

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>			
	EUCAP 30	Brussels Support Element - Human Resources and Administrative Officer	Brussels	1 September 2014
	<u>Seconded/Contracted</u>			
	DJ 78	Human Resources Officer	Djibouti	ASAP
	DJ 126	Logistic Assistant	Djibouti	ASAP
	DJ 133	CIS Assistant	Djibouti	ASAP
	DJ 136 (*)	Project Manager	Djibouti	ASAP
Deadline for applications:	Friday 27 June 2014 at 1700 Bxl. time			
E-mail address to send the Job Application Form/CV:	cpcc.eucaphoa@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Ms Alma Noubel: alma.noubel@ext.eeas.europa.eu			

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

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 – Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the 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 Budget Impact Statement, the duration of the deployment should be of 12 months.

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 of a Third Contributing State.

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

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, 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 positions:

Position Name: Brussels Support Element – Human Resources and Administrative Officer	Employment Regime: Seconded	Availability : 01/09/2014
Ref. Number: EUCAP 30	Location: Brussels	
Reporting Line: Head of Mission Support (HMS)	Security Clearance Level: EU Secret	Open to Third Contributing States: No

The Brussels Support Element – Human Resources & Administrative Officer reports to the Head of Mission Support Department, but is embedded in the CPCC in Brussels. He/she will:

Tasks and responsibilities

- To support global administrative requirements of the Mission, including finance and budgetary requirements, human resources, procurement and logistics;
- In coordination with the EEAS/CPCC, to participate in the recruitment, selection, deployment and rotation of international seconded staff; to process applications and maintain rosters and databases as appropriate;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate;
- To establish and maintain contacts with Contributing States facilitating the participation of their nationals to the Mission;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To support to financial and administrative operations of the Mission, as well as the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To assist and advise on all administrative, personnel, financial and logistical issues;
- To keep in regular contact with the Mission, keeping the Mission updated on developments in Brussels and on reporting requirements for the Mission;
- To perform such other job-related tasks as may reasonably be required by HMS or Head of Mission.

Qualifications and experience

- Completion of a full course of university studies attested by a degree in Social Sciences, Human Resources, Business, Law, Economics or Public Administration or related studies, where the normal duration of university education in the country awarded is three (3) years or more
- After having obtained the university degree, at least 3 years of relevant and proven full-time professional experience.
- Excellent administrative skills and attention to details.
- Experience in planning and implementing projects.
- Experience in planning and supervising personnel logistics.
- Excellent level of written and spoken English.
- International experience, particularly from the CSDP and other international Missions in the crisis areas as well as from multi-national and international organizations is desirable;
- Knowledge of the region's history, culture and politics would be an advantage.

Seconded/contracted Positions:

Position Name: Human Resources Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff/Management Level
Ref. Number: DJ 78	Location: Djibouti	Availability : As soon as possible
Reporting Line: Chief of Human Resources	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Human Resources Officer reports to the Chief of Human Resources and :

Main Tasks

- Carries out assignments in management and co-ordination of all human resources related issues;
- Applies human resources policies and procedures;
- Advises in the preparation of job descriptions;
- Implements the selection staff policies and processes job applications as per the CPCC rules;
- Maintains records related to the staff selection;
- Participates in selection panels as directed by the Chief of Human Resources;
- Maintains duty rosters and databases as appropriate;
- Advises in the development of Standard Operating Procedures;
- Advises in preparing and managing deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination of employment, attendance records, duty rosters, high risk cover, and all relevant finance related issues;
- Advises in the development of the training for personnel ;
- Advises in identifying needs of goods and/or services specifically required for his/her area of responsibility and to technically define the appropriate requirements of the means required to cover these needs and to participate, as appropriate, in the correspondent processes to procure these goods and services;
- Ensures appropriate administrative support for duty trips and travels;
- Carries out any other task as deemed necessary;

Qualifications and Experience

- Completion of a full course of university studies attested by a degree in Human Resources, Social Sciences, Law, Economics or Business Administration or closely related field, where the normal duration of university education in the country awarded is three (3) years or more
- After having obtained the university degree a minimum of 3 years of experience, with professional experience in legal, administrative and operational aspects of human resources and training;
- International experience, particularly from the CSDP and other international missions in the crisis areas as well as from multi-national and international organizations is highly desirable;
- Skilled to operate databases and Office Suite;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Excellent level of written and spoken English ;
- French language will be an advantage.

Position Name: Logistics Assistant / Inventory	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: DJ 126	Location: Djibouti	Availability : As soon as possible
Reporting Line: Chief of General Supplies and Services	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Logistics Assistant/Inventory reports to the Chief of General Support Services.

Main tasks and responsibilities

- To deal with all the supply needs regarding the HQ and the different Departments;
- 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 General Supplies and Services 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 in the SP Department;
- To undertake any other related tasks as required by the Chief of General Supplies and Services;

Qualifications and experience

Essential:

- Level of secondary education attested by a certificate giving access to post-secondary education; and relevant specialised training in the field of Logistics or Business administration
- After having obtained the certificate, at least 3 years of relevant and proven full-time professional experience;
- Excellent level of written and spoken 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;
- French language will be an advantage;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.

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	Open to Third Contributing States: No

The position is located in Djibouti but will also support several locations in Somalia as well as in other regional offices. 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;
- To 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;
- To 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 certificate giving access to post-secondary education and relevant specialized training in the field of information technology and administration
- After having obtained the certificate, 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;
- Excellent level of written and spoken English.

Advantageous

- Knowledge in VoIP PBX systems;
- Knowledge in LINUX;
- Knowledge in Cisco network systems;
- 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 language will be an advantage.

Position Name: Project Manager (*)	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff Management level
Ref. Number: DJ 136	Location: Djibouti	Availability : As soon as possible
Reporting Line: Senior Project Manager	Security Clearance Level: EU Restricted or equivalent	Open to Third Contributing States: Yes

The Project Manager reports to the Senior Project Manager and :

Main Tasks

- Identifies and addresses, under the current financial regulations, mission-essential equipment capability gaps
- Provides information and advise the Senior Project Manager on supporting the host countries authorities in identifying the mission needed equipment as required for the training and in conformity with the European regulations.
- Plans and maintains timelines, allocating resources and coordinating all phases of the identified projects to ensure the required progress and success.
- Facilitates practical cooperation and exchange of information, between the Mission and host countries authorities, European Commission and other EU and international stakeholders with the view of identifying potential donors for the existing and new projects.
- Coordinates project related activities by providing guidance to the Country- Team Leaders and experts in relation to the other (UNDP, MASE, MARSIC, INTERPOL) programmatic activities existing in the region.
- 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.
- Undertakes any other related tasks as required by the Senior Project Manager.

Qualifications and Experience

Essential

- Completion of a full course of university studies attested by a degree in Police Sciences, Economic, Law, Project Management, Business administration closely related field, where the normal duration of university education in the country awarded is three (3) years or more.
- Middle Management experience, with 3 years of working experience both in operational and organizational aspects.
- Excellent skills in written and spoken English

Advantageous

- 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.
- Budget management experience.
- International experience preferable, particularly in crisis management area with multi-national and international organizations (desirable).
- French is desirable
- A knowledge of the region's history, culture and politics.