, Hargeysa (Somaliland) and Garowe (Puntland) in the current transition phase. On completion he/she will become the CTL for Somalia stationed in Somalia;
- Prepares in the transition phase the handover of the mission's activities in Nairobi to the Kenyan country team;
- The CTL will contribute to the development of MHQ overarching policies and guidance (political, operations and mission support) and is tasked with the implementation as the coordinator;
- Serves as line manager in the transition phase of all Mission Members deployed in Somalia and Kenya, issues guidance and exerts oversight;
- Provides the Head of Mission and mission's senior staff with analysis and advice on developments in Somalia and Kenya;
- As head of the regional political hub of the mission in Mogadishu and Nairobi, liaises with all relevant actors in theatre, including local authorities, international organisations, EU Member States and Third States;
- Works closely with the EU Special Representative for Somalia, the EU Head of Delegation in Nairobi, the EU Special Envoy for Somalia and their teams;
- To facilitate a balanced appraisal of the performance of his/her staff the CTL consults in the operational domain with the appropriate Head of the Legal, Police or Maritime pillar and in the support domain with the Head of Mission Support in the MHQ.

Qualifications and Experience

Essential

- University degree in Politics, Social Sciences or any other academic training relevant to the post;
- A minimum of 15 years of experience in management positions including 5 years at senior management level in a political sensitive environment and relevant previous operational experience.

Specifications of experience

- Proven skills as an operational manager;
- International experience, particularly in challenging and crisis areas with multinational and/or international organizations;
- Good understanding of the European Institutions and CFSP/CSDP;
- Excellent interpersonal and communications skills;
- Excellent drafting skills.

Languages

- Excellent level of written and spoken English;
- Working knowledge of Somali, Italian or French would be an asset.

Position Name: Press and Public Information Officer for Kenya/Somalia	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: NA 40	Location: Somalia/Nairobi (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Country Team Leader Somalia/Kenya	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Press and Public Information Officer reports to the Country Team Leader, in close consultation with and under the functional guidance of the Head of Press and Public Information.

Main tasks

- Within hers or his area of geographical responsibility carrying out press and public information issues, including organizing interviews and other media events, drafting press releases, statements, articles and features;
- Contributes to the website, Facebook and Twitter account of the mission for his area of responsibility.
- Handles press calls, organizes press conferences and handles press briefings for visiting journalists in his geographical area;
- Creates and promotes positive communication and public information campaigns to explain the work and role of the mission;
- Under the supervision of the Head of PPI, enters into contact with local production companies in Kenya for visibility items, video productions, and other relevant productions;
- On request of the HPPIO, organizes contract/tender/designs for PPIO visibility items and oversees the PPIO budget and procurement processes for his area of responsibility;
- Prepares leaflets and factsheets for the mission;
- Assists in analysing the Mission's public impact and contributes to make the mission better known to the public and to key interlocutors;
- Contributes to the media monitoring for the mission (media review, context analysis);
- Ensures that the staff in the country teams is effectively briefed on the mission's mandate, media handling issues, the media guidelines and the wider public image of the Mission;
- Undertakes any other related tasks as required.

Qualifications and Experience

Essential

- University degree in Journalism, Communications, Political Sciences, Social Sciences, International Relations or any other academic training relevant to the post;
- A minimum of 5 years of work experience in a related context;
- Social network skills (Facebook, Twitter, Flickr, web) required;
- Excellent knowledge and experience of Office Suite package (mainly Word, Excel and PowerPoint).

Specifications of experience

- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a PPI capacity;
- Good understanding of and direct experience in the European Institutions and CFSP/CSDP would be an asset;
- Good knowledge of the region's history, culture and politics;
- Excellent interpersonal and communications skills;
- Excellent drafting skills;
- Knowledge of Photoshop or other photo editing programs and experience with design software would be an asset.

Languages

- Excellent level of written and spoken English;
- Italian/French/ Somali would be an asset.

Position Name: Strategic Adviser Mogadishu Federal Authorities *	Employment Regime: Seconded	Availability : 01/06/2014
Ref. Number: NA 88 *	Location: Somalia/Nairobi (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Country Team Leader Somalia/Kenya	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Strategic Adviser reports to the Somalia Country Team Leader, in close consultation with and under the functional guidance of the Senior Maritime Adviser.

Main Tasks

- Works with the Central Somali Government in the area of Maritime Security;
- Provides advice and mentoring to relevant Somali ministries in developing and operationalizing their maritime security strategy;
- Ensures links between central Government security strategy and operational implementation in Puntland and Somaliland;
- Provides maritime expertise to the Somalia team;
- Carries out any other tasks as deemed necessary.

Qualifications and Experience

- University degree in management, security or other equivalent academic training relevant to the post.
- At least 10 years of management experience, including at least minimum 5 years at strategic level.
- The key skill set would be in the maritime arena, preferably either civilian or military coast guard expertise and strategic policy experience;
- OF5 level or equivalent;
- Excellent organizational and coordinating skills;
- Able to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Ability to work without secretarial support;
- Excellent interpersonal communications skills;
- Excellent written and spoken English with Somali and basic French as an advantage;
- Preferably previous work experience in international environment in crisis management;
- Excellent knowledge of and experience of working in Somalia.

Position Name: Senior Police Adviser Somalia (operational level) *	Employment Regime: Seconded	Availability : 19/06/2014
Ref. Number: NA 103 *	Location: Somalia/Nairobi (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Country Team Leader Somalia/Kenya	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Senior Police Adviser Somalia reports to the Country Team Leader, in close consultation with and under the functional guidance of the Senior Police Advisor.

The Police Adviser will assist the Senior Police Advisor in performing his/her duties by directing and coordinating the Police reform process for the Somali Police Force (SPF) at an operational level. The post holder will engage with Somali Police Force officials and International counterparts in the development of the Marine Police Unit within the Somali Police Force.

Main tasks

- Provides expertise on the marine policing function to the Somali Police Force (SPF) at an operational level;
- Maintains permanent and close relationships with the heads of the marine policing services/agencies in the host country;
- Establishes and develops an efficient working relationship with the SPF services in charge of the development and training of the Somali police;
- Maintains liaison with Interpol and Europol as appropriate, as well as EUNAVFOR and other partners in the region;
- Establishes efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including the EU Somalia Unit, UNDP in Nairobi, as well as the Somalia Police Authorities;
- Advises the Country Team leader in order to develop Mission awareness of the operational policing function in the Host Country;
- Coordinates and supervises the Somali police training team;
- Conducts, twice a year, and upon request of the Head of Mission, reviews on the overall advising expertise provided by the Mission to the operational policing function in Somalia;
- Participates in the organisation of the police training courses in the region;
- Ensures validation of e-training material from internal experts within the Mission;
- Ensures validation of the training curricula from internal experts within the Mission;
- Carries out any other tasks as deemed necessary;
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post;
- Senior police officer with 15 years of experience;
- At least 10 years of management experience and some knowledge of the coast-guard function.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communications skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Good understanding of the European Institutions and the EU Crisis Management;
- Knowledge in security policy, law enforcement strategies, police service organisation and administration, and some knowledge of coast-guard functions/responsibilities;
- Good understanding of the practicalities of the Somali police challenges and organized crime, including Piracy;
- Excellent level of written and spoken English;
- Preferably previous work experience in international surroundings in crisis management;

- Previous work experience in the Horn of Africa;
- Experience of operating in complex environments and high risk environments.

Additional desirable requirements

- Experience in international co-operation;
- Strategic liaison with international partners;
- Strategic management and/or public administration;
- Peacekeeping missions or in CSDP missions at senior level in the field of Policing.

Position Name: Senior Police Adviser Puntland	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: NA 107	Location: Puntland (Garowe) / Nairobi (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Country Team Leader Somalia/Kenya	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Senior Police Adviser Puntland reports to the Country Team Leader, in close consultation with and under the functional guidance of the Senior Police Advisor.

As part of EUCAP Nestor's overall aim to strengthen the capacity of states within the Horn of Africa to combat piracy, the Senior Police Adviser Puntland will provide expert advice and support to the main Police sector actors of Puntland in order to strengthen the rule of law and develop a comprehensive policing regulatory framework.

Main Tasks

- Builds a strong working relationship with the main police system actors in Puntland and other key stakeholders (including other EU bodies, UN organisations, states involved in bi-lateral activities);
- Assesses the Puntland policing system, including the roles, responsibilities and performances of the different actors involved in it, and gives expert recommendations on how to improve effectiveness;
- Establishes and develops an efficient working relationship with the Puntland Police services in charge of the development and training of the Puntland police;
- Maintains liaison with Interpol and Europol as appropriate, as well as EUNAVFOR and other partners in the region;
- Establishes efficient working relationships at operational level with all the key stakeholders involved in the Puntland policing capacity development, including the EU Somalia Unit, UNDP in Nairobi, as well as the Puntland Police Authorities;
- Advises the Country Team leader in order to develop Mission awareness of the operational policing function in the Host Country;
- Participates in the organisation of the police training courses in the region;
- Ensures validation of the e-training material from relevant experts within the Mission Ensures validation of the training curricula from relevant experts within the Mission;;
- Carries out any other tasks as deemed necessary;
- Participates as required in duty trips to high risk areas, including Somalia;

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post;
- Senior police officer with 15 years of experience;
- At least 10 years of management experience and some knowledge of the coast-guard function;
- Previous experience at strategic level during at least 5 years;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communications skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Good understanding of the European Institutions and the EU Crisis Management;
- Knowledge in security policy, law enforcement strategies, police service organisation and administration ;
- Good understanding of the practicalities of the Puntland police challenges and organized crime, including Piracy;
- Excellent level of written and spoken English;
- Preferably previous work experience in international surroundings in crisis management;
- Previous work experience in the Horn of Africa;
- Experience of operating in complex environments and high risk environments;

- Good understanding of the baseline human rights standards required in the field of policing.

Additional desirable requirements:

- Experience in international co-operation;
- Strategic liaison with international partners;
- Strategic management and/or public administration;
- Peacekeeping missions or in CSDP missions at senior level in the field of Policing.

Position Name: Senior Maritime Adviser (operational level) Somalia (2 positions)	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: NA 119 / NA 121	Location: Somalia/Nairobi (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Country Team Leader Kenya/Somalia in coordination with Senior Maritime Advisor	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Senior Maritime Adviser Somalia reports to the Country Team Leader, in close consultation with and under the functional guidance of the Senior Maritime Advisor.

As part of EUCAP Nestor's overall aim to strengthen the capacity of states within the Horn of Africa to combat piracy, the Senior Maritime Adviser Somalia provide expert advice and support to the main Maritime Security actors of Somalia, in order to strengthen the rule of law off the coast, and develop a comprehensive maritime administration regulatory framework.

Main Tasks

- Builds a strong working relationship with the main Maritime security system actors in Somalia and other key stakeholders (including other EU bodies, UN organisations, states involved in bi-lateral activities);
- Assess the Somalia Maritime Security and law-enforcement-at-sea system, including the roles, responsibilities and performances of the different actors involved in it, and give expert recommendations on how to improve effectiveness;
- Establishes and develops an efficient working relationship with the Somalia Authorities in charge of the development and training on Maritime Security;
- Establishes efficient working relationships at operational level with all the key stakeholders involved in the Somalia maritime security capacity development, including the EU Somalia Unit, IMO, UNDP and UNODC;
- Be responsible for planning and development of the different projects, including the planning of training activities, connected to Maritime security in Somalia;
- Participates as required in the organisation of maritime training courses in the region;
- Carries out any other tasks as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

Qualifications and Experience

- University degree or other equivalent academic training relevant to the post;
- Senior navy/coast guard officer with at least 10 years of experience (OF 3/4);
- Experience in maritime training and training planning;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonnel communications skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Good understanding of the European Institutions and the EU Crisis Management;
- Good understanding of the practicalities of the Somali maritime security challenges, including Piracy;
- Excellent level of written and spoken English;
- Experience of operating in complex environments and high risk environments;
- Ability to work without secretarial support;

Additional desirable requirements:

- Staff Course degree or civilian equivalent study level;
- Preferably previous work experience in international surroundings in crisis management;
- Previous work experience in the Horn of Africa;
- Strategic liaison with international partners;
- Strategic management and/or public administration.

Position Name: Country Team Leader Seychelles	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: SE 06	Location: Victoria, Seychelles	
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

The Country Team Leader for Seychelles reports to the Head of Mission.

He/she manages and leads a small team of around 8 Mission Members (MMs), both international and local staff, some of them being very experienced in their domain (Maritime, Coast Guard and Legal). The Seychellois Government (SG) has taken a leading role with regards to implementing Maritime Security measures and Anti-piracy Legislation. In the regional cooperation the SG is an acknowledged player and is well supported by local representation of international Maritime Security organisations and countries. In this challenging environment, seniority, management skills, natural authority, dynamism and leadership attitude are key elements to hold the position.

Main tasks

- The CTL contributes to the development of MHQ overarching policies and guidance (political, operations and mission support) and is tasked with the implementation as the coordinator;
- Serves as line manager of all Mission Members deployed in Seychelles, issues guidance and exerts oversight;
- Supervises all Mission activities in Seychelles, including the development and delivery of training courses for services carrying out the coast guard function as well as mentoring and advisory activities.
- Provides the Head of Mission with analysis and advice on developments in Seychelles;
- Liaises with all relevant actors in theatre, including local authorities, international organisations, EU Member States and Third States;
- Works closely with the local EU presidency and EU Head of Delegation in Mauritius as well as EU Member States represented in Seychelles and their teams;
- To facilitate a balanced appraisal of the performance of his/her staff the CTL as the first line manager consults in the operational domain with the appropriate Head of the Legal, Police or Maritime pillar and in the support domain with the Head of Mission Support in the MHQ;

Qualifications and Experience

Essential

- University degree or any other academic training relevant to the post or equivalent education in maritime security;
- A minimum of 15 years of working experience, including 7 years in operational, organisational or training aspects as well as 4 years at senior management level.

Specifications of experience

- Substantive experience in national or international assignments within staff functions, in particular planning and organization of activities / projects would be desirable;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- Knowledge of the EU, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP);
- Excellent interpersonal communication and drafting skills;
- Knowledge and experience in maritime situational awareness and maritime security operations would be an asset.

Languages

- Very good level of written and spoken English;
- Working knowledge of French would be an asset.

Position Name: Law Drafting Expert – Attorney General's Office	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: SE 60	Location: Victoria, Seychelles	
Reporting Line: Country Team Leader	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Law drafting Expert reports to the Country Team Leader, in close consultation with and under the functional guidance of the Head of Legal Advisory Programme.

The Law Drafting Expert will support the efforts of the Government of the Seychelles to review, amend and enact legislation to counter piracy and other forms of serious crime, and strengthen its maritime capacities. Reporting to the Country Team Leader and under the supervision of the Head of the Legal Advisory Programme of EUCAP Nestor, the expert will be embedded in the office of the Attorney General where he/she will provide advice on both maritime-related and criminal-law legislation, will assist with the teaching of legal drafting skills, and will undertake other steps to support the prosecution of piracy cases around the Horn of Africa region.

Main Tasks

- Under the guidance of the Attorney General, and based on the policy directives of the Seychelles Government, the Law Drafting Expert will review and undertake drafting or amendment of key legislation and/or statutory instruments covering both the maritime law and criminal law fields;
- As a priority, this will cover amendment of the Seychelles Criminal Procedure Code. Other work will include, but not be limited to, enactment of laws concerning shipping, fisheries, and coast guard regulation;
- Advises and assists government departments in preparing memoranda on the amendment or repeal of legislation;
- Advise government agencies on matters of statutory interpretation and application of laws;
- Develops and introduce training to improve the law drafting skills of Seychelles drafters, lawyers and potentially law students;
- As part of EUCAP Nestor's regional legal programme, provides support to EUCAP Nestor's legal projects in other Horn of Africa states and disseminate good practices relating to legislative reform and the prosecution of piracy (and other forms of serious crime);
- Develops a strong working partnership with the Attorney General and his office and other partner organisations;
- Carries out any other task as deemed necessary.

Qualifications and Experience

- Master degree or equivalent internationally recognized qualification in law;
- At least five years' relevant professional experience, with at least one year's experience as a legislative drafter within a government/state department advising upon, reviewing and drafting/amending legislation;
- Common law experience is essential;
- Good knowledge of criminal law is an asset;
- Ability to analyze complex legal issues in a crisis situation and advise on legal texts;
- Negotiating skills, confident inter-personal skills and experience in operating in complex environments and high risk environments;
- Experience of operating in politically complex and sensitive environments is an advantage;
- Excellent written and spoken English;
- Ideally, previous work experience in the Horn of Africa.

Position Name: Maritime Adviser – Tanzania	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DS 132	Location: Dar es Salaam, Tanzania	
Reporting Line: Tanzania Liaison Officer	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Maritime Advisor for Tanzania, based in the EU Delegation, reports to the Tanzania Liaison Officer (TAN LO)..

Main tasks

- Replaces the Tanzania LO when she/he is absent;
- Promotes the mission wherever possible and supports hereby the mission acceptance by the Tanzanian authorities;
- Serves as back-up point of contact for the Country Team Leader and facilitates all interaction with Tanzanian counterparts and other international stakeholders in the country;
- Provides all concerned in mission HQ with information on developments through the TAN LO, include recommendations for EUCAP Nestor support to Tanzanian counterparts;
- Works closely with the EU Delegation staff;
- Facilitates implementation of EUCAP NESTOR activities in country;
- Carries out any other tasks as deemed necessary;
- Participates as required in duty trips, including high risk areas.

Qualifications and Experience

Essential

- University degree in Social Sciences, International Relations or any other academic training relevant to the post;
- Civilian or military maritime background;
- A minimum of 7 years of professional international experience;
- Patience, flexibility, adaptability.

Specifications of experience

- International experience, particularly in crisis areas with multinational and/or international organizations, ideally gained in Africa;
- Understanding of and/or and experience with the European Institutions and their way of working is necessary;
- Excellent interpersonal and communications skills, including paperwork.

Languages

- Excellent level of written and spoken English is a requirement;
- Basic knowledge of Kiswahili would be an asset.

SECONDED/CONTRACTED POSTS

Position Name: Procurement Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: DJ 65	Location: Djibouti	Availability : As soon as possible
Reporting Line: Chief of Procurement	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: No

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, he/she:

Main Tasks

- Works in close cooperation with the requesting units on the procurement related aspects of the implementation of the Mission’s mandate and activities;
- Carries out procurement and contracting processes;
- Uses legally established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted to the CSDP mission;
- Assists and advises 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 EC Commission FPI.3 and CPCC/MSD in the field of procurement for the mission;
- Undertakes any other related tasks as required by her/his Line Manager(s).

Qualifications and Experience

Essential

- Successful completion of a full course of university studies attested by a degree in Law, Economics, Public Administration, Business Administration, Political Sciences or in a related field, where the normal duration of university education in the country awarded is three (3) years or more;
- After having fulfilled the above requirement, to have at least 2 years relevant work experience;
- Previous relevant specialized training is a requirement.

Specification of experience

- A previous practical work experience in procurement would be desirable;
- A previous experience in procuring supplies/services/works for EU funded projects is desirable;
- Previous experience in the CSDP missions or an International organization is desirable;
- Previous experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations is desirable;
- Previous experience in financial management of tendering processes or audits, preferably including EU procedures is advisable;
- Very good level of written and spoken English;
- Knowledge of French is desirable.

Advantageous

- Knowledge of the EU financial rules is an asset;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

Position Name: Senior Project Manager/ Head of Project Cell	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Expert Level
Ref. Number: DJ72	Location: Djibouti	Availability : As soon as possible
Reporting Line: Head of Planning and Operations Department	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

Under the authority of the Head of Operations Department, the Senior Project Manager (SPM)

Main Tasks

- Supervises and directs the Project Cell of the Mission, ensuring coordination with other Departments and Units, in particular with the Procurement Unit, as necessary;
- Supports and develops the Project Management system which will identify, support and assess the progress of the programs/projects designed to achieve the goals of the host countries authorities and the Mission;
- Plans and maintains timelines, allocating resources and coordinating all respective phases of the programs/projects to ensure the required progress and success;
- Manages the implementation of agreed projects according to the operational planning;
- Facilitates practical cooperation and exchange of information, between the Mission and the CPCC, host countries authorities, European Commission and other international stakeholders and donors engaged in the region;
- Coordinates project related activities by providing guidance to the Country Team Leaders and experts involved in the various projects, negotiating and liaising other EU and international organizations at different levels, and coordinating tasks and responsibilities in donor related matters;
- In cooperation with the Country Team Leaders monitors and evaluates progress according to the Mission plans;
- Develops and maintains reports, presentations and lessons of the projects to provide assistance in the periodic briefings to the Member States;
- Participates as required in duty trips to high risk areas, including Somalia;
- Undertakes any other related tasks as required by the Head of Operations Department.

Qualifications and Experience

Essential

- Successful completion of a full course of university studies attested by an advanced University Degree in Police Sciences, Military Sciences, Social Sciences, Economic, Project Management, Business administration or in a related field, where the normal duration of university education in the country awarded is four (4) years or more;
- After having fulfilled the above requirement, Management experience, with 10 years of broad working experience both in operational and organizational aspects of organizations;
- Excellent skills in written and spoken English.

Specification of experience

- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources; therefore, due to related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2);
- Budget management experience;
- To possess a very good understanding of the operations in all the Mission;
- Proven ability to lead a multifunctional team.

Advantageous

- International experience preferable, particularly in crisis area with multi-national and international organizations (desirable);
- French is desirable;

Position Name: CIS Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support / Assistant Level
Ref. Number: DJ 133	Location: Djibouti	Availability : As soon as possible
Reporting Line: Chief of CIS	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The position is located in Djibouti but will also support several locations in Somalia as well as other locations. The CIS Officer will assist Chief of CIS in fulfilling the duties set in support of the mission mandate.

Main Tasks and responsibilities

- To assist and advice the Chief of CIS on matters related to development, usage, and evolution of the CIS installations including web development of in house applications;
- Identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications or terms of reference, and perform subsequent technical evaluation of received bids and commercial proposals in relation to information systems equipment, software, works, and services;
- To plan, analyse, design, configure, and implement CIS infrastructure in cooperation with your other CIS colleagues;
- Coordination with consultants, external experts, and outsourced services in support of the development and maintenance of the missions information services and the overall information systems architecture;
- Assist in planning, support, repairs and installation of CIS and IT equipment in several locations including desktop, laptop, printer and server hardware;
- To undertake any other related tasks as required by the Chief of CIS.

Qualifications and Experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education and relevant specialized training;
- After having fulfilled the above requirement, at least 3 years of relevant and proven full-time professional experience in Information and Communication Technology support and implementation;
- Demonstrate expert technical skills and hands-on experience in troubleshooting information systems issues in a Microsoft Windows environment;
- Knowledge in VoIP PBX systems;
- Knowledge in LINUX;
- Knowledge in Cisco network systems;
- Excellent level of written and spoken English.

Advantageous

- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential;
- Expert level of problem solving and analytical ability to analyse complex information systems requirements and configurations;
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Good understanding of the political, cultural and security situation of the Region;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Works methodically, accurately and with attention to details as well as to tight deadlines;
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations;
- French is desirable.

Position Name: Procurement Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Assistant Level
Ref. Number: DJ 134	Location: Djibouti	Availability : As soon as possible
Reporting Line: Chief of Procurement	Security Clearance Level: EU Restricted	Open to Third Contributing States: No

The Procurement Assistant will assist the Chief of Procurement and whole Procurement Unit in fulfilling the duties set in support of the Mission mandate. Reporting to the Chief of Procurement, he/she:

Main Tasks

- To carry out low value procurement processes and small purchases;
- Provide a wide range of administrative and executive support to the Procurement Unit and to be able to perform these tasks independently or with little supervision;
- Keep track, register and archive all documentation generated at all stages of the Procurement process and of the contract implementation;
- Maintain good order in the Procurement Section Archives and take care of their preservation;
- Perform the duties of Secretary as part of formal Procurement Evaluation Committees, including the drafting in English of the relevant documentation as detailed in the PRAG annexes;
- Assists Project Managers by advising on Procurement Rules and Procedures relevant to their minor purchases, in order to ensure compliance with procurement and mission best practice, regulations and policies;
- Contribute to the preparation and drafting of all procurement documentation related to tender procedures;
- Undertakes any other related tasks as required by the Chief of Procurement.

Qualifications and Experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education;
- After having fulfilled the above requirement, a minimum of 2 years of professional experience in related tasks;
- Previous relevant specialised training is a requirement.

Specification of experience

- A previous practical work experience in procurement would be desirable;
- A previous experience in procuring supplies/services/works for EU funded projects is desirable;
- Previous experience in the CSDP missions or an International organization is desirable;
- Previous experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations is desirable;
- Previous experience in financial management of tendering processes or audits, preferably including EU procedures is advisable;
- Very good level of written and spoken English;
- Knowledge of French is desirable.

Advantageous

- Knowledge of the EU financial rules is an asset;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel.

Position Name: Medical Advisor	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Management Level
Ref. Number: DJ 25	Location: Djibouti	Availability : As soon as possible
Reporting Line: Head of Mission Support	Security Clearance Level: EU Confidential	Open to Third Contributing States: No

The medical advisor reports to the Head of Mission Support and will be responsible for the following tasks.

Main Tasks

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

Qualifications and experience

Essential

- Successful completion of a full course of university studies attested by an University Degree in Medicine from a recognized Medical School having a license to practice medicine, where the normal duration of university education in the country awarded is five (5) years or more;
- After having fulfilled the above requirement, to have a minimum of 7 years of relevant professional experience including medical planning and administrative procedures, mass casualty situations planning/major incident medical management and support (MIMMS course desirable);
- Minimum 3 years of experience in a managerial position;
- Very good level of written and spoken English.

Specification of experience

- Preferably an ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- Flight Medical and/or MEDEVAC experience is desirable;
- Experience in assessing medical facilities, even under difficult conditions abroad;
- Interpersonal skills, capabilities to work with people from various backgrounds.

Advantageous

- International experience preferable, particularly in crisis area with multi-national and international organizations (desirable);
- French is desirable.

Position Name: Mission Security Officer (3 positions)	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Management Level
Ref. Number: NA 51/53/128	Location: Somalia	Availability : As soon as possible
Reporting Line: Senior Mission Security Officer	Security Clearance Level: EU Secret	Open to Third Contributing States: No

In line with the EUs 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 Senior Mission Security Officer (SMSO), the MSO will:

Main Tasks

- Implement security requirements for EU-led civilian crisis management operations;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilized at short notice;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conduct regular security drills, communication tests and evacuation exercises;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies;
- Establish liaison as directed and co-operative closely with other international organizations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside;
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission;
- Assist 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;
- Report and assist the SMSO on the security level and state of alert for the mission staff;
- Provide 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;
- To be responsible for in-depth planning and execution of security operations;
- Travel to High Risk areas and conduct security duties;
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission;
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and Experience

Essential

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is three (3) years or more
or
Equivalent Police and/or Military education awarded after three (3) years of full-time study or more
or
A graduate diploma from a civilian security organisation with specialised training on field operations, force protection;
and
- After having fulfilled the above requirement, minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector and/or in the military/police, in particular with regard to the security/protection of personnel, facilities and assets;
- Civilian driving license class B and C mandatory.

Advantageous

- Trained in basic life support (medical training);
- 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 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;
- Trained in firearms;
- 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;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Fluency in English (speaking, reading, writing, understanding);
- Knowledge of French desirable.

Position Name: Deputy Senior Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support / Management Level
Ref. Number: DJ 52	Location: Djibouti/Regional	Availability : As soon as possible
Reporting Line: Senior Mission Security Officer	Security Clearance Level: EU Secret	Open to Third Contributing States: No

In line with the EUs 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 Senior Mission Security Officer (SMSO), the DSMSO will:

Main Tasks

- Assist the Senior Mission Security Officer and replace him / her in his / her absence;
- Be responsible for establishment and implementation of security requirements, recommendations and safety instructions;
- Assist the Senior Mission Security Officer in drafting, continued development, implementation and updating of the Mission security plans;
- Assess the threat level and assist the Senior Mission Security Officer in maintaining and updating the EUCAP Horn of Africa Mission Security Plan (MSP), SOP's and contingency plans;
- Ensuring that plans for relocation/evacuation are current and able to be implemented at short notice;
- Ensure that all security equipment is kept up-to-date and in a state of operational readiness;
- Conduct regular security drills, communication tests and evacuation exercises;
- Provide briefings on matters affecting security of mission members and ensure that they are properly prepared for emergencies;
- Liaise and co-operate closely with other international organizations and national law enforcement agencies working in the field for security;
- Provide comprehensive reports on all incidents affecting the mission and mission members, and initiate necessary follow up action with appropriate authorities;
- Ensure the protection of EU classified information;
- Elaborate precise and accurate reports concerning information received which impacts upon the mission and mission members, initiating appropriate analyses and assessments of all pertinent information
- Work in close cooperation with the Department of Administration in matters related to the purchasing of necessary security related equipment and services;
- Elaborate security situation reports and risks assessments;
- Supervise and give the approval on security matters travel plan;
- Conduct regular training in-theatre to ensure that all personnel employed by the contracted company in security matters are totally competent in their given role;
- Report and assist the SMSO on the security level and state of alert for the mission staff;
- Provide 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;
- Be responsible for in-depth planning and execution of security operations;
- Travel to High Risk areas and conduct security duties;
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission;
- Participate as required in duty trips to high risk areas, including Somalia.

Qualifications and Experience

Essential

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is three (3) years or more
or
Equivalent Police and/or Military education awarded after three (3) years of full-time study or more
or
A graduate diploma from a civilian security organisation with specialised training on field operations, force protection;
and
- After having fulfilled the above requirement, minimum of 7 years of progressively responsible professional experience at management level in the civilian security sector and/or in the military/police, in particular with regard to the security/protection of personnel, facilities and assets;
- Civilian driving license class B and C mandatory.

Advantageous

- Trained in basic life support (medical training);
- 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 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;
- Trained in firearms;
- 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;
- Solid knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- Fluency in English (speaking, reading, writing, understanding);
- Knowledge of French desirable.

Position Name: Administrative Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Assistant Level
Ref. Number: NA 135	Location: Somalia/Nairobi	Availability : As soon as possible
Reporting Line: Country Team Financial and Administrative Expert	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

As part of the Country Team Kenya/Somalia, she or he will support the Office and will contribute to the efficient and effective running of all administrative tasks.

Main Tasks

- Assists the teams in their daily administrative work;
- Keeps record of all in ad out correspondence;
- Drafts correspondence and ensure follow-up;
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, speaking points, etc.;
- Ensures the reporting for matters related to administrative issues;
- Carries out assignments and provides administrative support, as directed by the NA FinAdmExpert;
- Applies policies and procedures related to Mission Support (staff selection and administration, payroll, duty trips, etc) and all relevant finance related issues;
- Maintains duty rosters and databases as appropriate;
- Files documents and recorded data in the appropriate database and files;
- Ensures appropriate administrative support for duty trips and travels;
- Liaises and cooperates on administrative and financial issues with the relevant departments;
- Participates in the sound and effective financial management of the Mission by her/his assistance for all personnel costs and duty trips expenditures;
- Advises on the implementation of Standard Operating Procedures and makes proposals for improving the work scheme and the procedures;
- Performs and carries out other tasks and duties required or requested by her/his line manager.

Qualifications and Experience

Essential

- Level of secondary education attested by a diploma giving access to post-secondary education;
- After having fulfilled the above requirement, at least 2 years of relevant and proven full-time professional experience;
- Previous relevant specialized training is a requirement.

Specification of experience

- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel);
- A previous work experience in a public administration and/or financial institution would be an asset;
- A professional qualification in administration would be an asset;
- Thorough understanding of administrative procedures in international organizations;
- Excellent drafting and reporting skills;
- Absolute discretion, reliability and trustworthiness;
- Ability to work to tight deadlines with minimal supervision;
- Very good knowledge of English.

Advantageous

- Good understanding of the political, cultural and security situation of the HoA;
- International experience, particularly in crisis areas with multi-national and international organisations;
- A previous professional experience in Africa would be an asset;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;

- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.

Position Name: Logistics Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Assistant Level
Ref. Number: SE 77	Location: Victoria/Seychelles	Availability : As soon as possible
Reporting Line: Country Team leader, Seychelles	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Senior Logistic assistant reports to the Country Team Leader, in consultation with and under the functional guidance of the Chief of General Supplies and Services (GSS).The Logistics Assistant will assist the Seychelles Country Team in fulfilling the duties set in support of the Mission mandate.

Main tasks and responsibilities

- To deal with all aspects of logistical and supply needs regarding the Country Team, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions and transportation, and the coordination and management of all aspects related to custom's clearance procedures;
- To monitor available supplies, materials and products in order to ensure that staff members have access to the items they need;
- To collect and keep updated the inventory of assets;
- To manage on a daily base the records of quantity, type, and value of material, equipment, merchandise, or supplies stocked;
- To prepare reports, such as inventory balance, price lists, and shortages;
- To prepare list of depleted items and recommends survey of defective or unusable items;
- To forecast future stock needs;
- To assist the Chief of GSS in prioritizing and coordinating the logistical activities in his area of competence;
- To collect, file and forward, draft, technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To be responsible and ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.;
- To undertake any other related tasks as required.

Qualifications and experience

Essential:

- Level of secondary education attested by a diploma giving access to post-secondary education;
- After having fulfilled the above requirement, at least 2 years of relevant and proven full-time professional experience;
- Previous relevant specialized training is a requirement;
- Very good knowledge of English.

Advantageous:

- Good understanding of the political, cultural and security situation of the HoA;
- International experience, particularly in crisis areas with multi-national and international organisations;
- A previous professional experience in Africa would be an asset;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Driving license of Category C would be an asset;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.