

EUROPEAN EXTERNAL ACTION SERVICE



**Annex 1 - Requirements and Job Descriptions**

<p align="center"><b>European Union CSDP Mission in Niger (EUCAP Sahel Niger) 1-2017 Call for Contributions for Visiting Experts</b></p>				
<b>Organisation:</b>	EUCAP Sahel Niger			
<b>Job Location:</b>	Niamey			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Proposed Period of Deployment:</b>
	<b><u>Seconded (5)</u></b>			
	VENI 29	Counter-terrorism Criminal Investigation Police Adviser	Niamey	22 Jan 2018 to 10 Feb 2018
	VENI 30	K9 Detection Unit Expert	Niamey	22 Jan 2018 to 10 Feb 2018
	VENI 31	Forensic Crime Scene Coordinator	Niamey	26 Jan 2018 to 17 Feb 2018
	VENI 32	Cybercrime Trainer	Niamey	10 Jan 2018 to 27 Jan 2018
	VENI 33	Intelligence Technique Trainer	Niamey	15 Feb 2018 to 03 Mar 2018
<b>Deadline for application:</b>	<b>Wednesday 15 November 2017 at 17:00 (Brussels time)</b>			
<b>E-Mail Address to send the Application Form to:</b>	<p><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></p>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Aurel Hariton</b> <b>aurel.hariton@ext.eeas.europa.eu</b> <b>+32 (0)2 584 69 04</b></p>			

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** – Only personnel nominations received through official channels from EU Member States will be considered. The Mission pays the daily allowances for Visiting Experts, the travel costs to and from the place of deployments reserved by the Mission and any duty travel undertaken by Visiting Experts while on deployment. Each EU Member States bears the salary and other costs related to the Visiting Experts put at the Mission's disposal, according to the Council documents 8551/12 (4 April 2012) 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.

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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>

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

**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 (5)

<b>Position Name:</b> Counter-terrorism Criminal Investigation Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VENI 29	<b>Location:</b> Niamey	<b>Availability:</b> 22 Jan 2018 to 10 Feb 2018
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

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

The Counter-terrorism Criminal Investigation Police Adviser reports to the Criminal Investigation Advisor.

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

- To provide strategic and operational advice to the Internal Security Forces (ISF) on criminal investigations, relative to counter terrorism;
- To advise on the adoption of a modern criminal investigation methodology, through the development of policies, manuals and procedures;
- To support the ISF to carry out criminal mapping, conducting analysis of the findings and able to reporting facts to crime scene investigations;
- To undertake any other tasks as requested by the Line Manager(s).

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

To assist in the definition and elaboration of possible projects to be implemented by the project cell

- To provide expertise in technical area of expertise.

### **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 Qualification's 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/military education or training or an award of an equivalent rank ; AND
- A minimum of 5 years of relevant professional experience in technical crime examination and usage of specific tools, 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:**

- International experience, particularly in crisis areas with multi-national and international organizations.

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

- Highly resilient and the capacity to work under pressure;
- Ability to work in a demanding, deadline-driven environment;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> K9 Detection Unit Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VENI 30	<b>Location:</b> Niamey	<b>Availability:</b> 22 Jan 2018 to 10 Feb 2018
<b>Component/Department/Unit:</b> Operations Department / Technical Competencies	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

**1. Reporting Line:**

The K9 Detection Unit Expert reports to the Drug Trafficking Adviser.

**2. Main Tasks and Responsibilities:**

- To elaborate a feasibility study about creation of K9 Units specialised in drugs and explosives detection in Niger.
- To undertake any other tasks as requested by the Line Manager(s).

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

- To analyse the opportunity of creating k9 units in Niger;
- To determine the needs in materials, infrastructures and human resources involved by such a creation;
- To elaborate a feasibility study from those findings.

**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:**

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

**6. Desirable Qualifications and Experience:**

- Experience at senior management level;
- International experience particularly in Africa.

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

- Highly resilient and the capacity to work under pressure;
- Ability to work in a demanding, deadline-driven environment;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Forensic Crime Scene Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VENI 31	<b>Location:</b> Niamey	<b>Availability:</b> 26 Jan 2018 to 17 Feb 2018
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

**1. Reporting Line:**

The Forensic Crime Scene Coordinator reports to the Forensic Advisor.

**2. Main Tasks and Responsibilities:**

- To actively contribute to the organisation of a training on major crime scene investigation in the field of Forensic;
- To provide expertise in his/her field of competence, regarding the management of a large scale crime scene (accident, terrorist act, natural catastrophe etc.);
- To advise local authorities on how to ensure evidence that can be used as proof during criminal proceedings;
- To undertake any other tasks as requested by the Line Manager(s).

**3. Mission Specific tasks and responsibilities:**

- To help defining and to elaborate small projects to be implemented by the Project Cell.

**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/or attested police or/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;
- Experience in the management of a crime scene investigation.

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

- Organisational, planning, and time-management skills;
- Training skills;
- Knowledge of IT tools, including MS Office, Word and Excel;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience at senior management level;
- International experience, particularly in Africa.

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

- Highly resilient and the capacity to work under pressure;
- Ability to work in a demanding, deadline-driven environment;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.



<b>Position Name:</b> Cybercrime Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VENI 32	<b>Location:</b> Niamey	<b>Availability:</b> 10 Jan 2018 to 27 Jan 2018
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

**1. Reporting Line:**

The Cybercrime Trainer reports to the Criminal Intelligence Training Adviser.

**2. Main tasks and Responsibilities:**

- To prepare and conduct specialized cybercrime and cyber intelligence related trainings with different security forces in Niamey.
- To undertake any other tasks as requested by the Line Manager(s).

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

- To assist in the definition and elaboration of possible project to be implemented by the Project Cell.
- To provide expertise in the technical area of expertise.

**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 experience in Police Cybercrime Units;
- Experience in information management at a national and international (Europol, Interpol) level.

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

- Knowledge of different cybercrime related activities, (bank fraud, carding, cyberterrorism etc.) and development of judicial research in the area of expertise;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

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

- Highly resilient and the capacity to work under pressure;
- Ability to work in a demanding, deadline-driven environment;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

<b>Position Name:</b> Intelligence Techniques Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> VENI 33	<b>Location:</b> Niamey	<b>Availability:</b> 15 Feb 2018 to 03 Mar 2018
<b>Component/Department/Unit:</b> Operations Department/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

**1. Reporting Line:**

The Intelligence Techniques Trainer reports to the Criminal Intelligence Training Advisor.

**2. Main Tasks and Responsibilities:**

- To prepare and conduct specialised intelligence related trainings with different security forces in Niamey;
- To carry out a variety of practice exercises such as tracking and shadowing with trainees using relevant technical tools;
- To undertake any other tasks as requested by the Line Manager(s).

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

- To assist in the definition and elaboration of possible projects to be implemented by the Project Cell;
- To provide knowhow in the technical area of expertise.

**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 professional experience in Police Technical Intelligence Units.

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

- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).
- Knowledge of technical tools relative to surveillance and shadowing.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

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

- Highly resilient and the capacity to work under pressure;
- Ability to work in a demanding, deadline-driven environment;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.