

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

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

<b>Organisation:</b>	<b>European Union Maritime Capacity Building Mission in Horn of Africa</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Staff Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Seconded</u></b>			
	NA 88	Strategic Adviser Mogadishu Federal Authorities	Nairobi/Somalia	ASAP
	<b><u>Seconded/Contracted</u></b>			
	DJ 16	Chief of Human Resources	Djibouti	ASAP
	DJ 22	Chief of CIS	Djibouti	ASAP
	DJ 97	Financial Officer*	Djibouti	ASAP
	DJ 14	Procurement Officer*	Djibouti	ASAP
	DJ 73	Project Manager	Djibouti	ASAP
	DJ 26	Senior Mission Security Officer	Djibouti	ASAP
<b>Deadline for applications:</b>	NA 143 /144/145	Mission Security Officer Nairobi-Somalia**	Nairobi/Somalia	ASAP
	<b>Friday 5 September 2014 at 1700 Bxl. time</b>			
<b>E-mail address to send the Job Application Form/CV:</b>	<a href="mailto:cpcc.eucaphoa@eeas.europa.eu">cpcc.eucaphoa@eeas.europa.eu</a>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC,</p> <p><b>Mr Jorn LAURSEN</b>  <a href="mailto:Lars-jorn.laursen@eeas.europa.eu">Lars-jorn.laursen@eeas.europa.eu</a></p>			

(\*) The availability of this position is subject to the non-extension of the staff

(\*\*)The availability of this position is pending the approval of the Budgetary Impact Statement (BIS).

**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 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 Budgetary 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, Kenya and Somalia, 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 a 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

<b>Position Name:</b> Strategic Adviser Mogadishu Federal Authorities	<b>Employment Regime:</b> Seconded	<b>Availability :</b> As soon as possible
<b>Ref. Number:</b> NA 88	<b>Location:</b> Nairobi/Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
<b>Reporting Line:</b> Head of Country Office Somalia	<b>Security Clearance Level:</b> EU Restricted or equivalent	<b>Open to Third Contributing States:</b> Yes

The Strategic Adviser reports to the Head of the Country Office Somalia, in close co-ordination and under guidance and strategic direction from the Senior Maritime Adviser.

### Main Tasks

- Strategic Advisor to work with the Central Somali Government in the area of Maritime Security.
- Directly support the HoM and Somalia Country Team Leader in providing advice and mentoring to relevant Somali ministries in developing and operationalizing their maritime security strategy.
- Ensure links between central Government security strategy and operational implementation in Puntland and Somaliland.
- Provide maritime expertise to the Somalia team.
- Provide day to day management for the Mogadishu advisory team when deployed.
- The Key skill set would be in the maritime arena, preferably either civilian or military coast guard expertise and strategic policy experience.
- Initially based from Nairobi/Djibouti with frequent travel to Somalia.
- Permanent move to Mogadishu when Security and Logistical situation allows.
- 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 experience with some proven previous engagement at political and strategic levels.
- 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 language are an advantage.
- Preferably previous work experience in international environment in crisis management.
- Excellent knowledge of and experience of working in Somalia.

## SECONDED/CONTRACTED POSTS

<b>Position Name:</b> Chief of Human Resources	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> DJ 16	<b>Location:</b> Djibouti	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Third Contributing States:</b> No

The Chief of Human Resources reports to the Head of Mission Support.

### Main Tasks

- To manage and co-ordinate all Human Resources matters;
- To create and update a Human Resource Policy for International and National staff in accordance with the OPLAN and Standard Operating Procedures;
- To update and follow the deployment plan of the Mission members on a constant basis;
- To provide advice and support to the HoM and D/HoM, line managers as well as all staff members on Human Resources related matters;
- To create, manage and follow up the personnel database, lists and files for the Mission members as well as to provide statistics and figures about Mission members;
- To organize and to put into practice the Mission's transparent and merit based recruitment and selection process of qualified applicants for the vacant positions for all international and national Mission members in accordance with the CPCC Staff Selection Procedures;
- To manage the HR administration according to applicable rules and regulations and best practises;
- To establish the guidelines for transparent and objective performance assessment and evaluation system for the Mission;
- To be responsible for weekly, monthly and six months reports concerning all Human Resources and personnel issues;
- To liaise with CPCC and the European Commission on Human Resources related matters;
- To develop and implement the existing personnel administration rules for CSDP operations;
- To supervise all special projects related to Human Resources;
- To co-ordinate with the relevant functions in relation to personnel disciplinary and code of conduct matters;
- To perform any other tasks assigned by the line manager.

### Qualifications and Experience

- Completion of a full course of university studies attested by a degree in Human Resources, Social Sciences, Business or Public Administration, Law or closely related field, where the normal duration of university education in the country awarded is four (4) years or more;
- A minimum of 10 years of relevant and proven professional experience including 3 years in managerial position, preferably in the field of human resources and/or administration management, legal, administrative and operational aspects of human resources and training. Such experience must be gained after having obtained the relevant degree;
- Good working knowledge of MS Office;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP
- Previous experience in CSDP missions would be an advantage.

### Language Skills

Knowledge of French will be an asset

<b>Position Name:</b> Chief of CIS	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Expert Level
<b>Ref. Number:</b> DJ 22	<b>Location:</b> Djibouti	<b>Availability :</b> As soon as possible
<b>Reporting Line:</b> Head of Mission Support	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

The Chief Communication and Information Services (CIS) reports to the Head of Mission Support

### Main tasks

- Leads the Mission Communication and Information Systems Unit in a way that effectively and efficiently contributes to the reaching of the overall objective of the Mission
- Coordinates-supervises CIS officers in the HQ and the field offices.
- Establishes the necessary technical liaison and coordination with other international organizations in the mission area.
- Establishes and maintains CIS and communications networks in support of the Mission.
- Establishes, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues
- Ensures, if required by the Senior Mission Security officer, task related to information security (could incl. Crypto Custodian) of the Mission.
- Prepares in co-ordination with the Security officer contingency Plans.
- Provides a communications and network plan for the mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission.
- Identifies needs and defines application/database requirements, organise and implement user training, troubleshoot problems and assist with change requests
- Manages and supervises the budget allocated to CIS.
- Defines and forward as appropriate the requirements for goods and/or services for its area of responsibility and to supervise their satisfaction
- Undertakes any other related tasks as required by the Head of Mission Support.

### Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in information Systems, ICT in Engineering, Communications where the normal duration of university education in the country awarded is four (4) years or more and minimum of 10 years of professional experience in related areas after having obtained the university degree;
- A minimum of 3 years of professional experience in managerial position;
- Excellent background and experience in communication information networks and information management systems
- Projects run in C language, SQL server, Linux is highly recommended.
- Knowledge of French would be an advantage.
- Knowledge of ISO 27X, BS 7799, RFC 326x.
- Experience in database installation and support for IPBX-pABX, ASTERISK platforms and LINUX programming skills.
- Experience on drafting procedures for the use and management of computer systems and networks, including information security
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).
- Working knowledge of French is desirable.

<b>Position Name:</b> Financial Officer *	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support Staff – Management Level
<b>Ref. Number:</b> DJ 97	<b>Location:</b> Djibouti	<b>Availability :</b> As soon as possible
<b>Reporting Line:</b> Chief of Finance	<b>Security Clearance Level:</b> EU Restraint	<b>Open to Third Contributing States:</b> No

The Financial Officer will assist the Chief Finance in fulfilling the duties set in support of the Mission's mandate. Reporting to the Chief of Finance, he/she:

### **Main Tasks**

- Assists the Chief of Finance in maintaining the accountancy of the CSDP Mission
- Manages on a daily basis and with the assistance of the local team, the general ledger, the accounting books, the bank statements, the payroll, the computerized system, and other accounting tools
- Implements procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance
- Takes appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions
- Ensures the periodic reporting of accounts
- Provides sound financial advice to the Chief of Finance, assisting in the formulation of financial strategies for the CSDP Mission
- Liaises and cooperate on accounting issues with the EU institutions and all other relevant actors
- Identify the needs in goods and in services required for improving the proper keeping of the books and technically defines them for procurement
- Undertakes any other related tasks as required by the Chief of Finance and/or Head of Mission Support.

### **Qualifications and Experiences**

#### **Essential**

- Completion of a full course of university studies attested by a degree in Finance, Business Administration, Accountancy, Economics, where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 3 years of relevant and proven professional experience. Such experience must be gained after having obtained the relevant degree;

#### **Specification of experience**

- Excellent analytical, research and problem-solving skills
- Ability to operate MS software and computerized European accounting systems
- A previous International experience, particularly in crisis areas with multi-national and international organizations would be an asset.

#### **Languages**

Good command of written and spoken French will be an advantage.

<b>Position Name:</b> Procurement Officer *	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support Staff – Management Level
<b>Ref. Number:</b> DJ 14	<b>Location:</b> Djibouti	<b>Availability :</b> As soon as possible
<b>Reporting Line:</b> Chief of Procurement	<b>Security Clearance Level:</b> EU Restricted or equivalent	<b>Open to Third Contributing States:</b> 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;

#### **Specification of experience**

- Previous relevant specialized training is an asset;
- 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.



<b>Position Name:</b> Project Manager	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support Staff – Management Level
<b>Ref. Number:</b> DJ 73	<b>Location:</b> Djibouti	<b>Availability:</b> As soon as possible
<b>Reporting Line:</b> Senior Project Manager	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Main Tasks**

- Identifies and addresses, under the current financial regulations, mission-essential equipment capability gaps
- Provides information and advises 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 Heads of Country Offices and experts in relation to the other (UNDP, MASE, MARSIC, INTERPOL) programmatic activities existing in the region.
- In cooperation with the Heads of the Country Offices 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**

- 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 after having obtained the university degree 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
- Knowledge of the region's history, culture and politics.

<b>Position Name:</b> Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert level
<b>Ref. Number:</b> DJ 26	<b>Location:</b> Djibouti	<b>Availability:</b> As soon as possible
<b>Reporting Line:</b> Head of Mission	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line:**

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the SMSO manages the security and safety of the Mission staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures.

### **Main Tasks:**

- To advise the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information;
- To manage and supervise the Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support;
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications;
- To be responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system;
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans);
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules;
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots;
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required;
- To provide comprehensive security induction training to new mission members as required;
- To ensure that regular security drills, communication tests and evacuation exercises are conducted;
- To ensure that the contracted security guard force meets assigned performance standards;
- To supervise the recruitment of new staff to the Mission Security Office(s);
- To monitor and assess the security situation and make security analyses, recommendations and reports;
- To ensure personal security advice is given to members of mission staff as required;
- To ensure effective system of security reviews in relation to the Mission's property and buildings and recommend changes if necessary;
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents;
- To develop professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available;
- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;
- To alternate with the DSMSO, be available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents;
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services;
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- To ensure the policy on security clearances for Mission staff is correctly applied;
- To liaise with the CPCC COS Office (Missions Security Coordinator) on all matters foreseen by the EEAS Field Security Policy and supporting documents;
- To contribute to lessons identification
- To perform any other tasks assigned by the line manager.

## **Qualifications and Experience:**

- 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 3 years or more  
or  
Equivalent Police and/or Military education,  
or  
A graduate diploma from a civilian security organization with specialized training on field operations, force protection;  
and
- After having fulfilled the above requirement, minimum of 10 years of relevant and proven 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;
- A minimum of 3 years of professional experience in managerial position;
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets;
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organizational, planning, and time-management skills;
- 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;
- Excellent knowledge of the Mission area and potential security threats;
- Civilian driving license class B and C mandatory;
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP;
- Previous work experience in Africa and would be an advantage.
- The successful completion of the Mission Security Officer Certification Course is desirable.

## **Language Skills**

- Written and spoken French language skills are not necessary, but would be an asset

<b>Position Name:</b> Mission Security Officer** (3 positions)	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category:</b> Mission Support Staff / Management Level
<b>Ref. Number:</b> NA 143/144/145	<b>Location:</b> Nairobi / Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	<b>Availability :</b> As soon as possible
<b>Reporting Line:</b> Head of Security Department /(Senior Mission Security Officer)	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> 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 3 years or more  
or  
Equivalent Police and/or Military education,  
or  
A graduate diploma from a civilian security organization with specialized 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;
- 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;
- Excellent command in English (speaking, reading, writing, understanding);