

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1 - Requirements and Job Descriptions**

<b>European Union CSDP Mission in Niger (EUCAP Sahel Niger) 3-2017 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUCAP Sahel Niger</b>			
<b>Job Location:</b>	<b>Niamey and Agadez</b>			
<b>Employment 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>Availability:</b>
	<b><u>Seconded (21)</u></b>			
	NI 02	Deputy Head of Mission/Chief of Staff	Niamey	01 Mar 2018
	NI 03	Political Adviser	Niamey	14 Apr 2018
	NI 06	Senior MAC Analyst/Head of Analysis Unit	Niamey	04 Mar 2018
	NI 13/1**	Deputy Head of Operations	Niamey	ASAP
	NI 14/1**	Human Rights and Gender Adviser	Niamey	ASAP
	NI 14/2** NI 14/3**	Legal Military Adviser (2 positions)	Niamey	ASAP
	NI 16	Senior Adviser for Nigerien Security Strategy	Niamey	ASAP
	NI 21	Operations Room Adviser	Niamey	ASAP
	NI 24	Drugs Trafficking Adviser	Niamey	16 Feb 2018
	NI 24/1**	Drugs Trafficking Adviser	Niamey	ASAP
	NI 25	Anti-Arms Trafficking Adviser	Niamey	17 Mar 2018
	NI 25/1**	Anti-Arms Trafficking Adviser	Niamey	ASAP
	NI 30	Forensic Adviser	Niamey	30 Jan 2018
	NI 35	Training Policy Adviser	Niamey	ASAP
	NI 36	Human Resources Training Adviser	Niamey	ASAP
	NI 44	Cooperation Adviser	Niamey	ASAP
	NI 49	Border Management Adviser	Niamey	22 Oct 2017

NI 51/1**	Border Management Adviser	Niamey	ASAP
AG 06	FO Police Tactical Training Adviser	Agadez	12 Jan 2018
AG 24**	FO Human Rights Adviser	Niamey	ASAP
<b><u>Seconded/Contracted (16)</u></b>			
NI 04*	Press and Public Information Officer	Niamey	ASAP
NI 18	Planning Adviser	Niamey	ASAP
NI 40	Capacity Building (LOG) Adviser	Niamey	18 Jan 2018
NI 47	Data Migration Analyst	Niamey	01 Jan 2018
NI 57	Project Cell Officer	Niamey	ASAP
NI 75	Procurement Officer	Niamey	ASAP
NI 76	Chief of Logistics	Niamey	16 Jan 2018
NI 77	Logistics Officer	Niamey	ASAP
NI 92	Armed Protection Team Leader	Niamey	ASAP
NI 95	Armed Protection Operator	Niamey	ASAP
NI 98	Armed Protection Instructor/Armourer	Niamey	ASAP
AG 05	FO Border Management Adviser	Agadez	16 Feb 2018
AG 09	FO Administration Coordinator	Agadez	ASAP
AG 10	FO HR and Administration Officer	Agadez	ASAP
AG 21*	FO Armed Protection Operator	Agadez	ASAP
AG 25**	FO Logistics Assistant	Agadez	ASAP
Deadline for application:	<b>Wednesday 08 November 2017 at 17:00 (Brussels time)</b>		
E-Mail Address to send the Application Form to:	<a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a> or <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a> (for candidates seconded by EU Member States)		
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Mr Aurel Hariton</b> <b>aurel.hariton@ext.eeas.europa.eu</b> <b>+32 (0)2 584 69 04</b>		

\*) The availability of this post is pending the deployment of a candidate selected in a previous CfC.

\*\*\*) The availability of this post is pending the approval of the budget reallocation.

EUCAP Sahel Niger bears a High Risk Non-Family Mission status due to the present risk rating of the mission area as high. As such, international seconded and contracted Mission Members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission Members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing or Invited Third States (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to the Council documents 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 seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

**Tour of Duty/Contract Period** – Subject to the adoption of another Council Decision approving the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that Contributing States propose candidates for the following international expert positions for EUCAP Sahel Niger, according to the requirements and profiles described below:

## I. GENERAL CONDITIONS

**Citizenship** – The candidates must have Citizenship of an EU Member State or of a Contributing Third State.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. The candidates 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. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the 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) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able 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 Mission.

**Physical and Mental Health** – The candidates must be 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 candidates should, in principle, be under the normal age of retirement in Contributing States.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.*

## **II. REQUIREMENTS**

### **II.A Essential Requirements**

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

#### **1. Education and Training**

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

#### **2. Knowledge**

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### **3. Skills and abilities**

**Language Skills**<sup>2</sup> – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. In order to provide for national representation in all Missions, certain (ordinarily internal) positions in Missions may accept proficiency in a language other than the majority language of the Mission.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational skills** - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

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

### **II.B Desirable Requirements**

**Knowledge of the Mission area** – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and Experience of SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Some proficiency in local language(s), depending on the job tasks and responsibilities.

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<sup>1</sup> [Common European Framework of References for Languages](#)

<sup>2</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

**Driving Licence** - Category C driving licence.

### **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – The selected candidates must have a passport from their respective national authorities.

If possible, a Service Passport or Diplomatic Passport should be issued.

**Visas** – Contributing Third States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

**Education diploma(s)/certificate(s) or/and professional certificate(s)** – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or the taking up duties.

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to LIMITE/LIMITED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area. Yellow fever vaccination is compulsory to be admitted in to the country.

**Medical Certificate** – The selected candidates should undergo a medical examination and be certified medically fit for Mission duty by a competent authority from the Contributing States. A copy of this certification must accompany deployed seconded/contracted personnel.

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment (Annex 3 List of Recommended Security Equipment sent to the Contributing States).

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

### **IV. ADDITIONAL INFORMATION**

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the 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 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 shortlisted 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 for interviews, the Contributing States will bear any related costs.

**N.B** The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Personal Data protection** - The EEAS and its Directorate CPCC processes personal data pursuant to Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The [privacy statement on Meetings and Events](#) is available on the EEAS website> [Privacy Statements](#).

**Accommodation** - Mission Members will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

## SECONDED POSITIONS (21)

<b>Position Name:</b> Deputy Head of Mission /Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 02	<b>Location:</b> Niamey	<b>Availability:</b> 01 Mar 2018
<b>Component/Department/Unit:</b> Head of Mission's Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### **1. Reporting Line:**

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

### **2. Main Tasks and Responsibilities:**

- To support the HoM in leading, managing and directing Mission activities and in ensuring that the Mission's mandate and tasks as set out in the planning documents, including oversight of the development and implementation of the Mission Implementation Plan (MIP) in consultation with the Chief of Staff;
- To deputise for the Head of Mission in his/her absence;
- To support the HoM in liaising with the host-country authorities, international organisations and diplomatic representatives;
- To monitor and ensure the implementation of the mandate;
- To supervise the implementation of mechanisms in the Mission for monitoring, implementing and evaluating relevant international instruments for gender equality and mainstreaming;
- To exercise disciplinary control over all Mission personnel;
- To collaborate, coordinate and control the production of documents, plans and reports of the Mission;
- To follow and coordinate daily Mission activities and make recommendations to the Head of Mission for improvements;
- To ensure a proper flow of information within the Mission;
- To perform any other tasks as requested by the Head of Mission.

### **3. Mission Specific Tasks and Responsibilities:**

- To run and manage the Etat-Major of the Mission and its different components.

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 12 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level;
- Experience in leading and coordinating multi-thematic and multi-layered efforts to inform the development of civilian security sector visions and strategies, development of related plans and monitoring their implementation, related outreach and change management, at national and/or international level.

### **5. Essential Knowledge, Skills and Abilities:**

- Capacity to lead and oversee a Mission with staff members of different professional backgrounds;
- Ability to maintain objectivity in complex scenarios and to display sensitivity and sound judgement;

- Ability to engage with senior officials, to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Operational/diplomatic leadership experience and a proven record of operational or diplomatic environment delivery;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;
- Broad professional experience, in operational and organisational aspects of Mission command;
- Experience in operational planning;
- 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;
- Experience in migration issues would be an advantage.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.



<b>Position Name:</b> Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 03	<b>Location:</b> Niamey	<b>Availability:</b> 14 Apr 2018
<b>Component/Department/Unit:</b> Chief of Staff's Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Political Adviser reports to the Deputy Head of Mission/Chief of Staff (DHoM/Chief of Staff).

**2. Main Tasks and Responsibilities:**

- To provide political analysis and advice on developments in Niger and in the region on issues related to the Mission mandate;
- To liaise with relevant political actors, including local authorities, civil society, EU actors; Third States and international organisations;
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the DHOM/COS and HoM and Senior Mission Management;
- To prepare briefings, notes and meeting reports to ensure timely information of the HoM and other Mission Members;
- To contribute to the regular Mission reporting and to other reports and papers in relation to the implementation of Mission mandate;
- To assist in conducting and coordinating official visits according to protocol rules;
- To contribute to the political aspects of Press and Public Information activities;
- To perform any other related tasks as requested by the Line Manager/s.

**3. Mission Specific Tasks and Responsibilities:**

- To provide advice to the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms;
- To act as alternate Mission spokesperson as requested.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, Social Science, or other academic training relevant to the post, security or law enforcement OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Academic background and/or knowledge of Africa and especially of the Sahel region, as well as familiarity with Islamic societies and cultures;
- Good understanding of and experience in the European Institutions and CSDP;
- International experience, particularly in crisis areas with multinational and/or international organisations, ideally in a political advisory capacity;
- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level;
- Oral and influencing skills, with the ability to give clear advice on issues;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum C1 (Proficient User);

- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Senior MAC Analyst/Head of Analysis Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 06	<b>Location:</b> Niamey	<b>Availability:</b> 04 Mar 2018
<b>Component/Department/Unit:</b> Chief of Staff's Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior MAC Analyst/Head of Analysis Unit reports to the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities:

- To provide analytical assessments which will assist decision making processes;
- To keep the DHOM/COS, HoM and Mission Management updated on the development of situations in theatre and within the Mission as well as how these impact the pursuit of Mission objectives;
- To take into account the regional aspect of the analysis, especially related to the other Sahel countries;
- To identify and manage analysis and information requirements through a structured and systematic approach, and ensure that information and knowledge is processed in the most efficient and effective manner;
- To contribute to the anticipation of likely scenarios to occur and to the identification of possible adjustments of the Mission Implementation Plan that may be required;
- To identify Mission information exchange requirements and to contribute to information and knowledge sharing aiming at the development of a common situational awareness with the Mission's chain of command and other EU actors. Additionally, to facilitate the sharing of information and knowledge with other non-EU partners in theatre, as appropriate;
- To perform any other related tasks as requested by the Line Manager/s.

### 3. Mission Specific Tasks and Responsibilities:

- To liaise internally as well as with external actors authorised by the HoM to request specific information to assist in the development of analytical assessments about Mission implementation;
- To ensure the security of sensitive information handled by the MAC and to disseminate it in accordance with HoM's instructions;
- To contribute to Mission security with information and analytical products that will support the conduct of security and risk assessments. In this area, to work closely together with Mission Security Department;
- To develop and maintain MAC working methodology and relevant Standard Operating Procedures (SOPs).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences other academic training relevant to the post, security or law enforcement OR police or military equivalent education or training or equivalent rank; AND
- Minimum of 6 years of relevant experience, after having fulfilled the education requirements;
- Experience in the use of analytical IT packages and processes, including specific analytical software.

### 5. Essential Knowledge, Skills and Abilities:

- Skills in handling, processing and analysis of information from various sources;

- Interpersonal skills and ability to work on his/her own initiative in a methodical manner.
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;
- Experience in matters relating to Africa, particularly Niger and the other Sahel countries. Knowledge of the languages, history, and culture, social and administrative structures of Niger.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Deputy Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 13/1**	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Operations reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To deputise for the Head of Operations in his/her absence;
- To support the Head of Operations in implementing the Mission's operational activities including in Field Office(s) in accordance with the Mission's OPLAN and the HoM's guidance, through Line Managers responsible for the respective Lines of Operation, and to ensure their operational coherence in support of the Mission's end state;
- To input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To ensure that Mission staff members working under the Head of Operations responsibility receive proper induction training;
- To ensure that Operational Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that Mission staff members working under the Head of Operations responsibility identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that Mission staff members working under the Head of Operation' responsibility are periodically updated on Mission's mandate implementation progress;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- In coordination with the Mission's Coordination and Cooperation Component, to coordinate/cooperate and/or oversee the coordination/cooperation of the Components/Unit's members as appropriate with local authorities at the relevant level as well as with local EU and international actors within the scope of the Mission's mandate;
- To ensure timely internal reporting from the operational perspective against benchmarking;
- To contribute to the Mission's external reporting against benchmarking;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank (only in case of policing position) AND
- A minimum of 10 years of relevant experience, out of which minimum 5 years at management level, after having fulfilled the education requirements;
- Experience in Security Sector/RoL Reform in a national or host state context, and in implementation of reform programs.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/RoL;
- Senior management experience in an international organisations operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Human Rights and Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 14/1**	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Human Rights Gender Adviser reports to the Head of Interoperability Unit.

**2. Main Tasks and Responsibilities:**

- To maintain necessary contacts and build relationships with the Nigerien security forces;
- To contribute, to design and deliver training for members of the Nigerien security forces in regards to International Humanitarian Law, Human Rights and Gender concepts;
- To provide training courses with focus on International Humanitarian Law for the staff of the “Service Central de Lutte contre le Terrorisme” (SCLCT) and other security special units amongst the different security forces;
- To provide analysis and recommendation to the local counterpart on relevant international instruments for gender equality and mainstreaming, including UN Security Council Resolutions on women, peace and security;
- In coordination with the Human Rights and Gender Expert and the Strategic Training Expert of the Missions develops the Training Module on Gender in framework of the GAR-SI initiative;
- To liaise with the Human Rights and Gender Expert of the Mission and ensure that Human Rights and Gender aspects are mainstreamed in the operational activities of the Unit;
- To collect and collate statistics about Human Rights and Gender respect practices of the Nigerian Security Forces;
- To contribute and identify and reports on lessons and best practices within the field of responsibility;
- To provide assistance in support of planning and implementation of Mission of the activities of the unit in Human Rights and gender equality principles;
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:** n/a

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank. The qualification should be in any of the fields of Human Rights, politics or other relevant fields; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Substantial knowledge of the roles of the different security actors, as well as of justice institutions and criminal justice system;
- Ability to develop initiatives to promote Human Rights and accountability in the justice sector;
- Practical experience in the design of training curricula and conducting training especially in International Humanitarian Law, Human Rights and Gender issues.

**5. Essential knowledge, skills and abilities:**

- Analytical and advocacy skills on Human Rights and Gender issues;

- Interpersonal and negotiations skills;
- Ability to work under pressure and with multi-disciplinary and multicultural teams;
- Ability to establish and maintains relationships with a board range of people to understand needs and gain support;
- Proactive in developing strategies to accomplish objectives;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in Human Rights and gender equality advocacy or related field;
- Experience in training and drafting reports and other materials required;
- Experience in preparation Human Rights training materials to raise awareness on Human Rights and gender equality activities.

**7. Desirable knowledge, skills and abilities:**

- Technology and research awareness such as full computer skills and use of advanced research tools;
- Good communication and drafting skills;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitive and respect to gender and diversity;
- Very good understanding of the Sahel sub-region and good knowledge of national and international institutions operating in the region on Human Rights and gender equality.



<b>Position Name:</b> Legal Military Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 14/2**	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Military Adviser reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities:

- To establish and maintain effective relations with military officials and personnel of the military justice institutions, and other relevant international institutions engaged in strengthening the national security sector;
- To assess local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To advise the Head of Component/Unit regarding identified host state needs and recommended support by the Mission;
- To Develop a strategy for the Mission (Interoperability unit) to support the Government efforts to implement an effective military justice and judicialisation program, complimentary to the common civil justice;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Head of Component by providing legal advices to the ministry of Defence on legal and institutional frameworks related to reinforce military judicial system, law and procedure during operations on the ground;
- In coordination with the Mission's Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field, especially on the rule of law, procedure and rights of suspects during arrests;
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To contribute to Mission induction training of Mission personnel as required;
- To identify and report on lessons and best practices within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support the reform of criminal investigations and prosecutions and facilitate police-prosecutor co-operation;
- To liaise with other units of EUCAP in the implementation of Mission' mandates;
- To provide support to Government led-efforts to coordinate policy development and international assistance for Defence Forces and internal security services(FDSI);
- To organise and conduct trainings on legal aspects to military and other Internal security forces, on rule of law, procedure and rights of suspects during military operations;
- Facilitate stakeholder roundtable meetings to discuss developing the legal aspects in a military framework;
- To liaise with Technical and Financial partners, Human Rights officers, military judicial authorities and Military hierarchy to elaborate policies on military legal aspects in order to end any arbitrary detention in military detention facilities;

- To liaise with military hierarchy and military justice bodies to evaluate immediate needs in order to render the military judicial system to carryout promptly its mandate.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of International Humanitarian law, International criminal law OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 6 years of relevant professional experience, as a practicing lawyer, after having fulfilled the education requirements;
- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation.

#### **5. Essential knowledge, skills and abilities:**

- Critical thinking and active listening;
- Comprehensive reading;
- Complex problem solving skills;
- Time management skills;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Experience as a judicial police officer with experience in security framework;
- Experience in Peacekeeping missions or EU missions on international level preferably in Africa;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience in the legal practice, or Experience as a lawyer is an asset;
- Experience in legal and judicial works or to be a member of the police with a military status;
- Legal work experience in international institutions;
- Knowledge of relevant international Human Rights standards and international humanitarian law;
- Knowledge of the Geneva Conventions and Additional protocol I and II.

#### **7. Desirable knowledge, skills and abilities:**

- Ability to work in stressful situation and hardship environment;
- Ability to organise and conduct training and seminars for armed forces and other Internal Security Forces on legal and judiciarisation aspects;
- Demonstrate in-depth understanding of military institutions, and military justice system;
- Ability to work in a non-family working environment.

<b>Position Name:</b> Legal Military Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 14/3**	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Legal Military Adviser reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities:

- To establish and maintain effective relations with military officials and personnel of the military justice institutions, and other relevant international institutions engaged in strengthening the national security sector;
- To assess local legislative/normative/regulatory frameworks, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To advise the Head of Component/Unit regarding identified host state needs and recommended support by the Mission;
- To Develop a strategy for the Mission (Interoperability unit) to support the Government efforts to implement an effective military justice and judicialisation program, complimentary to the common civil justice;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Head of Component by providing legal advices to the ministry of Defence on legal and institutional frameworks related to reinforce military judicial system, law and procedure during operations on the ground;
- In coordination with the Mission's Coordination and Cooperation capability, to closely coordinate with other EU/international actors involved in this field, especially on the rule of law, procedure and rights of suspects during arrests;
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To contribute to Mission induction training of Mission personnel as required;
- To identify and report on lessons and best practices within the field of responsibility;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support the reform of criminal investigations and prosecutions and facilitate police-prosecutor co-operation;
- To liaise with other units of EUCAP in the implementation of Mission' mandates;
- To provide support to Government led-efforts to coordinate policy development and international assistance for Defence Forces and internal security services(FDSI);
- To organise and conduct trainings on legal aspects to military and other Internal security forces, on rule of law, procedure and rights of suspects during military operations;
- To facilitate stakeholder roundtable meetings to discuss developing the legal aspects in a military framework;
- To liaise with Technical and Financial partners, Human Rights officers, military judicial authorities and Military hierarchy to elaborate policies on military legal aspects in order to end any arbitrary detention in military detention facilities;

- To liaise with military hierarchy and military justice bodies to evaluate immediate needs in order to render the military judicial system to carryout promptly its mandate.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of International Humanitarian law, International criminal law OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 6 years of relevant professional experience, as a practicing lawyer, after having fulfilled the education requirements;
- Professional experience as a judicial police officer with experience in security framework is desirable;
- Experience in Peacekeeping missions or EU missions on international level preferably in Africa is an asset;
- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation.

#### **5. Essential knowledge, skills and abilities:**

- Critical thinking and active listening;
- Comprehensive reading;
- Complex problem solving skills;
- Time management skills;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Extensive experience in the legal practice, or Experience as a lawyer;
- Progressive experience in legal and judicial works or to be a member of the police with a military status;
- Legal work experience in international institutions;
- Knowledge of relevant international Human Rights standards and international humanitarian law;
- Good knowledge of the Geneva Conventions and Additional protocol I and II;
- Ability to organise and conduct training and seminars for armed forces and other Internal Security Forces on legal and judiciarisation aspects.

#### **7. Desirable knowledge, skills and abilities:**

- Ability to work in stressful situation and hardship environment;
- Demonstrate in-depth understanding of military institutions, and military justice system;
- Ability to work in a non-family working environment.

<b>Position Name:</b> Senior Adviser for Nigerien Security Strategy	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 16	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Adviser for Nigerian Security Strategy reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level, as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To assist the authorities of Niger in the elaboration of a National Security Strategy;
- To assist the relevant local authorities in setting up and implementing legal arrangements to improve coordination between security institutions;
- To establish working relations with the appropriate Nigerien counterparts;
- To analyse current and potential gaps in the security arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and recommends possible solutions at strategic and operational levels;
- To contribute to improve cooperation between the strategic, operational and tactical levels of Nigerien security actors;
- To provide advice on the possible improvements of the skills and performance of Nigerien security personnel;
- To participate in the curricula development in cooperation with other experts, for training courses related to the elaboration and subsequent broader implementation of the National Security Strategy, especially in the area of law enforcement;
- To liaise with other international counterparts active in the same field (e.g. Embassies);
- To help prepare table top exercises to check and validate the operating procedures used by the Counter Terrorism Operational Room and the Command Posts and regional and national level, including the cooperation amongst the different internal security forces;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the National Security Strategy.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND
- A minimum of 8 years of relevant professional experience, out of which at least 3 at a management level, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;
- Experience of designing and delivering training;
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Operation Room Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 21	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Operation Room Adviser reports to Head of Interoperability Unit.

**2. Main Tasks and Responsibilities:**

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To provide advice on the possible improvements of the skills and performance of the local officers.
- To facilitate cooperation between the strategic, operational and tactical levels;
- To prepare table top exercises to check and validate the operating procedures used by the National Security Council including the cooperation amongst the different internal security forces;
- To assist to identify possible projects in his/her field of expertise and to assist in the further elaboration of these projects, under the overall guidance of the Mission's Project Cell;
- To mentor the interlocutors during their performance on the job;
- To create and equip, from scratch, 8 operations room (1 in Niamey + 1 in each of the 7 regions HQ) under the responsibility of the local authorities, in accordance with the "Projet d'Appui à la Justice et à l'Etat de Droit" "(PAJED II)", financed by the European Union;
- To contribute to the development of the standard operating procedures of the National Security Council
- To take part in the curricula development in cooperation with other experts, for courses related to the OPS Centres;
- To train the concerned Nigerian officers with a view to increase the performance of the National Security Council;
- To support the development and upgrading of the interoperability and coordinating mechanism within the "Service Central de Lutte Contre le Terrorisme" (SCLCT) amongst the different security forces in order to fight terrorism.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European

Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration; AND

- A minimum of 5 years of relevant professional experience;
- Previous experience in the management of a Police Operation Room.

**5. Essential Knowledge, Skills and Abilities:**

- Interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management; Experience in Operations/Missions and/or cooperation in Africa;
- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.



<b>Position Name:</b> Drugs Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 24	<b>Location:</b> Niamey	<b>Availability:</b> 16 Feb 2018
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Drugs Trafficking Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To establish and develop working relationships with Nigerien security forces in charge of the fight against drug trafficking;
- To conduct, upon request, examination and evaluation of the structure of local security forces engaged in the fight against drug trafficking;
- To perform need assessment of the local security forces engaged in the fight against drug trafficking;
- To identify the target audience for the training in cooperation with the local authorities;
- To contribute to elaboration of training plans regarding anti-drug trafficking training activities;
- To develop curricula in order to implement joint cooperation programs in his/her domain of competency (drug traffic analysis);
- To design and implement specific training on the following subject matters: identification and extraction of essential information from drug products and drug investigations, analysis of data, consolidation of inputs and preparation of relevant reports, development of specific expertise necessary to perform accurate assessment of present and future threats, application of acquired inductive reasoning skills in identification of potential drug trafficking threats;
- To coordinate and oversee trainings on drug trafficking analysis;
- To perform training evaluation of the training interventions on drug trafficking analysis;
- To deliver expertise (Monitoring, Mentoring and Advise) in terms of drug trafficking analysis;
- To draft reports, to prepare presentations, talking points and briefings on border monitoring activities;
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- To report on the consistency, complementary and sustainability of the programs.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Business Administration, security or law enforcement OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in anti-narcotics investigation.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Experience of designing and delivering training;
- Experience in project management;
- Previous experience in training of the trainers would be an asset;
- Knowledge and experience in security operations and related law enforcement;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position:</b> Drugs Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 24/1 **	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Drugs Trafficking Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose strengthened solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To establish and develop working relationships with Nigerien security forces in charge of the fight against drug trafficking;
- To perform field trips to Agadez Field Office and to the other regions in Niger;
- To conduct, upon request, examination and evaluation of the structure of local security forces engaged in the fight against drug trafficking;
- To perform need assessment of the local security forces engaged in the fight against drug trafficking;
- To identify the target audience for the training in cooperation with the local authorities;
- To contribute to elaboration of training plans regarding anti-drug trafficking training activities;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (drug traffic analysis);
- To design and implement specific training on the identification and extraction of essential information from drug products and drug investigations, analysis of data, consolidation of inputs and preparation of relevant reports, development of specific expertise necessary to perform accurate assessment of present and future threats, application of acquired inductive reasoning skills in identification of potential drug trafficking threats;
- To coordinate and oversee trainings on drug trafficking analysis;
- To perform training evaluation of the training interventions on drug trafficking analysis;
- To deliver expertise (Monitoring, Mentoring and Advise) in terms of drug trafficking analysis;
- To draft reports, to prepare presentations, talking points and briefings on border monitoring activities;
- To ensure that Human Rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- To report on the consistency, complementary and sustainability of the programs.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Business Administration, security or law enforcement OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in anti-narcotics investigation.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff. Experience of designing and delivering training;
- Experience in project management;
- Experience in training of the trainers;
- Knowledge and experience in security operations and related law enforcement;
- Experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Anti-Arms Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 25	<b>Location:</b> Niamey	<b>Availability:</b> 17 Mar 2018
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Anti-Arms Trafficking Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To establish and develop working relationships with Nigerien security forces in charge of the fight against arm trafficking;
- To conduct, upon request, a review of the internal security forces structure regarding anti-arm and explosives trafficking;
- To assess the needs of the security forces in charge of anti-arms trafficking;
- To identify the target audience for the training in cooperation with the local authorities;
- To elaborate a training plan regarding anti-arms trafficking training activities;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (anti-arms trafficking);
- To coordinate and oversee trainings on anti-arms and explosives trafficking;
- To implement evaluation of the training on anti-arms trafficking;
- To deliver expertise (Monitoring, Mentoring and Advise) in terms of anti-arms trafficking;
- To develop reports, presentations, talking points and briefings on criminal activities;
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- To report on the consistency, complementary and sustainability of the programs.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of

security or law enforcement OR police or military equivalent education or training or equivalent rank;  
AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in criminal or terrorism investigation.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.
- Experience of designing and delivering training;
- Experience in project management;
- Previous experience in training of the trainers;
- Knowledge and experience in security operations and related law enforcement;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Anti-Arms Trafficking Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 25/1**	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Anti-Arms Trafficking Adviser reports to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose for strengthening solutions;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To establish and develop working relationships with Nigerien security forces in charge of the fight against arm trafficking;
- To perform field trips to Agadez Field Office and to the other regions in Niger;
- To conduct, upon request, a review of the internal security forces structure regarding anti-arm and explosives trafficking;
- To assess the needs of the security forces in charge of anti-arms trafficking;
- To identify the target audience for the training in cooperation with the local authorities;
- To elaborate a training plan regarding anti-arms trafficking training activities;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (anti-arms trafficking);
- To coordinate and oversee trainings on anti-arms and explosives trafficking;
- To implement evaluation of the training on anti-arms trafficking;
- To deliver expertise (Monitoring, Mentoring and Advise) in terms of anti-arms trafficking;
- To develop reports, presentations, talking points and briefings on criminal activities;
- To ensure that Human Rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- To report on the consistency, complementary and sustainability of the programs.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European

Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of security or law enforcement OR police or military equivalent education or training or equivalent rank; AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in criminal or terrorism investigation.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff. Experience of designing and delivering training;
- Experience in project management;
- Experience in training of the trainers;
- Experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Knowledge and experience in security operations and related law enforcement.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.



<b>Position Name:</b> Forensic Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number.</b> NI 30	<b>Location:</b> Niamey	<b>Availability:</b> 30 Jan 2018
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Forensic Adviser reports directly to the Head of Technical Competencies Unit.

### 2. Main Tasks and Responsibilities:

- To overall contribute and strengthen the rule of law through the development of the Nigerien criminal investigation capacities;
- To identify and assess needs of the Nigerien security forces in charge of the forensic aspects of the criminal investigation;
- To develop and promote the implementation of a train the trainer programme to support the development of forensics capacities;
- To ensure that human rights and gender aspects are mainstreamed in the operational activities, in coordination with the Human Rights and Gender Adviser;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To advise local authorities on how to ensure evidence can be used as proves in the criminal procedure;
- To contribute to the further development and implementation of fingerprints processing;
- To contribute to the development of biometrics and identification capacities;
- To contribute to the development of evidence management skills;
- To advise local authorities on how to ensure compliance with established policies and procedures, including existing applicable laws in Niger and internationally accepted human rights standards, in the forensic examination.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or equivalent rank. The qualification should be in any of the fields of Rule of Law or other relevant field; AND
- A minimum of 5 years of specific experience in forensic matters, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Proven training skills;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.
- Previous experience in training of the trainers;

- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Training Policy Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 35	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Training Policy Adviser reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To act as a reference in the field of training conceptual and organisational framework for the Recruitment and Training Division of the internal security forces;
- To work in close collaboration with the Recruitment and Training Division in order to assist, to record and review all documentation relating to training;
- To provide expertise to the Recruitment and Training Division in the conceptual and doctrinal framework underlying support and advice process in training, including the organisation of the security forces (Gendarmerie, Police and National Guard);
- To assist and advise in conceptualising and developing training strategies, organisation, methods and contents, course curricula, managing, running and evaluating training courses at academic level;
- To assist in the provision of advice, guidance regarding training organisation, methods and contents;
- To contribute in identifying lessons learned and best practices in his/her respective field of competence;
- To contribute to the induction of Mission personnel as required.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Professional Training Qualification/Certification;
- Experience in train the trainers;
- Experience in project management, particularly in connection with Security Sector Reform;
- Experience with law enforcement agencies (e.g. police, gendarmerie);
- Experience as a trainer in organisational aspects of police force;
- International experience, particularly in crisis or post-conflict areas, preferably with multinational and/or international organisations.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Human Resources Training Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 36	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Human Resources Training Adviser reports to the Head of Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as required by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support the development of Nigerien security forces' sustainability;
- To support the capacity development in human resources policies and management;
- To support local authorities in identifying and assessing training needs and propose strategic orientations;
- To advise on how to ensure an effective and transparent human resources policy, including recruitment and management systems;
- To contribute to plan, organise and deliver all training activities related to human resources, including on evaluation issues;
- To contribute in developing training curricula on human resources, including for training the trainers;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To report on the consistency, complementary and sustainability of the programs.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Professional Training Qualification/Certification;
- Experience in the Human Resources training advisory in law enforcement agencies;
- Experience of designing and delivering training;
- Experience in project management;
- Experience with law enforcement agencies;
- Experience as a manager in organisational aspects of a police force;
- Experience in planning, implementation and HR management, particularly in connection with the security forces.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Cooperation Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 44	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ International Coordination Unit	<b>Security Clearance Level:</b> EU SECRET or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Cooperation Adviser reports to the Head of International Coordination Unit.

### 2. Main Tasks and Responsibilities:

- To contribute to mapping and assessing the current activities of bilateral and multilateral co-operation in the fight against terrorism and organised crime;
- To contribute, under local ownership, to the coordination and complementarity of technical and financial support of the international community in Niger;
- To facilitate coordination meetings between the interior security actors, namely through the dedicated coordination mechanism which has a dedicated Secretariat located within the Prime Minister's office.
- To focus on facilitation of cooperation between the (strategic) operational and tactical levels;
- To provide technical expertise to other European actors in the identification and development of new programmes within the area of expertise of the Mission;
- To identify training and capacity building requirements to improve coordination among Nigerien authorities;
- To help to define and elaborate projects to support capacity building of Nigerien authorities in the field of coordination;
- To liaise and contribute to effective coordination between other CSDP missions in the Sahel;
- To undertake any other related tasks as required by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities: n/a

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Law OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Experience of with European Institutions and/or an international operation/mission in the field of international coordination;
- Experience in management of multi-donor coordination and/or programmes;
- Experience in project management, including budgeting and financial implementation;
- Experience of networking and liaising at ministerial level;
- Experience of capacity building of national authorities in the area of cooperation;

- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

**7. Desirable Knowledge, Skills and Abilities:**

- Interpersonal skills, ability to engage with senior officials, 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.



<b>Position Name:</b> Border Management Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 49	<b>Location:</b> Niamey	<b>Availability:</b> 22 Oct 2017
<b>Component/Department/Unit:</b> Operations Department/ Migration Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Border Management Adviser reports to the Head of Migration Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as required by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support, in coordination with the Strategic Border Management Expert, the Anti Human Trafficking Expert in establishing and developing working relationships with Nigerien partners in charge of the fight against Human Trafficking aspects;
- To conduct comprehensive consultations with the Government/Local Governorate and other supporting stakeholders on border management/control needs assessments to ascertain the current level of the state ability to identify/track those seeking to enter, transit or leave its territory;
- To support the implementation of a national Plan of Action in the country to ensure that recognised Border Crossing Points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To oversee and to coordinate training and capacity building on migration and border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;
- To support the Government of Niger/Agadez Governorate in establishing national and international networks to support border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military, etc.;

- In coordination with the Strategic Border Management Expert and the Anti Human Trafficking Expert and in partnership with the Nigerien authorities, to contribute to the elaboration for a local/regional plan in the field of the fight against Human Trafficking;
- Based on the identified needs, to develop curricula in order to implement cooperation programs in his/her domain of competency;
- To design and to implement specialised training on border management;
- To coordinate and to oversee trainings on border management;
- To implement evaluation of the training on border management;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of border management;
- To provide advice on border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- To pay a specific attention to law enforcement and border management of other institutions and other donors working in the realm of security sector reform;
- To identify and to promote strategic and technical partnerships with the relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien's Police training on migration and border management portfolio;
- To develop reports, presentations, talking points and briefings on border monitoring activities;
- To report to the Head of Migration Unit on the consistency, complementary and sustainability of the programs;
- To identify and to conduct projects.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management;
- Previous experience in train the trainers;
- Experiences in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches;
- Experience in project/programme management with EU and/or international organisations or non-governmental organisations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Interpersonal skills, ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Border Management Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 51/1**	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Migration Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Border Management Adviser reports to the Head of Migration Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To support, in coordination with the Senior Strategic Border Management Adviser, the Anti Human Trafficking Expert in establishing and developing working relationships with Nigerien partners in charge of the fight against Human Trafficking aspects;
- To conduct comprehensive consultations with the Government/Local Governorate and other supporting stakeholders on border management/control needs assessments to ascertain the current level of the state ability to identify/track those seeking to enter, transit or leave its territory;
- To support the implementation of a national Plan of Action in the country to ensure that recognised Border Crossing Points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- In coordination with the Human Rights and Gender Adviser to ensure that Human Rights and Gender aspects are mainstreamed in the operational activities;
- To oversee and to coordinate training and capacity building on migration and border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;
- To support the Government of Niger/Agadez Governorate in establishing national and international networks to support border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military, etc.;

- In coordination with the Strategic Border Management Expert and the Anti Human Trafficking Adviser and, in partnership with the Nigerien authorities, to contribute to the elaboration, for a local/regional plan in the field of the fight against Human Trafficking;
- Based on the identified needs, to develop curricula in order to implement cooperation programs in his/her domain of competency;
- To design and to implement specialised training on border management;
- To coordinate and to oversee trainings on border management;
- To implement evaluation of the training on border management;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of border management;
- To provide advice on border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- To pay a specific attention to law enforcement and border management of other institutions and other donors working in the realm of security sector reform;
- To identify and to promote strategic and technical partnerships with the relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien's Police training on migration and border management portfolio;
- To develop reports, presentations, talking points and briefings on border monitoring activities;
- To report to the Head of Migration Unit on the consistency, complementary and sustainability of the programs;
- To identify and to conduct projects.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Experience of designing and delivering training;
- Experience in project management;
- Previous experience in train the trainers;
- Experience in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches;
- Experience in project/programme management with EU and/or international organisations or non-governmental organisations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Interpersonal skills, ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> FO Police Tactical Training Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> AG 06	<b>Location:</b> Agadez	<b>Availability:</b> 12 Jan 2018
<b>Component/Department/Unit:</b> Operations Department/ Field Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The FO Police Tactical Training Adviser reports to the Head of Field Office Agadez.

**1. Main Tasks and Responsibilities:**

- To command, coordinate and oversee police tactics training and forensic training;
- To map and assess the needs of the security forces in charge of the coercive aspects of criminal investigations with respect to rule of law and human rights;
- To prioritize the needs of the departments in charge of territorial control and arrests;
- To establish and develop contacts with the Nigerien partners in charge of the coercive aspects of the criminal investigations;
- To elaborate with the Nigerien authorities a doctrine in the use of force and its de-escalation;
- To elaborate with the Nigerien authorities a training plan for the police units in charge of the coercive aspects of criminal investigation in a human rights framework;
- To design and implement training to directions, services and units in charge of the arrest in the criminal investigation framework including personnel in charge of police custody and remand;
- To undertake any other related tasks as required by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To develop curricula in order to implement cooperation programs in his/her domain of competency (loyalty/rule of law police intervention);
- To deliver advice in terms of legal framework for police intervention cooperation;
- To facilitate cooperation between the strategic, operational and tactical levels;
- To report to Head of Field Office on the consistency, complementarity and sustainability of the programs;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To develop and implement police tactics training including legitimate use of the minimum level of force to obtain compliance and human rights related training.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or equivalent rank. The qualification should be in any of the fields of Homeland security, Law enforcement or other relevant field; AND
- A minimum of 5 years of relevant experience in law enforcement or criminal investigation, training, including Train the Trainers programs.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- Presentation skills;
- Innovative thinking;
- Ability to plan, multi-task and manage time effectively;

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Professional Training Qualification/Certification;
- Experience in train the trainers;
- Experience in project management, particularly in connection with Security Sector Reform;
- Experience with law enforcement agencies (e.g. police, gendarmerie);
- Experience as a trainer in organisational aspects of police force;
- Experience of operations/missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;
- Good understanding and ideally direct experience with the European Institutions;
- Management experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> FO Human Rights Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> AG 24 **	<b>Location:</b> Agadez	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Field Office	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Human Rights Adviser reports to the Head of Field Office Agadez.

### 2. Main Tasks and Responsibilities:

- To assist the Nigerien authorities in fulfilling their obligations to protect and promote Human Rights and fundamental freedoms in general, and in areas that lie at the intersection between Human Rights and security;
- To monitor and analyse the state of play of Human Rights and protections developments in the host country and to provide the expertise, technical assistance as well as training and capacity building, to enhance compliance with its Human Rights commitments;
- To Monitor and analyse the Mission mandate and commitments related to Human Rights, including with a particular focus on Human Rights defenders, providing advice and recommendations, and preparing general and issue-specific reports and/or other background material, letters and public statements;
- To identify, develop, and implement programmatic activities and projects on key Human Rights issues, including, deliver trainings, expert workshops, training activities and networking events;
- To build alliances and networks with independent experts, international and national governmental and non-governmental actors, to exchange information, share best practices, co-ordinate activities and implement common programs in the area of Human Rights protection and promotion;
- To liaise with the local and international entities involved in the promotion of Human Rights mainstreaming;
- To contribute to Mission's reporting and information flow on Human Rights protection and promotion related aspects;
- To contribute to the induction training of Mission's staff members as required;
- To perform any other related task as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To design and conduct training for members of the Nigerien security services, civil society and other partners in order to enhance Human Rights protection and promotion, in his area of responsibilities;
- To liaise with relevant Government institutions in Agadez region in order to elaborate programs in Human Rights advocacy and awareness;
- To coordinate with relevant components of the Mission, governmental authorities (Agadez region) and partners working on Human Rights protection and promotion in order to develop training module in Human Rights protection and promotion;
- To collect and collates statistics about Human Rights respect practices of the Nigerien security forces within the field of responsibilities;
- To provide advice to the Head of Field Office in Mission planning in Human Rights protection and promotion.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Social

Sciences (e.g. Political Science, International Relations, International criminal law, international humanitarian law; Human Rights studies) OR equivalent and attested police or/and military rank AND

- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- A minimum of 5 years of experience in sound knowledge of Human Rights and Protection mainstreaming issues and tools, in particular in volatile security environment or in a post-conflict environment/ SSR process.

**5. Essential Knowledge, Skills and Abilities:**

- Analytical and advocacy skills on Human Rights protection and promotion issues;
- Interpersonal and negotiations skills;
- Ability to work under pressure and with multi-disciplinary and multicultural teams;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in Human Rights advocacy or related field;
- Experience in conception of Human Rights manuals, drafting report and other materials;
- Experience as activist lawyer in international institutions desirably advocating for Human Rights protection;
- Experience in Human Rights advocacy with military or/and police training;
- Experience in working with international organisations in Human Rights protection and promotion and related field.

**7. Desirable Knowledge, Skills and Abilities:**

- Communication and drafting skills;
- Computer skills and use of advanced research tools;
- Knowledge of Africa, especially the Sahel-sub region;
- Awareness of the Nigerien religious and cultural sensitivity; preferably cultural and traditional specificity of the region of Agadez.



## SECONDED/CONTRACTED POSITIONS (16)

<b>Position:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support–Management Level (MSML)
<b>Ref. Number:</b> NI 04*	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission's Office	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Press and Public Information Officer (PPIO) reports to the Head of Mission (HoM), under the coordination of the Deputy Head of Mission/Chief of Staff (DHoM/CoS).

### 2. Main Tasks and Responsibilities:

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items;
- To organise and conduct press conferences, briefings and other media and public outreach events.
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms with content.
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson for the Mission;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To provide guidance on press and public information issues to the Mission;
- To provide strategic and operational guidance and media advice on all internal and external communication matters directly to the HoM and DHoM/CoS as well as other key staff as necessary;
- To manage the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- To create and promote positive communication and information campaigns aiming to support and explain the Mission to local, regional and international audiences;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- To coordinate and supervise internal communications throughout the Mission;
- To ensure good communication with the European Union Special Representative's office as well as with the press offices of the EU Delegation, Member States and other international stakeholders in the host country;
- To ensure good cooperation with the press offices of the European Union Special Representative as well as those of the EU Delegation, Member States and other international stakeholders in the host country;
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- To contribute to the induction of Mission personnel as required.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European

Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Drafting skills;
- Proficiency with social media platforms, website management and design software;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication;
- Knowledge about the local press and media environment.

**7. Desirable Knowledge, Skills and Abilities:**

- Presentation skills;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position:</b> Planning Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> NI 18	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Interoperability Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Planning Adviser reports to the Head of Interoperability Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To contribute to strengthening the Implementation of the security dimension of the Nigerien security development at national level complementary to other actors (Objective 1);
- To establish working relations with the appropriate Nigerien counterparts;
- To analyse current and potential gaps in the security arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and recommend possible solutions at strategic and operational level;
- To contribute to improve the cooperation between the strategic, operational and tactical levels of Nigerien security actors, especially in security crisis management issues;
- To provide advice implementing specific security intervention plans;
- To provide advice on the possible improvements of the skills and performance of Nigerien security personnel;
- To participate in the curricula development in cooperation with other experts, for courses related to the broader implementation of the Niger Security Strategy, especially in the area of law enforcement;
- To help in preparing table top exercises to check and validate the operating procedures used by the Counter Terrorism Operational Room and the Command Posts and regional and national level, including the cooperation amongst the different internal security forces;
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Qualification in any of the fields of Law, Criminology or Police/Gendarmerie;
- Experience of designing and delivering training;
- Experience in project management.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Capacity Building (LOG) Adviser	<b>Employment Regime:</b> Seconded	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> NI 40	<b>Location:</b> Niamey	<b>Availability:</b> 18 Jan 2018
<b>Component/Department/Unit:</b> Operations Department/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Capacity Building (LOG) Adviser reports directly to the Head of the Sustainability Policies Unit.

### 2. Main Tasks and Responsibilities:

- In close coordination with Nigerien Security forces, to assess their current logistics and maintenance system capacities, strengths and weaknesses;
- To identify actions to be put in place in order to maintain and rapidly upgrade their current capacities, adapted to the present structures;
- To develop a Logistics management plan, including policies, concepts, procedures and structures, based on the existing Nigerien Logistics capability, in the areas of system management, procurement, maintenance, supply of all logistical resources;
- To support the HR Sustainability Policies Head of Unit in defining structural and training adaptation in order to strengthen Niger security actors' manpower and skills;
- To support the Mission Coordination Cell in defining urgent and short term equipment delivery needed to foster and support the Mission activities;
- To assist the Nigerien Forces in the operational implementation of logistic planning and conduct, e.g. Movement and Transportation, Supply Chain, Asset and Services Management, as well as Engineering and Facilities;
- To develop synergies between the Nigerien Logistics management system and the bilateral cooperation activities;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities: n/a

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Transport, Supply Chain Management, Logistics, Engineering, Administration or other related fields; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Experience of operations/missions and/or cooperation in Africa;
- Experience of international organisations and/or multinational operations;

**7. Desirable Knowledge, Skills and Abilities:**

- Interpersonal skills, ability to engage with senior officials, 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.

<b>Position Name:</b> Data Migration Analyst	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number</b> NI 47	<b>Location:</b> Niamey	<b>Availability:</b> 01 Jan 2018
<b>Component/Department/Unit:</b> Operations Department/ Migration Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Data Migration Analyst reports to the Head of Migration Unit.

### 2. Main Tasks and Responsibilities:

- To provide analytical assessments on migration and terrorism issues, which will assist informed decision making processes;
- To keep the Head of Migration Unit updated on the development of migration issues in theatre and within the Mission as well as how these impact the pursuit of Mission objectives;
- To envisage the regional aspect of the analysis, especially related to the other Sahel countries;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To contribute to identify and to manage analysis on migration and terrorism issues through a structured and systematic approach, and to ensure that information and knowledge is processed in the most efficient and effective manner;
- To contribute to the anticipation of likely scenarios to occur and to the identification of possible adjustments of the Mission Implementation Plan that may be required regarding the migration field;
- To identify Mission information exchange requirements and to contribute to information and knowledge sharing aiming at the development of a common situational awareness with the Mission's chain of command and other EU actors, including the Single Intelligence Analytical Capability (SIAC);
- Additionally, to facilitate the sharing of information and knowledge with other non-EU partners in theatre as appropriate;
- To ensure the security of sensitive information handled disseminates it in accordance with Head of Migration Unit;
- To identify and to conduct projects.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of professional relevant experience, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- Skills in handling, processing and analysis of information on migration from various sources;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Qualification in any of the fields of Social Sciences or related field;
- Experience in the use of the analytical IT packages and processes, including specific analytical software.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.



<b>Position Name:</b> Project Cell Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> NI 57	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Project Cell	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

The Assistant to Head of Project Cell reports to the Head of Project Cell.

**2. Main Tasks and Responsibilities:**

- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To prepare/write technical specifications involved in Projects purchases as requested by Project Cell and Operations Units ; to prepare/write specifications for refurbishment works planned in the projects;
- To conduct market studies (identification of potential suppliers for the Projects);
- To act as the interface between project leaders and various elements of Mission Support, especially Procurement;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To undertake any other related tasks as required by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:** n/a

**4. Essential Qualification and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 4 years of professional experience in the field of planning, implementation and evaluation of projects, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Procurement experience;
- Project management training, such as APM, PPM, PRINCE2 or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context.

**7. Desirable Knowledge, Skills and Abilities:**

- Familiarity with the EU Financial Regulations;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> NI 75	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

The Procurement Officer reports to the Chief of Procurement.

**2. Main Tasks and Responsibilities:**

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks as requested by the Line Managers(s).

**3. Mission Specific Tasks and Responsibilities:**

- To carry out procurement and contracting processes including those concerning the FO Agadez;
- To provide assistance to the FO Agadez in relation to all contracting and procurement matters.

**4. Essential Qualification and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Audit, Accounting, Business or public Administration, Economics, Finance, Law or other relevant subject; AND
- A minimum of 4 years of relevant professional experience in the field of procurement, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits.

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Chief of Logistics	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> NI 76	<b>Location:</b> Niamey	<b>Availability:</b> 16 Jan 2018
<b>Component/Department/Unit:</b> Mission Support Department/ Logistics Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Chief of Logistics reports to the Head of Mission Support.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the Logistics Unit;
- To lead logistics, support facility management, transportation and services management in a cost efficient approach while ensuring delivery of necessary services to contribute to the objectives of the Mission;
- To advise the Mission on the logistical requirements related to operational decisions within budgetary and time constraints;
- To advise the Senior Mission Security Officer of logistical requirements in relation to Contingency Plans;
- To develop Standard Operating Procedures (SOPs) related to Logistics support facility management, transportation and services management;
- To maintain asset registers of all Mission assets ensuring contribution/compliance by all Mission sub units such as CIS, Security, etc.;
- To ensure acceptance/rejection status on goods, inspection reports or discrepancy reports on equipment entering the Mission;
- To liaise with the Procurement Unit as necessary in the preparation of tenders with particular reference to the preparation of technical specifications;
- To organise the appropriate storage and rotation of any stock held and also the disposal of same if and when considered appropriate in line with the rules for such disposal;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To administer lease contracts of all rented premises, objects, etc. (Headquarters and Field Office) and to administer any other general service related contracts;
- To efficiently create a synergy on lesson learned on logistics topics in CSDP Missions;
- To prepare tender initiations for all logistical needs in English and/or in French;
- To assist with procurement files by drafting Terms of Reference and Technical Specifications within his/her field of expertise.

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration or other relevant subject OR police or military equivalent education or training or equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience;
- A minimum of 3 years of managerial experience in diverse technical teams of national and international specialists, e.g. Transport and Supply Chain management systems, and information technology.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management.
- Knowledge of current technologies for Warehousing, Supply Chain Management as well as Fleet Management;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and exercise control;
- Ability to mentor and motivate staff;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience with international public procurement procedures, in particular with applicable EC/EU rules and regulations;
- Certified training in project management (PRINCE2, PMP);
- Experience with ERP and inventories.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge and understanding of budget processes;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Logistics/Transportation Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> NI 77	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/ Logistics Unit	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

The Logistics/Transportation Officer reports to the Chief of Logistics.

**2. Main Tasks and Responsibilities:**

- To coordinate and monitor logistics and transportation services, including special projects;
- To promote a client, quality and results-oriented approach;
- To assist the chief of logistics and the procurement unit in sourcing air transport and logistics shipping movement resources as required;
- To implement and co-ordinate an intra-theatre air and land movement plan for the Mission;
- To provide advice and support on transport related matters to mission members during the trips to the fields;
- To develop SOP (Standard Operating Procedures) for camp and fleet management;
- To ensure quality control for maintenance and service contracts;
- To provide guidance and leadership to junior staff and supervise support staff as required;
- To ensure all official reports for senior management are submitted complete and in time;
- To develop procedures and implement same to ensure that accounting and financial management controls are consistent with CPCC policy and practice;
- To undertake any other related tasks as required by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To monitor and analyse the procurement plan and ensure variations are captured and related to operational requirements;
- To monitor and analyse procurement lead-time and ensure anticipation of requirements with the departments and units;
- To ensure timely customs clearance and liaise with the relevant forwarding agent;
- To implement and monitor activity based Key Performance Indicators;
- To facilitate decision making for the Head of Mission Support and Head of Mission by providing clear oversight of the supply and inventory situation;
- To monitor and analyse the financial situation monthly and liaise with finance and budget sections to ensure operational readiness;
- To participate in trainings and monitor EEAS provided developments on asset management and warehousing.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Transport, Supply Chain Management, Logistics, Engineering, Administration or other related fields; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge on using electronic Fleet Management, including tracking software;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Proficiency in the use of standard Microsoft Office package, inventory applications and/or ERP supply chain modules, data entry processes and asset management;

**7. Desirable Knowledge, Skills and Abilities:**

- Confidentiality in all aspects of assignment;
- Multi-functional player by learning the main tasks of peers and training peers in the same office on personal projects;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Armed Protection Team Leader	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> NI 92	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security Department/ Armed Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The Armed Protection Team Leader reports to the Senior Mission Security Officer (SMSO).

**2. Main Tasks and Responsibilities:**

- To manage the armed protection security set up of the EUCAP Sahel Mali staff in coordination with the Host government armed protection forces assigned to the Mission protection;
- To be responsible for planning and execution of operational Armed Protection (A/P) operations, in line with the firearms policy stated in the OPLAN;
- To carry out daily administration and operational planning for the APT;
- To assist in the oversight of all APT staff, providing instructions, support and assistance as required;
- To develop Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To provide comprehensive procedural documents with respect to A/P activities and a clear understanding of the legal framework of the firearms policy;
- To participate in preparing and conducting firearms training for the APT;
- To provide personal security advice to members of the organisation;
- To identify Mission staff's personal security training needs and to ensure development and delivery of necessary training;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To carry and issued a personal weapon used for purposes of self-defence.

**4. Essential Qualifications and Experience:**

- Successful completion of University studies of at least 3 years attested by a diploma at Bachelor's level OR equivalent to level 6 in the European Qualifications Framework and the first cycle under the framework of qualifications of the European Higher Education Area OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience in the military, police or security field, after having fulfilled the education requirements;
- A minimum of 3 years of experience as a Team Leader in a military/police or security field;
- Trained in basic life support (medical training);
- Pistol & Rifle Instructor certification/accreditation from a recognised institution;
- Advanced driving training (defensive driving).

**5. Essential Knowledge, Skills and Abilities:**

- French Language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- A minimum of 10 years of relevant professional experience in firearms training;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Trained and certified in close protection techniques (theory and practice);
- Validated license for armoured vehicle or civilian driving licence class C.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to operate a variety of communication systems;
- Ability to contribute creatively to the development of security strategies and procedures;
- Ability to perform under stress and in difficult circumstances.



<b>Position Name:</b> Armed Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> NI 95	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security Department/ Armed Protection Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Armed Protection Operator reports to the Armed Protection Team Leader.

### 2. Main Tasks and Responsibilities:

- To be responsible for operational Armed Protection (A/P) operations;
- Participate in the 24/7 manning of the OPS room in Niamey;
- To contribute to the armed protection security set up of the EUCAP Sahel Niger staff in close coordination with Niger Security forces personnel;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the chief of APT;
- To carry out daily administration and operational planning for daily A/P activities;
- To provide comprehensive procedural documents with respect to A/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience in the military, police or security field, after having fulfilled the education requirements;

### 5. Essential Knowledge, Skills and Abilities:

- Ability to operate a variety of communication systems;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);
- Experience in building effective relationship with African Security forces personnel;

- Trained and certified in close protection techniques (theory and practice);
- Validated license for armoured car or civilian driving license of category C.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Armed Protection Instructor/Armourer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Assistant Level (MSAL)
<b>Ref. Number:</b> NI 98	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security Department/ Armed Protection Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Armed Protection Instructor/Armourer reports to the Senior Mission Security Officer (SMSO).

### 2. Main Tasks and Responsibilities:

- To support, assist and advise the SMSO on all training and evaluation issues pertinent to firearms regarding Armed Protection Team;
- To assist in the conceptual development of internal standards and guidelines for firearms training.
- To plan, organise and deliver firearms training;
- To produce training materials;
- To evaluate and prepare summaries and analytical reports on weapons/firearms training activities document and ensure proper record of shooting training and tests, including use of ammunition;
- To conduct regular assessment of weapons handling and shooting skills of armed Mission staff, as well as perform their certification and recertification where applicable;
- To ensure firing sites/ranges are maintained in the required conditions, taking into consideration the security and safety standards relevant to shooting training;
- To coordinate the use of available shooting ranges;
- To facilitate the smooth and accountable operations of the Mission designated armouries, to assist in identifying Mission armoury needs and provide technical support in his/her area of responsibility to staff members;
- To conduct technical assessment of Mission owned weapons and firearms and to ensure a high operational effectiveness and equipment husbandry of all such associated equipment under his/her control;
- To maintain relevant Health & Safety principles in relation to the areas of his/her responsibility;
- To facilitate training needs analysis and reviews upon direction, in relation to the Missions use of force policy, and firearms training in compliance with the Mission OPLAN and SOPs;
- To coordinate import and export procedures of all firearms and ammunition into/from the Mission area;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience in the military, police or security field, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and/or international organisation;
- Experience delivering training to an international audience;
- A minimum of 10 years of relevant professional experience in firearms training;
- Training in teaching and maintenance of the Mission owned weapons systems, such as HK G36 rifles and Glock pistols;
- Validated license for armoured vehicle or civilian driving licence class C.

**7. Desirable Knowledge, Skills and Abilities:**

- Training in teaching and maintenance of the Mission owned firearms, such as HK G36 rifles and Glock pistols.
- Pistol & Rifle Instructor certification/accreditation from a recognised institution.
- Knowledge of applicable international standards/best practices and human rights regulations relevant to the use of firearms and use of force;
- Technical knowledge of side arms and long barrelled weapons;
- Understanding of the political, cultural and security situation of the Mission area;
- Knowledge and skills in the area of delivering firearms training, including a high standard of physical fitness;
- Discreet, diplomatic and flexible;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> FO Border Management Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> AG 05	<b>Location:</b> Agadez	<b>Availability:</b> 16 Feb 2018
<b>Component/Department/Unit:</b> Field Office	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The FO Border Management Adviser reports to the Head of Field Office Agadez.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate
- To undertake any other related tasks requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To develop curricula in order to implement cooperation programs in his/her domain of competency based on the identified needs;
- To design and to implement specialised training on border management;
- To coordinate and to oversee trainings on border management;
- To implement evaluation of the training on border management;
- To deliver expertise (Monitoring, Mentoring and Advice) in terms of border management;
- To develop reports, presentations, talking points and briefings on border monitoring activities;
- To ensure that human rights and gender aspects are mainstreamed in the operational activities in coordination with the Human Rights and Gender Adviser;
- To report to the Head of Field Office on the consistency, complementary and sustainability of the programs;
- To identify and to conduct projects;
- To support the Anti-Human Trafficking Adviser in establishing and developing working relations with Nigerien partners and Security forces in charge of the fight against Human Trafficking;
- To conduct comprehensive consultations with the Agadez Governorate and other supporting stakeholders, on border management/control needs assessments to ascertain the current level of the state's ability to identify/track persons seeking to enter, transit or leave its territory;
- To support the implementation of a national plan of action in the region of Agadez to ensure that recognised border crossing point stations and all relevant staff are equipped with the necessary tools to identify, track and interdict persons of interest. This include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;

- To oversee and to coordinate training and capacity building on migration, border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;
- To support the Agadez Governorate in establishing national and international networks to support border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military;
- To contribute to the elaboration for a local/regional plan in the field of the fight against Human Trafficking in coordination with the Anti-Human Trafficking Adviser and in partnership with the Nigerien authorities;
- To provide advice on border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- To pay a specific attention to law enforcement and border management of other institutions and other donors;
- To identify and to promote strategic and technical partnerships with the relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien's Police training on migration and border management portfolio.

#### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of International Relations, International Law, Political or Social Sciences, Humanities, Military Science or other relevant subject OR police or military equivalent education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of Migration Control/Border Management services;
- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Experience in project/program management with EU and/or international organisation or non-governmental organisation in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Experience in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Interpersonal skills, ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> FO Administration Coordinator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> AG 09	<b>Location:</b> Agadez	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The FO Administration Coordinator reports to Head of Field Office in Agadez and keeps the Head of Mission Support informed about all administrative matters in the Field Office.

**2. Main Tasks and Responsibilities:**

- To support the Mission’s operations in the Field Office in coordination with the Operations and Security Units and run efficiently and effectively the administrative tasks;
- To be responsible for the management and coordination of administrative and technical support within the Field Office receiving technical instructions and guidance from the respective Line Managers in the Main Headquarters;
- To lead the administration staff in the Field Office acting as a coordinator and focal point;
- To be responsible for the HR and financial management of the Field Office in consultation with the Main HQ and the associated records;
- To ensure the policies and procedures are followed as per Mission SOPs;
- To ensure the integrity, accuracy and timely submission of financing and other reporting documents;
- To identify needs of goods and/or services specifically required for its 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;
- To establish and maintain appropriate administrative procedures related to asset management, if assets will be deployed within the Field Office;
- To be responsible for the implementation of the Mission document management system in the Field Office and maintaining of document registry and files as appropriate, establishment and maintaining of the document management system in the Field Office;
- To perform any other task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To assist in the planning and set up of Field Office in its build-up phase;
- To act as a focal point in the Field Office for organising, upon the request from the Head of Field Office, training programmes, conduct needs assessments, specify resource requirements and coordinate performance management for the Field Office.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Human Resources, Economics, Finance, Business Administration or other relevant subject; AND
- A minimum of 5 years of relevant professional experience with at least 2 years of experience at management level, after having fulfilled the education requirements;
- A minimum of 3 years of experience in Administration related fields.

**5. Essential Knowledge, Skills and Abilities:**

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience in the administrative aspects on the support work;
- International experience in crisis areas with multinational and international organisations;
- Experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE);
- Experience in Africa/Sahel region.

**7. Desirable Knowledge, Skills and Abilities:**

- Analytical, research and problem-solving skills;
- Ability to perform under stress and in difficult circumstances;
- Highly resilient under mental pressure and willingness to work extra hours when required.



<b>Position Name:</b> FO HR and Administration Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Number:</b> AG 10	<b>Location:</b> Agadez	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The FO HR and Administrative Officer reports to the FO Administration Coordinator and keeps the Chief of HR Unit in Niamey informed about HR and Administrative matters.

- Main Tasks and Responsibilities:
- To liaise and cooperate on HR and administrative issues with relevant actors between the Field Office and Mission HQ in Niamey;
- To coordinate staff recruitment and selection process in order to ensure a timely organised and comprehensive procedure;
- To keep track of deployment of national and international staff and consultants and ensure that timesheets are being received accurately and timely;
- To undertake any other related tasks as required by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To be the HR focal point within the Field Office, to keep record of leave for all staff, receive leave requests, check available leave as per the records and forward requests to Head of Field Office;
- To facilitate individual training for staff members, as relevant, and to keep record of all training provided by the projects and persons trained;
- To facilitate staff performance evaluation as directed by the Head of Field Office;
- To maintain a database of HR, in both electronic and hard copy;
- To maintain back up, efficient and systematic filing system;
- To prepare monthly, quarterly and annual reports as required.

**4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Human Resources, Business Administration, Law or other relevant subject; AND
- A minimum of 4 years of relevant professional experience in the field of Human Resources, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Training and experience in MS Excel, Access and Visio and building databases with similar software.

**7. Desirable knowledge, skills and abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> FO Armed Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level (MSAL)
<b>Ref. Number:</b> AG 21*	<b>Location:</b> Agadez	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Field Office (FO) Armed Protection Operator reports to the FO Armed Protection Team Leader.

### 2. Main Tasks and Responsibilities:

- To be responsible for operational Armed Protection (A/P) operations;
- Participate in the 24/7 manning of the OPS room in Agadez;
- To contribute to the armed protection security set up of the EUCAP Sahel Niger staff in close coordination with Niger Security forces personnel;
- To provide personal security advice to members of the organisation;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the chief of APT;
- To carry out daily administration and operational planning for daily A/P activities;
- To provide comprehensive procedural documents with respect to A/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organisations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Authorised to carry and issued a personal weapon, used for purposes of self-defence.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- A minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving).

### 5. Essential Knowledge, Skills and Abilities:

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Experience in building effective relationship with African Security forces personnel;
- Trained and certified in close protection techniques (theory and practice);
- Validated license for armoured car or civilian driving license of category C.

**7. Desirable Knowledge, Skills and Abilities:**

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> FO Logistics Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSAL)
<b>Ref. Number:</b> AG 25**	<b>Location:</b> Agadez	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Field Office	<b>Security Clearance Level:</b> EU RESTRICTED or equivalent	<b>Open to Contributing Third States:</b> Yes

**1. Reporting Line:**

The FO Logistics Assistant reports to the FO Administration Coordinator and keeps the Chief of Logistics Unit in Niamey informed about Logistics matters.

**2. Main Tasks and Responsibilities:**

- To deal with all aspects of logistical and supply needs such as, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions and transportation, and the coordination and management of all aspects related to custom's clearance procedures;
- To monitor available supplies, materials and products in order to ensure that staff members have access to the items they need;
- To collect and keeps updated the inventory of assets;
- To manage on a daily basis 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 Logistics Officer in prioritising and coordinating the logistical activities in his/her area of competence;
- To collect, file and forward, draft technical reports and implements operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To be responsible of and ensures adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.;
- To be familiar with barcoding equipment and bar coding databases;
- To undertake any other related task as requested by the Line Manager(s).

**3. Mission Specific Tasks and Responsibilities:**

- To coordinate and monitor logistics and transportation services, including special projects;
- To promote a client, quality and results-oriented approach;
- To assist the FO Administration Coordinator in sourcing air transport and logistics shipping movement resources as required;
- To provide advice and support on transport related matters to mission members during the trips to/from the Field Office;
- To ensure quality control for maintenance and service contracts;
- To provide clear reports/statistics of the supply and inventory situation in the Filed Office.

**4. Essential Qualifications and Experience:**

- Successful completion of secondary education attested by a diploma OR equivalent and attested police and/or military education or training or equivalent rank. The qualification should be in any of the fields of Transport, Supply Chain Management, Logistics, Engineering, Administration or other related fields; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

**5. Essential Knowledge, Skills and Abilities:**

- Knowledge of using electronic Fleet Management, including tracking software;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Proficiency in use of standard Microsoft Office package, inventory applications and/or ERP supply chain modules, data entry processes and asset management;

**7. Desirable Knowledge, Skills and Abilities:**

- Highly resilient under mental pressure and willingness to work extra hours when required.