

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

European Union Capacity Building Mission in Somalia (EUCAP Somalia) 3-2017 CRT Call for Contributions for two (2) CRT or other EU Member State Experts				
<b>Organisation:</b>	EUCAP Somalia			
<b>Job Location:</b>	Kenya/Somalia			
<b>Employment Regime:</b>	As indicated below			
<b>Job Title/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<u>Seconded CRT (2)</u>			
	CRT-01	CIS Assistant	Hargeisa	ASAP
	CRT-02	Finance & Administration Officer	Garowe	ASAP
<b>Deadline for Applications:</b>	10 November 2017 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<a href="mailto:cpcc.crt@eeas.europa.eu">cpcc.crt@eeas.europa.eu</a> or <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a>			
<b>Information:</b>	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):  <b>Ms Béatrice Neven</b> <a href="mailto:cpcc.crt@eeas.europa.eu">cpcc.crt@eeas.europa.eu</a> +32 (0)2 584 35 74			

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member 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).

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

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

**Tour of Duty** – Subject to approval of the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 3 months, with a possible extension.

The Civilian Operations Commander requests that EU Member States propose candidates for the following international expert position for EUCAP Somalia, according to the requirements and profiles described below:

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

Member States are requested to ensure that the following essential requirements are strictly met and accepted in respect of civilian international experts to the Mission.

**Citizenship** – Citizenship of an EU Member 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.

**Negotiation Skills** – The candidates must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and 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 administrative 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.

**Language Skills**<sup>1</sup> – Spoken and written proficiency in the working language of the Mission. Report writing skills are especially needed. Knowledge of local languages will be an asset.

**Computer Skills** – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

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

**Training** – e-Hest<sup>2</sup> or equivalent.

**Education** – A recognised academic qualification under the European Qualifications Framework (EQF)<sup>3</sup> or equivalent, at a level specified in the individual job descriptions.

**Driving Licence** – 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. Category C driving licence is desirable.

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

## **B. Recommended Requirements**

**Knowledge of the EU Institutions** – The candidates should have a good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

**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.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course and/or have participated in a CSDP Mission (desirable).

## **C. Essential Documents and Equipment for Selected Candidates**

**Passport** – The selected candidate must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

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

**Required Personnel Security Clearance (PSC)** – The selected candidate will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. 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. Access to EUCI will be limited to LIMITE/LIMITED until the issuance of the national security clearance.

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<sup>2</sup> <https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>

<sup>3</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

**Certificate/Booklet of Vaccination** – The selected candidate must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received and must be vaccinated according to the required immunisations for the Mission area.

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

#### **D. Additional Information on the Selection Process**

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages the EU Member States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the standard Application Form (Annex 2) to be returned in Word format, and indicating which position(s) the candidate is applying for.

**Selection Process** – The candidates considered to be most suitable will be 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 EU Member States will bear any related costs.

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** – Member States will be informed about the outcome of the selection process after its completion.

#### **E. Additional Information**

Mission Members deployed to Mogadishu, Somaliland or Puntland will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

#### **F. Job Descriptions**

The current reporting line of the following job description might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

<b>Position Name:</b> CIS Assistant	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT-01	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Contributing Third States:</b> No

**1. Reporting Line:**

The CIS Assistant reports to the Chief of CIS (CoCIS), in coordination with the Head of Field Office.

**2. Main Tasks and Responsibilities:**

- To provide service and technical reporting to the CoCIS;
- To assist in performing problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardized release management procedures;
- To assist in designing the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To assist in designing and deploying departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To deploy, install, maintain, and support of all data centre equipment, servers, software, and services in the Mission;
- To assist in planning, implementing, and maintaining data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission;
- To undertake any other related tasks as requested by the Line Managers.

**3. Mission Specific Tasks and Responsibilities: N/A**

**4. Essential Qualifications and Experience:**

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical/mechanical trade and/or technical engineering; AND
- A minimum of 3 years of professional experience in Information and Communication Technology support and implementation either in civilian or military environments, after having fulfilled the education requirements.

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

- Knowledge of technologies with wired and wireless networks (e.g. LANs, WANs);

- Problem solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues.

**6. Desirable Qualifications and Experience:**

- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Knowledge in Windows Server 2008R2, 2012 and 2016;
- Knowledge in VMware ESXi 6;
- Knowledge in WAN acceleration and optimisation;
- Experiences with Document Management Systems.

<b>Position Name:</b> Finance & Administration Officer	<b>Employment Regime:</b> Seconded	<b>Post Category:</b>
<b>Ref. Number:</b> CRT-02	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department/Finance Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL or equivalent	<b>Open to Third Contributing States:</b> Yes

### 1. Reporting Line:

The Finance Officer reports to the Chief of Finance (CoF), in coordination with the Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To ensure the sound and effective financial management, including the preparation of the budget and follow-up of its implementation;
- To develop policies for the imprest accounts, in close cooperation with the authorising, and the accounting officer;
- To define procedures for the imprest accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality, the regularity of transactions prior to authorising financial transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the EU Supervising Authorities and all relevant actors (Banks etc.) under the supervision of the Head of Finance;
- To undertake any other related tasks as requested by the Line Managers.

### 3. Mission Specific Tasks and Responsibilities:

- To undertake administrative, human resources and procurement tasks in Garowe Field Office;
- To identify needs of goods and/or services required for improving the efficiency of the unit and to define them technically for procurement;
- To develop policies for the control of the Garowe Field Office finances, in close cooperation with the financial controller.

### 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 4 years of relevant professional experience in the field of finance/accounting or business administration after having fulfilled the education requirements.

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

- Knowledge of accounting software.

**6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in Economics or Finance or specialised training/course in finance or other related fields.

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

- Professional accounting/audit certification;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions.