

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

CALL FOR DEPLOYMENT/CONTRIBUTION FOR TWO (2) CRT OR OTHER MEMBER STATE EXPERTS TO SUPPORT THE EUROPEAN UNION MISSION ON REGIONAL MARITIME CAPACITY BUILDING IN THE HORN OF AFRICA (EUCAP NESTOR)

Short term deployment:	Initial 3 months deployment with a possibility of extension			
Job Location:	Djibouti and Somalia, with initial deployment in Nairobi.			
Availability:	As soon as possible			
Staff regime	Seconded: CRT/MS short term Expert			
Job Titles:	Ref	Name of the post	Nr of positions	Available on
	DJ 133	CIS Assistant Djibouti	1	See above
	NA 141	CIS Assistant Somalia	1	See above
Deadline for applications:	10 October 2014 17.00 hours Brussels time			
E-mail address to send the Job Application Form/CV:	cpcc.crt@eeas.europa.eu			
Information:	<p>For more information relating to selection and recruitment, please contact the European External Action Service:</p> <p>Ms Ulla Bergqvist Civilian Planning and Conduct Capability, CPCC e-mail: cpcc.crt@eeas.europa.eu Tel: +32 (0)2 584 8596</p>			

Seconded Personnel – Only personnel nominations received through official channels from Member States will be considered. Member States will bear all personnel related costs for seconded personnel, including salaries, pre-mission medical care, medical coverage, travel expenses to and from the mission area (including home leave where applicable) and allowances other than those paid according to the Council Document 7291/09 (10 March 2009) and 9084/13 (30 April 2013). High risk insurance (the Vanbreda's Group insurance facility which is the same policy applicable to all International staff members and covers medical care, accidental death & disability benefit amongst other benefits) will also be covered by the Mission budget.

Tour of Duty/Contract Period – The duration of the deployment should be initially for 3 months with the possibility of extension.

Leave – The holiday arrangements are set at a national level and subject to change. The national arrangements as applied for regular secondments to CSDP missions could be used as an indication for a proper holiday arrangement for CRT/Member State experts as well. Due to the nature of the short term assignment, it would be preferable that accrued holidays be taken after the deployment has ended.

As a rule there is no leave included during CRT deployments. Any leave will be considered as interruption of service, there will be no allowances of any kind paid by the mission during any leave period and all travel costs related to the leave must be borne by the sending Member State or by the expert.

The European External Action Service, through the Civilian Planning and Conduct Capability (CPCC) requests that Member States propose candidates for the following international expert positions for the short term deployment to EUCAP NESTOR, 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 the short term experts.

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

International Experience – International experience working in cooperation with multi-national organizations, particularly in crisis areas with multinational and international organizations combined with an understanding of the political, social, cultural and legal situation in a crisis situation.

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 field mission, as required by the Team Leader.

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 field mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in EU Member States.

Ability to communicate effectively in English – participants 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.

B. Recommendable requirements

Knowledge of the EU and CSDP – To have a sound understanding of the aims, purposes and functioning of the EU's Common Foreign and Security Policy (CFSP) and Common Security and Defence (CSDP) missions.

Knowledge of the mission area. To have a good knowledge of the history, culture, social and political situation in the Horn of Africa. 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 will be an asset.

C. Essential documents for selected candidates

Passport – Seconding Member States should provide their personnel with a service/diplomatic passport, and agree to have them accredited to their Embassies or Consulates as appropriate in the region.

Visas – Member States and participants 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 area.

Security clearance required: EU CONFIDENTIAL.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. To 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 Member State. A copy of this certification must accompany deployed 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.

Training – Full HEAT (5 days) training is mandatory.

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

D. Job Descriptions

Position Name: CIS Assistant	Employment Regime: Seconded	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 CONFIDENTIAL	

The CIS Assistant reports to the Chief CIS.

Main Tasks and responsibilities

- 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 other CIS colleagues.
- Coordination with consultants, external experts, and outsourced services in support of the development and maintenance of the Mission's 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, router 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 5 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 and Linux environment.
- Knowledge in VoIP PBX systems.
- Knowledge in LINUX.
- Knowledge in Cisco network systems.

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.
- French is desirable.

Position Name: CIS Assistant	Employment Regime: Seconded	Post Category: Mission Support / Assistant Level
Ref. Number: NA 141	Location: Somalia, with initial deployment in Nairobi	Availability: As soon as possible
Reporting Line: Chief of Mission Support Section - Country Office Somalia	Security Clearance Level: EU CONFIDENTIAL	

The CIS assistant reports to the Chief mission support section, within country office Somalia, in coordination with Chief CIS.

Main Tasks and responsibilities

- 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 other CIS colleagues.
- Coordination with consultants, external experts, and outsourced services in support of the development and maintenance of the Mission's 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, router and server hardware.
- To undertake any other related tasks as required by the Chief of Mission Support Section within the country office or by the Chief 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 and Linux environment.
- Knowledge in VoIP PBX systems.
- Knowledge in LINUX.
- Knowledge in Cisco network systems.
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.

Advantageous

- Knowledge in web development.
- 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 multicultural, 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.