

EUROPEAN EXTERNAL ACTION SERVICE



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

Annex 1- Requirements and Job Description

Organisation:	European Union Capacity Building Mission in Niger			
Job Location:	Niamey			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	NI 02	Deputy Head of Mission/ Chief of Staff	Niamey	ASAP
Deadline for applications:	Close of business on 28 May 2014, 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form:	<u>eeas-cpcc-eucap-niger@eeas.europa.eu</u>			
Information:	For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC) Mr Aurel Hariton <u>aurel.hariton@ext.eeas.europa.eu</u>			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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).

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

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

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

A. Essential requirements

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

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

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

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

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

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

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

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

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

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) as required.

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

B. Recommended requirements

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

Knowledge of Sahel – To have a good knowledge of the history, culture, social and political situation of the region; to have knowledge of the police, judiciary and governmental structures.

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member 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 - the necessary level of security clearance is the EU Security Clearance to level SECRET.

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

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

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

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

D. Additional information on the selection process

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

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

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

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

Information on the outcome – EU Member States will be informed about the outcome of the selection process after its completion.

E. Additional information

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

Seconded position

Position Name: Deputy Head of Mission / Chief of Staff	Employment Regime: Seconded	Post Category: n/a
Ref. no. NI 02	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: HoM/DHoM Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

The Deputy Head of Mission / Chief of Staff reports to the HoM.

Main tasks

- Understand and abide by the civilian CSDP chain of command and respect guidance from the Head of Mission.
- Deputize for the Head of Mission in his/her absence.
- Command, coordinate, manage and control EUCAP structure and services, as relevant and in line with the strategic vision and guidance of the Head of Mission.
- Exercise disciplinary control over all mission personnel.
- When deemed necessary, delegate authority in accordance with the approved chain of command structure of the Mission.
- Collaborate, coordinate and control the production of documents, plans and reports of the Mission.
- Follow and coordinate daily Mission activities and make recommendations to the Head of Mission for improvements.
- Ensure a proper flow of information within the mission.
- Perform any other tasks as directed by the Head of Mission.

Qualifications and Experience:

- Advanced University Degree or any other academic training relevant to the post.
- Operational leadership experience and a proven record of operational delivery.
- Minimum of 15 years of effective and extensive operational experience desirable, with significant experience at strategic command and/or senior management level.
- Broad professional experience, both in operational and organisational aspects of Mission command.
- Experience in operational planning.
- Knowledge of the mechanisms for international and national police and judicial cooperation would be an asset.
- Excellent interpersonal skills and the ability to share the strategic vision of the HoM and communicate it to the Mission personnel and the ability to lead and motivate staff.
- Highly resilient under physical and mental pressure.
- International professional experience, particularly in crisis areas, with multi-national and international organisations, ideally in Africa.
- Good working knowledge of the political, cultural and security situation of Niger and Sahel is desired.
- Excellent skills in written and spoken French.
- Good working knowledge of English.