

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

THIRD CALL FOR DEPLOYMENT OF THREE (3) MEMBER STATE EXPERTS TO THE EU LIASON AND PLANNING CELL, TUNIS

Short term deployment:	Initial minimal deployment period until December 2015, with a possibility to extend			
Job Location:	Tunis, Tunisia			
Availability:	from 1 September 2015			
Job Titles:	Ref	Name of the post	Nr of positions	Available on
	1	Military interpreter	1	Latest by 1 st September, 2015
	2	Logistician (J4) OF 4-5	1	
	3	Training expert (J7) OF 3-4	1	
Deadline for applications:	14 August, 2015 17.00 hours Brussels time			
E-mail address to send the Job Application Form/CV:	Andrea.nesnidalova@eeas.europa.eu Anne.scobie@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact the European External Action Service, CMPD: Ms Andrea Nesnidalova/Ms Anne Scobie Crisis Management Planning Directorate, CMPD e-mail: andrea.nesnidalova@eeas.europa.eu Tel: +32 (0)2 584 7649 e-mail: anne.scobie@eeas.europa.eu Tel: +32 (0)2 584 6842			

Voluntary National Contributions – Only personnel nominations received through official channels from Member States will be considered. All personnel-related costs are the responsibility of the sending Member States, including salaries, pre-mission medical care, travel expenses to and from the job location (including home leave and missions).

Tour of Duty/Contract Period – The duration of the deployment for all three candidates would be preferable until the end of the year, with a possibility to extend.

Leave – Leave arrangements are under national regulations and responsibility subject to operational requirements. They should be fully coordinated with the Leader of the Cell in good time in order to provide for continuity of the Cell.

The European External Action Service, through the Crisis Management and Planning Directorate (CMPD) requests that Member States propose candidates for the following expert positions for the short term deployment to **Tunis, Tunisia**, 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 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 mission area - To have a good knowledge of the history, culture, social and political situation in Libya and/or the region. To have knowledge of the military, and wider security sector and governmental structures (distinct advantage).

Professional experience - To have experience on Cease-fire monitoring and supporting processes would be an advantage.

Language skills – knowledge of Arabic 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 SECRET.

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 – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent. Full HEAT (5 days) training is desirable and considered an asset.

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

D. JOB DESCRIPTION

Military Interpreter

Main tasks:

Under the guidance of the EU Liaison and Planning Cell Leader (who is acting under the authority of the Head of Delegation Tripoli):

- provide written and spoken English and Arabic translation
- Prepare written documents in both languages
- Collate and assess local and regional media reporting
- Provide advice on cultural awareness

Qualifications and experience:

- To have a minimum of 5 years of overall relevant work experience as an Arabic translator
- Fluent Arabic and English
- Proven analytical capacity, political awareness and judgement;
- Previous experience on Cease-fire monitoring and supporting processes would be an advantage
- Excellent interpersonal communication and drafting skills, self-driven and ability to work in a methodical manner whilst remaining flexible.

Logistic Planner

Main tasks:

Under the guidance of the EU Liaison and Planning Cell Leader (who is acting under the authority of the Head of Delegation Tripoli):

- liaise with and provide logistic (including resources, movement and transportation) planning support upon request to UNSMIL and where appropriate, support UNSMIL in other tasks within means and capabilities;
- Develop the logistic aspects of planning options drafted in support of UNSMIL
- be prepared to conduct logistic situation assessments
- be prepared to provide logistic inputs to other planning documents as directed by CMPD;
- maintain a functional reporting to the EEAS via CMPD
- analyse and provide a field perspective on the logistic implications for potential EU crisis management measures;
- support the Head of Delegation with advice on matters related to security;
- undertake any other duties that may be required by the EEAS in security policy related matters;
- contribute to various briefings including at short notice;
- Advice and assist the head of the Cell on all logistic matters related to the activities of the cell

Qualifications and experience:

- To have a minimum of 10 years of overall relevant work experience;
- Proven analytical capacity, political awareness and judgement;
- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge of the region would be an asset;
- Previous experience on Cease-fire monitoring and supporting processes would be an advantage

- Knowledge of Arabic would be a distinct asset
- Excellent interpersonal communication and drafting skills, self-driven and ability to work in a methodical manner whilst remaining flexible.

Training Planner

Main tasks:

Under the guidance of the EU Liaison and Planning Cell Leader (who is acting under the authority of the Head of Delegation Tripoli):

- liaise with and provide Training planning support upon request to UNSMIL and where appropriate, support UNSMIL in other tasks within means and capabilities;
- Develop the Training related aspects of planning options drafted in support of UNSMIL
- Conduct training needs assessments
- be prepared to provide training inputs to planning documents as directed by CMPD;
- maintain a functional reporting to the EEAS via CMPD
- support the Head of Delegation with advice on matters related to security;
- undertake any other duties that may be required by the EEAS in security policy related matters;
- contribute to various briefings including at short notice;
- Identifies and compile lessons on the work developed by the Cell
- Advice on pre-deployment training requirements for the members of the cell
- Prepare and deliver induction training for the incoming members of the cell

Qualifications and experience:

- To have a minimum of 5 years of overall relevant work experience;
- Proven analytical capacity, political awareness and judgement;
- A broad understanding of the multi-dimensional aspects of conflict management and/or knowledge of the region would be an asset;
- Previous experience on Cease-fire monitoring and supporting processes would be an advantage
- Knowledge of Arabic would be a distinct asset
- Excellent interpersonal communication and drafting skills, self-driven and ability to work in a methodical manner whilst remaining flexible.