

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Maritime Capacity Building Mission in the Horn of Africa (EUCAP Nestor Horn of Africa)

Organisation:	European Union Maritime Capacity Building Mission in Horn of Africa			
Job Location:	As indicated below			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded</u>			
	DJI 02	Deputy Head of Mission	Djibouti	01/02/2015
	DJI 009	Reporting Officer	Djibouti	02/02/2015
	DJI 013	Document Manager/Registry*	Djibouti	30/03/2015
	DJI 016	Head of Planning and Evaluation Department /Deputy Chief of Staff	Djibouti	ASAP
	DJI 020	Legal Adviser*	Djibouti	25/02/2015
	DJI 022	Head of Regional Training Unit	Regional/ Djibouti	05/12/2014
	DJI 023	Regional Training Coordinator	Regional/ Djibouti	27/03/2015
	DJI 026	Police intervention Techniques Training Expert*	Regional/ Djibouti	20/01/2015
	DJI 027	Police CID Training Expert*	Regional/ Djibouti	24/02/2015
	DJI 056	Law Drafting Expert	Djibouti	15/03/2015
	DJI 057	Personal Adviser Chief of Navy	Djibouti	ASAP
	DJI 058	Personal Adviser Chief Coast Guard	Djibouti	ASAP
	SOM 062	Deputy Head of Country Office Somalia	Somalia	ASAP
	SOM 063	Political Adviser	Somalia	ASAP
	SOM 066	Analyst -MAC	Somalia	ASAP
	SOM 085	Senior Maritime Adviser (strategic level)	Somalia/ Mogadishu	ASAP
	SOM 086	Senior Maritime Adviser (operational level)	Somalia/ Mogadishu	ASAP

	SOM 088	Senior Police Adviser (operational level)	Somalia/ Mogadishu	ASAP
	SEY 109	Senior Coast Guard Adviser	Seychelles	20/01/2015
	SEY 110	Engineering Management Expert*	Seychelles	19/01/2015
	TZN 116	Head of Country Office Tanzania/Liaison Officer**	Dar es Salaam	02/01/2015
	TZN 117	Maritime Adviser**	Dar es Salaam	ASAP
	TZN 118	Police Adviser**	Dar es Salaam	ASAP
	TZN 119	Legal Adviser**	Dar es Salaam	ASAP
	YEM 120	Liaison Officer EU Delegation to Yemen**	Yemen	ASAP
	BRS 122	Brussels Support Element Mission Support	Brussels	ASAP
	<u>Seconded/Contracted</u>			
	DJI 006	Financial Verification Officer	Djibouti	ASAP
	DJI 031	Senior Mission Security Officer	Djibouti	ASAP
	DJI 036	Chief of Finance	Djibouti	31-12-2014
	DJI 054	CIS Assistant	Djibouti	ASAP
	DJI 059	Engineering Maintenance Expert	Djibouti	ASAP
	DJI 060	Navigation and Maritime Situational (MSA) Expert	Djibouti	ASAP
	SOM 070	Project Manager	Somalia	ASAP
	SOM 071	Chief of Somalia Support Unit	Somalia	ASAP
	SOM 076	Nurse	Somalia	ASAP
	SOM 078	CIS Assistant	Somalia	ASAP
	SOM 080	Logistics Assistant*	Somalia	23/03/2015
	SOM 081	Logistics Assistant	Somalia	ASAP
	SOM 091	Mission Security Officer	Somalia	ASAP
	SOM 093	Logistics Assistant	Somalia	ASAP
	NA 143/144/145	Mission Security Officer***	Nairobi/So malia	ASAP
	SEY 114	Administrative / Financial Assistant	Seychelles	ASAP
Deadline for applications:	14 November at 1700 Brussels time.			

E-mail address to send the Job Application Form/CV:	cpcc.eucaphoa@eeas.europa.eu
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability, CPCC, Mr Tapio Rasanen Tapio.rasanen@ext.eeas.europa.eu

(*) The availability of this position is subject to the non-confirmation of a request for extension.

(**) The availability of this position is subject to political decision of the relevant bodies.

(***) The availability of the position is pending non-acceptance of a job offer.

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

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision of the Mission mandate and approving the appropriate Budgetary Impact Statement (BIS), the duration of the deployment should be of 12 months.

The Civilian Planning and Conduct Capability, CPCC, requests that Contributing States propose candidates for the following international expert positions for the EUCAP Horn of Africa, 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 a Member State of the European Union (EU) and full rights as a citizen Third Contributing States.

Integrity – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The participants shall carry out their duties and act in the interest of the Mission.

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

Flexibility and adaptability – Be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. Ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. police, judicial, civilian and military staff). Be able to cope with extended separation from family and usual environment.

Availability – To undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of the Mission.

Physical and mental health – Physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in Member /Contributing States.

Ability to communicate effectively in English – Mission members must be fully fluent in written and spoken English. Report writing skills are especially needed.

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

Training – eHest (<https://webgate.ec.europa.eu/eeas/ehest/login/signup.php>) or equivalent.

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

B. Recommendable requirements

Knowledge of the EU Institutions – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy.

Knowledge of the Mission area – To have a good knowledge of the history, culture, social and political situation of the region. To have knowledge of the police, judiciary and governmental structures (distinct advantage).

Training and experience – To have attended a Civilian Crisis Management Course or have participated in a CSDP Mission (desirable).

Language skills – Knowledge of French or local languages will be an asset.

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities. However, seconding Member/Contributing States should preferably provide their personnel with a service/diplomatic passport.

Visas – Member/Contributing States and Mission members 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.

Security clearance required – It is requested that the selected candidate possesses the necessary level of security clearance or Third Contributing State equivalent as per job description is required, when deployed. The original certificate of the national security clearance must accompany deployed seconded experts.

Certificate/Booklet of vaccination – Contributing States have ultimate responsibility for ensuring their Experts have adequate vaccinations consistent with the agreed "Medical Support Principles" (ARES 2011/290250). Experts should be vaccinated according to the required immunisations for the Mission area.

Medical certificate – All selected personnel should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member State or Contributing State. A copy of this certification must accompany deployed seconded personnel.

Driver's licence – Be in possession of a valid – including Mission area – civilian driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. Category C driving license (desirable).

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC encourages Member/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 (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 short-listed 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 location for interviews, the Member/Contributing State will bear any related costs.

Information on the outcome – Member/Contributing States and candidates (for contracted personnel) will be informed about the outcome of the selection process after its completion.

E. Job descriptions

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the OPLAN.

SECONDED POSTS

Position Name: Deputy Head of Mission*	Employment Regime: Seconded	Availability: 01/02/2015
Ref. Number: DJI 02	Location: Djibouti	
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Deputises for the Head of Mission in his/her absence.
- Commands, coordinates, manages and controls EUCAP structure and services, as relevant and in line with the strategic vision and guidance of the Head of Mission.
- Exercises disciplinary control over all mission personnel.
- When deemed necessary, delegates authority utilizing the approved chain of command structure of the Mission.
- Coordinates the production and controls the plans and reports of the Mission.
- Follows daily Mission activities and make recommendations to the Head of Mission for improvements.
- Undertakes any other related tasks as required by the HoM.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience:

- Advanced University Degree or other equivalent academic training relevant to the post.
- Minimum of 20 years of professional experience including 10 years at senior management level.
- Previous experience in an operational commanding position.
- Previous experience in law enforcement, ideally at sea.
- Previous international experience, ideally in the Horn of Africa.
- Previous experience of civil-military cooperation.
- Experience in operational planning.
- High standard in reporting and interpersonal communication skills.
- Working command of French.
- Experience at senior level in a peacekeeping mission or in a CSDP mission would be a strong asset.

Position Name: Reporting Officer	Employment Regime: Seconded	Availability : 02/02/2015
Ref. Number: DJI 009	Location: Djibouti	
Reporting Line: Senior Reporting and Statistics Officer	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Is responsible for providing daily support to the Chief of Staff's Office.
- Handles international enquiries.
- Collects, assembles, assesses and collates Mission information in a cohesive and variable format.
- Synthesizes information from Mission Members in order to draft reports for internal and external audiences.
- Prepares and drafts reports and presentations (weekly, monthly, six monthly and special reports).
- Takes meeting minutes on request.
- Assists in organizing visits, meetings, presentations etc.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience

- University degree in a field such as political science, journalism, literature, etc. or equivalent training and experience in relevant field of specialisation.
- Substantial and broad understanding of activities in policing and rule of law activities.
- 5 years of proven experience as a reporting officer in a related area of work.
- Very high proficiency in writing, reading and speaking English.
- Relevant international experience.
- Knowledge of political and cultural context in the Horn of Africa.
- Ability to operate Windows, Excel and Power Point applications, including word processing and e-mail.
- Excellent interpersonal skills to allow effective communication in a culturally and politically challenging environment.
- Working knowledge of French would be an asset.

Position Name: Document Manager/Registry*	Employment Regime: Seconded	Availability : 30/03/2015
Ref. Number: DJI 013	Location: Djibouti	
Reporting Line: Chief of Staff	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Implements a document management system.
- Ensures the security, integrity and optimal performance of the document management system.
- Is responsible for the effective and appropriate management of the Mission records and archives.
- Registers and distributes all official incoming and outgoing communications including all classified and registered access material, ensuring immediate access to the required documents.
- Stores, arranges, indexes and classified records.
- Ensures secure destruction for classified records authorized for destruction.
- Assists the Chief of Staff in developing and sustaining relevant SOPs, directives and policies relating to documents management, registry and archiving, and keeps these up to date.
- Administers relevant reports and required information to internal and external functions.
- Facilitates the development and maintenance of office services by organizing office operations and procedures; controls correspondence.
- Designs filing systems to meet administrative, legal and financial requirements, reviews and supplies requisitions; monitors clerical functions.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience:

- Successful completion of a full course of university studies in Records, Information Management or other related university studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least five (5) years of relevant and proven full-time professional experience.
- Knowledge and application of records management practices including an understanding of computerized records management systems.
- In-depth knowledge of archiving systems.
- Knowledge of mail handling and security and safety related issues.
- Tact in dealing with internal and external parties and the ability to maintain a high level of confidentiality.

Position Name: Head of Planning and Evaluation Department/Deputy Chief of Staff	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DJI 016	Location: Djibouti	
Reporting Line: Chief of Staff	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Supervises and co-ordinates the Planning and Evaluation Department (PED) Staff.
- Ensures that all mission operational activities are consistently planned, supported and executed according to CoS's directions.
- Ensures the production and periodic review of the Mission Implementation Plan (MIP), and contributes to the mission benchmarking.
- Co-ordinates the various sections of the MHQs to ensure that all aspects are globally considered when preparing for CoS's decision-making and when analysing the internal reporting of mission activities.
- Ensures that the MHQs Staff are periodically updated on mission implementation progress as well as on the political and security situation of the mission area.
- Ensures that PED Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed by the relevant PED personnel.
- Contributes to the Mission's external reporting.
- Ensures that all PED members contribute to identifying and reporting lessons and best practices within their respective fields of responsibility.
- Deputises for the CoS in his/her absence.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- University degree in Management or other equivalent academic training relevant to the post..
- At least 10 years of experience at senior management level.
- Experience in planning and project management.
- Excellent organisational and co-ordination skills. Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crises Management.
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organizations, ideally in an operational management capacity. Experience in CSDP or international missions would be a strong asset
- Law enforcement / maritime background would be an advantage.

Position Name: Head of Regional Training Unit	Employment Regime: Seconded	Availability : 05/12/2014
Ref. Number: DJI 022	Location: Djibouti/Region	
Reporting Line: Head of Planning and Evaluation Department	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Is responsible for related regional strengthening activities across the mission Area of Responsibility (AoR) and for coordinating police, maritime and legal training delivered in each country.
- Establishes a close cooperation with the Heads of Country Offices on training activities.
- Organizes and coordinates trainings in the mission AoR upon request from and in close cooperation with the Senior Advisers and the Heads of Country Offices.
- Provides strategic advice in the identification of training needs and requirements and the development of curricula for relevant training courses according to identified priorities.
- Coordinates the training related projects, especially the projects for regional training.
- Develops tools to assess the effectiveness of the conducted training.
- Creates, upon request from the Head of the Country Offices, and conducts Train the Trainer courses, and coordinates the participation of visiting experts.
- Participates in the organisation of training at regional level.
- Ensures that the Unit's operational activities are consistently planned and executed according to HoM's directions, and regularly reports on their outputs and outcomes.
- Contributes to the development of CONOPS, OPLAN and Mission Implementation Plan (MIP) training activities and periodically reviews the MIP to keep track of mission benchmarking.
- Contributes to mission external reporting.
- Develops and conducts induction training of new mission personnel as required.
- Travels within mission area as deemed necessary, including trips (or deployment when conditions allow) to high risk areas such as Somalia.
- Carries out any other tasks in the domain of his/her competency as deemed necessary.

Qualifications and experience

- University or equivalent degree or other academic training relevant to the post.
- At least 8 years of management experience including experience as Leader of a Training Unit.
- Ability to prioritise tasks and activities.
- Ability to plan short and long term activities and to conduct and exercise control over activities.
- Ability to mentor and motivate staff.
- Excellent organizational and co-ordinating skills.
- Excellent interpersonal and communications skills.
- Ability to review and edit the work of his/her staff and others.
- Familiarity with the European Institutions and the EU Crises Management.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in an operational management capacity.
- Knowledge of the region's history, culture and politics is desirable.
- Previous work experience in Africa is desirable. Working knowledge of French is desirable.

Position Name: Regional Training Coordinator	Employment Regime: Seconded	Availability : 27/03/2015
Ref. Number: DJI 023	Location: Djibouti/Region	
Reporting Line: Head of Regional Training Unit	Security Clearance Level: EU Restricted or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Supports the Head of Training in his coordinating activities upon request from the Heads of Country Offices and in close cooperation with the Senior Advisers.
- Supports in the coordination of the trainings in the mission AoR.
- Supports the Head of Training on all training related projects, especially the projects for regional training.
- Develops tools to assess the effectiveness of the conducted training including Train the Trainer courses, the participation of visiting experts and e-learning, under the guidance of the Head of Regional Training Unit and in close cooperation with the Heads of Country Offices.
- Assists in the organisation of training on regional level.
- Assists the Head of Training in the development and periodically review of the Mission Implementation Plan (MIP) training activities and mission benchmarking.
- Contributes to mission external reporting as required.
- Contributes to the induction training of new mission personnel as required.
- Travels within the mission area as deemed necessary, including trips (or deployment when conditions allow) to high risk areas such as Somalia.
- Carries out any other tasks in the domain of his/her competency as deemed necessary.
- **Qualifications and experience**
University or equivalent degree or other academic training relevant to the post.
- At least 6 years of training experience, including in the drafting of curricula and training plans.
- Excellent organizational and co-ordinating skills.
- Ability to establish priorities and to plan and to exercise control over the conduct of activities.
- Excellent interpersonal and communications skills.
- Familiarity with the European Institutions and the EU Crises Management.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in an operational management capacity.
- Knowledge of the region's history, culture and politics.
- Previous work experience in Africa is desirable.
- Working knowledge of French is desirable.

Position Name: Police Intervention Techniques Training Expert*	Employment Regime: Seconded	Availability : 20/01/2015
Ref. Number: DJI 026	Location: Djibouti/Region	
Reporting Line: Head of Regional Training Unit	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Under the directives of the Head of Regional Training Unit and upon request from the relevant Country Office, designs and implements the police intervention techniques training curriculum for the training in the Area of Responsibility, mostly on the basis of realistic exercises and lessons on democratic principles of policing and respect of Human Rights.
- Organises all aspects of the police intervention techniques training in the Area of Responsibility.
- Updates as necessary and implements the police intervention techniques training part of the Mission Somali police training project, upon request from the Head of the Somali Country Office and in coordination with the project cell and within the dedicated budget.
- Supports as appropriate, through advice and reports, the Head of Regional Training Unit and the Senior Police, Maritime and Legal Advisers.
- Liaises with UNDP and UNODC /or other international stakeholders, the local authorities on intervention doctrine and training.
- Contributes to the production of the e-training material. Travels within mission area as deemed necessary, including trips (or deployment when conditions allow) to high risk areas such as Somalia.
- Carries out any other task as deemed necessary.

Qualifications and experience

- University degree or other equivalent academic training relevant to the post.
- Senior police, gendarmerie or military police intervention technique expert with 6 years of experience.
- Previous work experience in designing and implementing training.
- Good understanding of the practicalities of the Somali police challenges.
- Good knowledge of the threats and challenges that Piracy represents to law enforcement officers.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in Africa.
- Working knowledge of French is desirable.

Position Name: Police CID Training Expert*	Employment Regime: Seconded	Availability : 24/02/2015
Ref. Number: DJI 027	Location: Djibouti/Region	
Reporting Line: Head of Regional Training Unit	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Under the directives of the Head of Training Unit and upon request from the relevant Country Office designs and implements the CID training curriculum for Coast Guard/maritime law enforcement training, including for basic evidence preservations/gathering and forensics examinations.
- Organizes all aspects of the CID training in the Area of Responsibility.
- Updates as necessary and implements the CID part of the Coast Guard training project, upon request from the Head of the relevant Country Office and in coordination with the project cell.
- Supports as appropriate, through advice and reports, the Head of Regional Training Unit and the Senior Police Adviser.
- Provides advice to the country teams, upon their request, for the preparation of the training for the law enforcement dimension of the coast guard services.
- Contributes to the production of the e-training material.
- Travels within mission area as deemed necessary, including trips (or deployment when conditions allow) to high risk areas such as Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- University degree or other equivalent academic training relevant to the post.
- Senior police, gendarmerie or coastguard officer with 6 years of experience in CID; maritime police background is desirable.
- Previous work experience in designing and implementing CID training.
- Good understanding of policing a coastal area and of the threats and challenges that Piracy represents to law enforcement officers.
- Good understanding of the practicalities of the law enforcement challenges.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in Africa.
- Working knowledge of French is desirable.

Position Name: Legal Adviser *	Employment Regime: Seconded	Availability: 25/02/2015
Ref. Number: DJI 020	Location: Djibouti (This post could be moved to Somalia in future)	
Reporting Line: Head of Planning and Evaluation Department	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Researches, analyses and reviews, provides recommendations and supports the drafting or amendment of key primary and secondary legislation covering both the maritime law and criminal law fields; undertakes legal drafting laws where requested. The laws in the different host countries to be amended or enacted may include, but are not limited to, Criminal Procedure Code, Penal Code, laws regulating the role, structure and organization of coast guard/navy, port security, policing, shipping and fisheries.
- As requested, advises on legal policy and takes action to ensure that any law drafting initiatives are linked to and based on clear government policy.
- Advises on measures to be taken to strengthen national capacity to develop new laws (for example, establishing a national law drafting unit).
- Develops and carries out training to improve the law drafting skills of national drafters, lawyers and potentially law students.
- Develops a effective working partnership with counterparts in the different national authorities;
- Coordinates and supports regional law drafting initiatives (harmonization of laws, exchange of best practices and experiences, encouraging states to provide legislative drafting training to other countries etc.)
- Works with the national authorities of different states in the Horn of Africa, with a particular focus on supporting the Somali authorities.
- Develops, plans and implements regional legal projects as required (not limited to legislative drafting).
- Undertakes program, project and event planning including of legal workshops, conferences, mentoring events etc.
- Conducts administrative and reporting tasks.
- Carries out other tasks as deemed necessary.
- Travels within mission area as deemed necessary, including trips (or deployment when conditions allow) to high risk areas such as Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- University degree in law, Relevant Master degree or equivalent additional relevant studies.
- At least 8 years of relevant professional experience, including experience in researching, the development of legal reform, conducting consultations, reviewing, amending and drafting legislation ideally within a government/state department; experience in criminal and maritime fields (including international legal cooperation) would be advantageous.
- Demonstrated knowledge of different systems of developing legal policy and drafting legislation (or as a minimum the ability to quickly learn).

- Demonstrated ability to quickly and effectively research and learn new areas of law and to work effectively in more than one legal system.
- Ability to analyse complex legal issues in a crisis situation and advise on legal texts.
- Excellent written and spoken English.
- Ability to advise legal professionals and decision makers on legal policy and reform needs as necessary (excellent advisory, communication and diplomatic skills and political sensitivity).
- Planning and project development skills, with the capacity to effectively design and implement legal projects.
- Team working skills (team player) and ability to work with a range of people from diverse cultural and educational backgrounds.
- Planning and project development and management skills, with the capacity to effectively design and implement legal projects.
- Experience of operating effectively in sensitive political and complex environments.
- Experience of operating effectively in high risk environments.
- Ideally, previous work experience in the Horn of Africa or developing countries in other regions.
- Experience working on legal reform in both common and civil law systems would be advantageous.
- Experience of operating in politically complex and sensitive environments is an advantage.

Position Name: Law Drafting Expert	Employment Regime: Seconded	Availability : 15/03/2015
Ref. Number: DJI 056	Location: Djibouti	
Reporting Line: Head of Country Office Djibouti	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Reviews, assesses and reports on the current legislative framework governing the criminal process identifying weaknesses and areas of potential improvement.
- Reviews, assesses and reports on the current maritime-related legislative framework, identifying gaps and needs.
- Assesses and reports on the functioning of the criminal/maritime justice system of Djibouti and its key actors identifying any weaknesses or areas of potential improvement.
- Assesses the legislative drafting needs and priorities of the Djiboutian authorities.
- Assists in the establishment of the planned law reform commission within the Ministry of Justice and provides ongoing advice and support to the commission.
- Undertakes or assists in the drafting or amendment of key legislation - in the criminal law and maritime law fields.
- Develops a strong working partnership with the Djiboutian authorities and key stakeholders.
- Liaises with and provides expert legal and policy advice to the Djiboutian authorities and the key actors of the criminal justice system.
- Provides training to judges, prosecutors, relevant legal professionals, maritime and land based law enforcement;
- As part of EUCAP Nestor's regional approach, provides support to EUCAP Nestor's legal projects in other Horn of Africa States and regionally.
- Undertakes program, project and event planning including of legal workshops, conferences, mentoring events, etc.
- Conducts administrative tasks and reporting in relation to their work.
- Participates as required in duty trips.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- University degree in law, Relevant Master degree or equivalent additional relevant studies.
- At least 8 years of relevant professional experience with substantial practical experience (at least five years) in the area of penal law, maritime law, legal reform, legislation, law implementation, legal analysis, and law drafting.
- Experience of working in the civil law system is essential.
- Understanding of criminal law and criminal law process and function of the different actors, knowledge of maritime, constitutional/administrative law and the legal reform process; (experience/knowledge of court/prosecution administration would be an advantage)
- Ability to analyse complex legal issues in a crisis situation and advice on legal texts.
- Excellent command of French.

- Communication skills, confident inter-personal skills to advise legal professionals, conduct effective mentoring and training and advising.
- Demonstrated ability to operate effectively in politically sensitive and/or complex environments
- Team working skills (team player) and the ability to work with a range of people from diverse cultural and educational backgrounds.
- Planning and project management skills/abilities with the capacity to effectively design and implement legal projects.
- Experience of operating effectively in high risk environments.
- Experience of operating in politically complex and sensitive environments is a strong advantage.
- Ideally, previous work experience in the Horn of Africa or developing countries in another region.

Position Name: Personal Adviser Chief of Navy	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DJI 057	Location: Djibouti	
Reporting Line: Head of Country Office Djibouti	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Delivers training courses and expertise and elaborates e-training courses to the Djiboutian Navy (DJI Navy).
- Develops curricula, with the support of the Training Team, in his/her domains of competency.
- Establishes in the Djiboutian Navy OpCen, the Djiboutian MSA Support Cell to produce information products. The information will be compiled, analysed and exchanged at regional level, establishing a permanent MSA Regional Information Flow.
- Establishes and maintains cooperation with EUNAVFOR, the French Navy and other maritime security stakeholders and donors, facilitating practical cooperation and exchange of information, between the Mission and the Djiboutian Navy.
- Establishes and assists in the conduct of Djiboutian Navy organization reviews.
- Supports the selection of future trainees, among the Djiboutian Navy, for advanced training courses.
- Manages the implementation and the coordination of ECN agreed projects in the Djiboutian Navy, according to the operational planning.
- Ensures that the knowledge and experience acquired by the Djiboutian Navy personnel from training as well as the equipment provided by projects will be effectively utilized.
- Verifies periodically and performs the security procedures of IT systems and documentation (i.e. through log analysis, integrity of seals, suspicious elements) in the Djiboutian Navy Office and reports to the SMSO for any security incidents.
- Travels to the ECN countries to provide advice and assist in developing the Maritime Security and MSA, as required.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Senior Officer from the Navy or the Coast Guard ships (OF4/5 or 10 years of seniority).
- Previous experience in the delivery of maritime-related training.
- Knowledge of and experience in Maritime Situational Awareness, naval intelligence and planning and execution of maritime operations at tactical level at sea.
- Good understanding of policies and organizational aspects of maritime administration, maritime security and Coast Guard function.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Ability to work in a group or team and to motivate staff.
- Excellent interpersonal communications skills.
- Ability to work in a rather hostile environment due to hot weather and lack of equipment.
- Ability to deliver training and to mentor trainees.
- Excellent command of French, written and spoken is a requirement.
- Ideally, experience in another international operation, particularly capacity building operation.
- Ideally, previous work experience in Djibouti or in the Horn of Africa.

Position Name: Personal Adviser to Chief of Coast Guard	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: DJI 058	Location: Djibouti	
Reporting Line: Head of Country Office Djibouti	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Delivers training courses and expertise on coast-guard missions, and elaborates e-training courses.
- Develops training curricula, with the support of the Training Team, for the Djiboutian Coast Guard (DCG).
- Establishes and maintains cooperation with EUNAVFOR and the other maritime security stakeholders and donors in Djibouti with the DCG, facilitating practical cooperation and exchange of information between the Mission and the DCG.
- Supports the Coast Guard training officers in the planning, implementation and improvement of training activities;
- Supports the selection of future trainees, among the DCG, for advanced training courses in the DRTC (Djibouti Regional Training Centre).
- Manages the implementation and the coordination of ECN agreed projects in the DCG, according to the operational planning.
- Ensures that the knowledge and experience acquired by the DCG personnel from training as well as the equipment provided by projects will be effectively utilized.
- Travels to the ECN countries to provide advice and assist in developing the CG functions in the region, as required.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Officer from a Coast Guard agency with coast guard functions Capabilities (OF 4 or 10 years of seniority).
- Preferably with knowledge in police, legal and related law enforcement activities.
- Preferably with experience from working on vessels carrying out Coast Guard functions.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Ability to work in a group or team and to motivate staff.
- Excellent interpersonal communications skills.
- Ability to work in a rather hostile environment due to hot weather and lack of equipment.
- Ability to deliver training and to mentor trainees.
- Excellent command of French, written and spoken, is a requirement.
- Ideally, experience in another international operation, particularly capacity building operation.
- Ideally, previous work experience in Djibouti or in the Horn of Africa.

Position Name: Deputy Head of Country Office (CO) Somalia	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: SOM 062	Location: Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Head of Country Office - Somalia	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Supervises and coordinates activities and services provided in line with the guidance of the Head of CO Somalia.
- Deputises for the Head of the CO Somalia in his/her absence;
- Supports the Head of CO Somalia to prepare and implement the Somalia CO's objectives.
- Coordinates the activities of CO Somalia and Field Offices (FOs) in Mogadishu, Hargeisa and Bosasso.
- Ensures that all CO's operational activities are consistently planned, supported and executed according to Head of CO directions.
- Ensures the production and periodic review of the Mission Implementation Plan (MIP), and contributes the mission benchmarking for CO Somalia.
- Provides the Head of CO Somalia with analysis and advice on developments in Somalia.
- Coordinates the production and controls the plans and reports of CO Somalia.
- Follows daily CO & FOs activities and makes recommendations to the Head of CO Somalia for improvements.
- Assumes any other responsibilities delegated to him/her by the Head CO Somalia, on a temporary or permanent basis.

Qualifications and experience

- Advanced University Degree or other equivalent academic training relevant to the post.
- A minimum of 10 years of professional experience including 5 at senior management level.
- A minimum of 6 years of international experience, ideally on capabilities/capacity building.
- Good understanding of the European Institutions and CSDP missions.
- Experience in EU CSDP missions, ideally at senior management level.
- International experience with multinational and/or international organizations, ideally in capacity/capability building areas.
- International experience in the Horn of Africa.
- Experience on maritime related issues.
- Experience on civil-military cooperation.
- Experience in project management related to capacity/capability building.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Excellent organisational and co-ordinating skills.
- Able to work proactively whilst adhering to the goals of the team he/she leads, and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve.
- Excellent interpersonal and communications skills.
- Excellent drafting skills.

Position Name: Political Adviser	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: SOM 063	Location: Somalia/Mogadishu	
Reporting Line: Head of Country Office Somalia	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Follows closely developments on the political scene in Somalia as well as their impact on the broader region, while also keeping in regular contact with key political actors.
- Provides continuous written and verbal analysis of political developments in Somalia and the region.
- Maintains a close relationship with relevant Somali authorities.
- Provides guidance and advice to the mission regarding Kenyan and Somali governmental structures, current political issues and developments.
- Assists in conducting and coordinating official visits according to the established protocol rules.
- Performs other political tasks as required by the Head of the Country Office Somalia.
- Contributes to the reporting activity.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- University Master's degree in Politics, Social Sciences, International Relations or any other academic training relevant to the post.
- A minimum of 7 years of work experience in a related context.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory capacity.
- Good knowledge of the region's history, culture and politics.
- Excellent interpersonal and communications skills.
- Excellent drafting skills.
- Good understanding of and direct experience in the European Institutions and CFSP/CSDP would be an asset.

Position Name: Analyst – MAC	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: SOM 066	Location: Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	
Reporting Line: Head of Country Office – Somalia	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Contribute to the activities and products of the Mission Analytical Capability (MAC) in accordance with Council doc. 15417/1/09 of 6 November 2009.
- Identify and prioritize the Analysis Requirements of the external environment in which the Mission operates.
- Develop collection plans with identified (Critical) Information Requirements, collate data (quantitative and qualitative), and analyse multiple source information.
- Use different analytical methods to reach maximum situational awareness of the external environment in which the Mission operates, e.g. identifying opportunities/threats and generating recommendations vis-à-vis the implementation of the Mission's mandate; conduct scenario analysis in order to identify possible adjustments to the Mission Implementation Plan that may be required in light of analysis-generated likely scenarios.
- Disseminate and present verbally MAC products to target audiences internally and/or externally.
- Engage with the Mission's Field Offices to support their operational activities.
- Ensure security of all information handled by the MAC and contribute actively towards the Mission's overall information security standards.
- Contribute to the development of an Information and Knowledge Management System for structuring data, information, and information flows in a regional mission context; Share information and knowledge with other EU and non-EU actors in accordance with relevant SOP's.
- Coordinate and collaborate with other information-heavy functions in the Mission, e.g. Security, Political Advisers, Reporting, Planning, Press and Registry (particularly contributing towards Security Department's threat assessments and risk analysis).
- To fulfil any other tasks delegated to the Analyst by the Head of Country Office.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in political science, international relations or other relevant studies, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience (in international relations, diplomacy, law enforcement, quantitative and qualitative social or political analysis, or other analytical work).
- Excellent and proven analytical capability and knowledge of information collection and analytical methods.
- Excellent skills in data processing and information management.
- Excellent skills in report compilation, drafting and editing.
- Excellent skills in visualizing complex data and verbally presenting analytical products to various audiences with different expectations, experiences and backgrounds.

- Excellent interpersonal skills and ability to work in a dynamic team as well as on own initiative in a methodical manner.
- Ability to work under pressure in a hostile environment.
- Skills in database development and knowledge management desirable.
- International experience from international organizations, law enforcement or intelligence, particularly in crisis areas desirable.
- Knowledge of Somalia and/or work experience in the Horn of Africa desirable.
- Working knowledge of the Somali language, alternatively Arabic desirable.
- A thorough understanding of the functioning of European institutions and the CSDP framework desirable.

Position Name: Senior Maritime Adviser (Strategic level)	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: SOM 085	Location: Somalia/Mogadishu	
Reporting Line: Head of Country Office Somalia	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Works with the Central Somali Government in the area of Maritime Security.
- Directly supports the Field Office in providing advice and mentoring to relevant Somali ministries in developing and operationalizing their maritime security strategy.
- Coordinates with the other Maritime advisers in the Somalia Field Offices.
- Cooperates with other EU and third states strategic level maritime advisers.
- Provides maritime expertise to the Somalia team.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

Qualifications and experience

- University degree in management, maritime, security or other equivalent academic training relevant to the post.
- At least 10 years of experience with some proven previous engagement at political and strategic levels in maritime affairs (OF 4/5 level or equivalent).
- Experience in the Maritime field, preferably either civilian or military coast guard expertise and strategic policy experience.
- Excellent organizational and coordinating skills.
- Ability to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolves.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Ability to work without secretarial support.
- Excellent interpersonal communications skills.
- Excellent knowledge of Somalia.
- Somali language is an advantage.
- Preferably previous work experience in international environment in crisis management.

Position Name: Senior Maritime Adviser (operational level)	Employment Regime: Seconded	Level Availability: As soon as possible
Ref. Number: SOM 086	Location: Somalia/Mogadishu	
Reporting Line: Head of Country Office Somalia	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Provides expert advice and support to the main Maritime Security actors of Somalia, in order to strengthen the rule of law off the coast, and develop a comprehensive maritime administration regulatory framework.
- Builds a strong working relationship with the main Maritime security system actors in Somalia and other key stakeholders (including other EU bodies, UN organisations, states involved in bi-lateral activities).
- Assesses the Somalia Maritime Security and law-enforcement-at-sea system, including the roles, responsibilities and performances of the different actors involved in it, and gives expert recommendations on how to improve effectiveness.
- Coordinates with the other Maritime advisers in the Somalia Field Offices.
- Establishes and develops an efficient working relationship with the Somali Authorities in charge of the development and training on Maritime Security.
- Establishes efficient working relationships at operational level with all the key stakeholders involved in the Somalia maritime security capacity development, including the EU Somalia Unit, IMO, UNDP and UNODC.
- Is responsible for the planning and development of the different projects, including the planning of training activities, connected to Maritime security in Somalia.
- Participates as required in the organisation of maritime training courses in the region;
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

Qualifications and experience

- University degree in management, maritime, security or other equivalent academic training relevant to the post.
- Senior navy/coast guard officer with at least 10 years of experience (OF 3/4).
- Experience in maritime training and training planning.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Good understanding of the practicalities of the Somali maritime security challenges, including Piracy.
- Experience of operating in complex environments and high risk environments.
- Ability to work without secretarial support.

- Strategic liaison with international partners experience.
- Strategic management and/or public administration experience.
- Preferably previous work experience in international surroundings in crisis management.
- Staff Course degree or civilian equivalent study level is desirable.
- Previous work experience in the Horn of Africa is desirable.

Position Name: Senior Police Adviser (operational level)	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: SOM 088	Location: Somalia/Mogadishu	
Reporting Line: Head of Country Office Somalia	Security Clearance Level: EU Restricted or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Provides expertise on the policing function to the Somali Police Force (SPF).
- Maintains permanent and close relationships with the heads of the marine policing services/agencies in the host country.
- Establishes and develops an efficient working relationship with the SPF services in charge of the development and training of the Somali police.
- Coordinates with the other Police advisers in the Somalia Field Offices.
- Maintains liaison with Interpol and Europol as appropriate, as well as EUNAVFOR.
- Establishes efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including the EU Somalia Unit, UNDP, UNODC, as well as the Somalia Police Authorities.
- Liaises and cooperates closely with the Somali police training team in the preparation and delivery of police training courses in the region.
- Participates in the organisation of the police training courses in the region.
- Validates the e-training material.
- Validates the training curricula.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.
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Qualifications and experience

- University degree in management, maritime, security or other equivalent academic training relevant to the post.
- Senior police officer with 10 years of experience.
- At least 5 years of management experience including at operational level and some knowledge of the coast-guard function.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Knowledge in security policy, law enforcement strategies, police service organisation and administration, and some knowledge of coast-guard functions/responsibilities.
- Good understanding of the practicalities of the Somali police challenges and organized crime, including Piracy.
- Preferably previous work experience in international surroundings in crisis management.
- Previous work experience in the Horn of Africa.
- Experience of operating in complex environments and high risk environments.

- Experience in international co-operation desirable.
- Strategic liaison with international partners desirable.
- Peacekeeping missions or in CSDP missions at senior level in the field of Policing desirable.

Position Name: Senior Coast Guard Adviser	Employment Regime: Seconded	Availability : 20/01/2015
Ref. Number: SEY 109	Location: Seychelles	
Reporting Line: Head of Country Office Seychelles	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Supports the Head of the Country Office in the design and implementation of a training programme for the Seychelles Coast Guard.
- Establishes and maintains cooperation with the authorities of the Seychelles Coast Guard on maritime security matters.
- Establishes a working group with the Coast Guard training officers to plan, implement and improve the training activities.
- Conducts, upon request, in support of the head of country office, reviews of the Coast Guard structure.
- Supports the selection of future trainees, among the Seychelles Coast Guard, for advanced training courses..
- Delivers training, expert advice and mentoring as required.
- Elaborates e-training courses, with the support of the Regional Training Team.
- Develops training curricula in cooperation with the other mission experts.
- Participates as required in duty trips to high risk areas.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Officer from the Navy or Coast Guard (OF3/4 or 8 years of seniority).
- Previous experience in the delivery of training in basic and advanced navigation.
- Good understanding of policies and organisational aspects of maritime administration, maritime security and Coast Guard function.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Previous experience in planning and execution of maritime operations.
- Preferably previous work experience in international surroundings in crisis management.
- Ideally, previous work experience in Africa.

Position Name: Engineering Management Expert*	Employment Regime: Seconded	Availability : 19/01/2015
Ref. Number: SEY 110	Location: Seychelles	
Reporting Line: Head of Country Office Seychelles	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

The Expert will be located within the office of the Coast Guard where he/she will provide advice on maintenance, assist the Coast Guard to set up a maintenance program for their assets and if needed, propose organization reviews. The Expert will also participate in any training and mentoring within Seychelles People's Defence Forces (SPDF) involved in ECN activities. He will also support the Head of the Country Office with the technical specifications and implementing the foreseen Country Office projects.

Main tasks and responsibilities

- Assists Seychelles Coast Guard in organizing and running their engineer and maintenance programs.
- Proposes organizational reviews of the maintenance program.
- Mentors and advises the Seychelles Coast Guard Head of Maintenance and other maintenance and engineering staff.
- Is responsible for the different projects connected to SPDF within the country office.
- Proposes new projects, connected to SPDF, to be fulfilled by the country office but not limited to operational issues.
- Coordinates and liaises with other components of the mission (project cell, mission support logistic and procurement) on issues where his expertise is required.
- Liaises with other international and local stakeholders in the area of the above mentioned duties.
- Establishes and maintains cooperation, builds strong working relationship within the main organizations in Seychelles and other key stakeholders (including other EU bodies, UN organizations, states involved in bi-lateral activities) to assess the real needs for the activities.
- Assists the SPDF forces connected with ECN activities with tasks connected to logistics, spare parts and procurement.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience

- University degree at Bachelor's level in engineering or military equivalent training/equivalent experience in shipyard or related maritime field.
- Background in the marine field related to maintenance, procurement and drafting of technical specifications.
- Officer from the Navy (OF2/3 or 8 years of seniority), or equivalent.
- A minimum of 5 years of working experience in a relevant field of work.
- Proven major building/maintenance project management.
- Proficiency with computer applications including MS Office suite (specifically Excel and Word).

- Previous work experience in an international environment, preferably in crisis management and in Africa.
- Ability to work independently and harmoniously with colleagues and as part of a team.
- Ability and willingness to work long irregular hours.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communications skills.
- Good understanding of policies and organizational aspects of local actors.
- Experience in international organizations and an understanding of the regional context are highly desirable.
- Knowledge of administrative rules and regulations relevant to the European Union and EEAS-administered missions would be an asset.

Position Name: Head of Country Office Tanzania/Liaison Officer*	Employment Regime: Seconded	Availability : 02/01/2015
Ref. Number: TZN 116	Location: Dar es Salaam	
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Represents the mission in Tanzania.
- Serves as point of contact and facilitates all interaction with the Tanzanian authorities and international stakeholders in the country.
- Provides the Head of Mission and Chief of Staff with analysis and advice on developments, including recommendations for EUCAP Nestor support to Tanzania.
- Works closely with the EU Delegation in the country.
- Is responsible for and coordinates the implementation of EUCAP Nestor activities in the country, including assessments leading to the definition of requirements and subsequent tasks and activities.
- Maintain an overview of all related assistance programs in the maritime field in Tanzania and Zanzibar and advises on proposed new programs.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience

- University degree in Politics, Social Sciences or any other academic training relevant to the post.
- Civilian or military maritime or Coast Guard background is required.
- A minimum of 15 years of professional experience.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory or maritime capacity.
- Good understanding of and direct experience in the European Institutions and CFSP/CSDP.
- Excellent interpersonal and communications skills.
- Excellent drafting skills.
- Excellent diplomatic skills.
- Working Knowledge of Swahili would be an advantage.

Position Name: Maritime Adviser*	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: TZN 117	Location: Dar es Salaam, Tanzania	
Reporting Line: Head of Country Office - Tanzania	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Replaces the HCO when she/he is absent.
- Assesses training programs and training facilities of Tanzanian maritime law enforcement agencies, identifies gaps and proposes measures to fill those gaps.
- Initiates and facilitates interaction with Tanzanian counterparts and other international stakeholders in the country, based on mission mandate and instructions from HCO.
- Contributes to analysis and advice on the maritime sector, including recommendations for EUCAP Nestor support to Tanzanian counterparts.
- Delivers training and advice in areas of his/hers expertise.
- Works closely with the EU Delegation staff.
- Contributes to the implementation of EUCAP NESTOR maritime activities in the country.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips, including to high risk areas.

Qualifications and experience

- University degree in Social Sciences, International Relations or any other academic training relevant to the post.
- Civilian or military maritime background (OF 3/4 or equivalent).
- A minimum of 8 years of professional experience as Navy/Coast Guard officer.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally gained in Africa.
- Understanding of and/or experience with the European Institutions and their way of working is necessary.
- Excellent interpersonal and communications skills.
- Basic knowledge of Swahili would be an asset.

Position Name: Police Adviser*	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: TZN 118	Location: Dar es Salaam - Tanzania	
Reporting Line: Head of Country Office – Tanzania	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Provides expertise on the policing function in Tanzania.
- Maintains permanent and close relationships with the heads of the policing services/agencies in Tanzania.
- Maintains liaison with Interpol and Europol as appropriate, as well as EUNAVFOR.
- Provides police training to the relevant Tanzanian agencies.
- Contributes to police training courses in the region upon request.
- Participates in the development and validation of training curricula and e-training material.
- Assesses training program and facilities for the (maritime) Police, identifies gaps and proposes measures to fill those gaps.
- Provides and revises training documents and material as deemed useful for filling identified gaps.
- Assists local counterparts in implementing the proposed measures.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience

- University degree or other equivalent academic training relevant to the post.
- Senior police officer with 8 years of experience.
- Previous experience at strategic level during at least 5 years.
- Ability to establish priorities, to plan and to exercise control over the conduct of activities.
- Excellent interpersonal communication and leading skills.
- Ability to mentor and motivate staff, to review and edit the work of others.
- Good understanding of the European Institutions and the EU Crisis Management.
- Knowledge in security policy, law enforcement strategies, police service organisation and administration.
- Good knowledge of the threats and challenges that Piracy represents to law enforcement officers.
- Preferably previous work experience in international surroundings in crisis management.
- Previous work experience in Africa.
- Experience of operating in complex environments and high risk environments.
- Experience in international co-operation is desirable.
- Strategic liaison with international partners is desirable.
- Previous experience in Peacekeeping missions or in CSDP missions in the field of Policing.
- Basic knowledge of Swahili would be an advantage.

Position Name: Legal Adviser*	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: TZN 119	Location: Dar es Salaam, Tanzania	
Reporting Line: Head of Country Office - Tanzania	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Provides expert advice and support to the justice and law enforcement sector actors in Tanzania focusing on maritime security, in order to strengthen the rule of law and assist in the development/implementation of legal and regulatory framework. .
- Researches, assesses and reports on the legislative framework in relation to maritime affairs, law enforcement and the criminal justice system including weaknesses, drafting needs and legislative priorities and legislative procedures.
- Monitors, mentors and advises Tanzanian prosecutors, judges and as appropriate, other legal professionals.
- Reviews the training given to Tanzanian justice system actors and provides recommendations and mentoring in relation to the development of sustainable training programs (including working with universities as appropriate).
- Builds and maintains effective working relationships with the justice system actors in Tanzania and key international/European stakeholders and works in partnership with key stakeholders.
- Provides expert advice, recommendations, mentoring, training and other support as appropriate in relation to maritime security, legislative frameworks, legal reform and the criminal justice chain.
- Provides legal training for maritime and land based law enforcement, legal and judicial professionals and others.
- Provides support to EUCAP Nestor's legal projects in other host countries.
- Undertakes program, project and event planning including of legal workshops, conferences, mentoring events, etc.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips including to high risk areas, including Somalia.

Qualifications and experience

- University degree in law.
- At least 8 years of relevant professional experience, with substantial practical experience as a legal professional including in legal reform, legislative matters, as a government lawyer or judge, prosecutor, defence lawyer, etc. or similar.
- Knowledge, experience of the common law legal system essential.
- Mentoring and training experience and skill.
- Ability to advise legal professionals and decision makers on legal policy and reform needs as necessary (advisory, communication and diplomatic skills and political sensitivity).
- Planning and project development skills, with the capacity to effectively design and implement legal projects.

- Team working skills (team player) and ability to work with a range of people from diverse cultural and educational backgrounds.
- Experience of operating in sensitive political and complex environments.
- Experience of operating in high risk environments.
- Ideally, previous work experience in Africa or developing countries in other regions.
- Strong understanding of the criminal law and process and function of the different actors, knowledge of maritime, constitutional, administrative law; good understanding of legal reform process. Knowledge/experience of the laws and legal structures in different States would be an advantage.

Position Name: Liaison Officer EU Delegation to Yemen*	Employment Regime: Seconded	Availability : As soon as possible
Ref. Number: YEM 120	Location: Sana'a, Yemen	
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Promotes the mission wherever possible.
- Serves as point of contact and facilitates all interaction with Yemeni authorities and other international stakeholders in country.
- Provides analysis and advice on developments, including recommendations for EUCAP Nestor support to Yemen.
- Works closely with the EU Delegation in the country.
- Coordinates the implementation of EUCAP Nestor activities in the country including an initial assessment leading to definition of requirements and subsequent tasks and activities.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience

- University degree in Politics, Social Sciences or any other academic training relevant to the post.
- A minimum of 15 years of professional experience, including 5 years at senior management level.
- International experience, particularly in crisis areas with multinational and/or international organizations, ideally in a political advisory or maritime capacity.
- Good understanding of and direct experience in the European Institutions and CFSP/CSDP.
- Excellent interpersonal and communications skills.
- Excellent drafting skills.
- Maritime or Coast Guard background would be an asset.

Position Name: Brussels Support Element Mission Support	Employment Regime: Seconded	Availability : ASAP
Ref. Number: BRS 122	Location: Brussels	
Reporting Line: Head of Mission Support	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Is the contact point for EUCAP Nestor Head of Mission in Brussels;
- Establishes and maintains contacts with the Member States and other international actors as well as the civil society at Brussels Level;
- Supports logistic, finance, procurement and contracting processes;
- Uses legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP missions;
- Liaises as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;
- Provides assistance to the mission departments related with all logistic, finance, contracting and procurement matters;
- Assists in the development of internal mission procurement procedures.

Qualifications and experience

- Advanced University Degree in Law, Public Administration, Business Administration or equivalent;
- At least three years relevant work experience, including a minimum of three years of practical experience in mission support issues;
- Knowledge of the EU financial and procurement rules;
- Experience in using policies and procedures in accordance with European Union legislation and regulations;
- Experience in financial management of logistic, financial and/or tendering processes, preferably including EU procedures;
- Fluent in written and spoken English, French desirable;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Previous experience in the CSDP missions would be an advantage.

SECONDED/CONTRACTED POSITIONS

Position Name: Financial Verification Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: DJI 006	Location: Djibouti	Availability : As soon as possible
Reporting Line: Head of Mission	Security Clearance Level: EU Confidential	Open to Third Contributing States: No

Main tasks and responsibilities:

- Performs ex-ante checks put in place by the Authorizing Officer responsible to verify operational and financial aspects of each operation.
- Monitors that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Guide to Missions, European Commission's Communications related to employment of personnel, local labor law etc.)
- Controls the implementation of procurement activities and ensures that they follow the provisions and rules contained in the Practical Guide to Contract Procedures for EC External Actions.
- Ensures that Human Resources procedures are in line with EU Rules and Regulations.
- Defines and implements, with the aim of informing project managers and task officers from various areas of the Mission, a regular training schedule on the authorising and validation process.
- Ensures compliance with financial and other applicable regulations.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Law, Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 3 years of relevant and proven full-time professional experience.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Ability to operate MS software and computerized European accounting systems.
- Excellent analytical, research and problem-solving skills.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.
- Working knowledge of French is desirable.

Position Name: Senior Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category for Contracted: Expert level
Ref. Number: DJI 031	Location: Djibouti	Availability: As soon as possible
Reporting Line: Head of Mission	Security Clearance Level: EU Secret	Open to Third Contributing States: No

In line with the EU's Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Head of Mission (HoM) to whom he/she reports, the SMSO manages the security and safety of the Mission staff deployed to the areas of operation through the design and implementation of appropriate security policies and procedures.

Main tasks and responsibilities

- Advises the Head of Mission, Senior Mission Management and other parts of the Mission on all security matters that affect the mission, its assets, personnel and information.
- Manages and supervises the Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support.
- Provides advice and assistance, and implements measures related to security matters on all aspects of the Mission's work which have security and safety implications.
- Is responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission security plans, including relocation/evacuation as well as an effective warden and movement of personnel system.
- Coordinates the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans).
- Is responsible for the protection of EU classified information (EUCI) within the mission, thereby ensuring that information is handled in accordance with EU rules;
- Produces security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensures real time reporting from potential trouble spots.
- Is responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required.
- Provides comprehensive security induction training to new mission members as required.
- Ensures that regular security drills, communication tests and evacuation exercises are conducted.
- Ensures that the contracted security guard force meets assigned performance standards.
- Supervises the recruitment of new staff to the Mission Security Office(s).
- Monitors and assesses the security situation and produces security analyses, recommendations and reports.
- Ensures that personal security advice is given to members of mission staff as required.
- Ensures effective system of security reviews in relation to the Mission's property and buildings and recommends changes if necessary.
- Identifies staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents.
- Develops professional contacts with national law enforcement agencies, IOs, NGOs and other EU Security Officers in the area; as well as all other diplomatic representative offices as available.
- Conducts, or directs, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary.
- Alternating with the DSMSO, is available to deploy 24/7, to give security direction, instigate follow up action and set priorities that deal effectively with unforeseen/unexpected security events or incidents.

- Works in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services.
- Ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- Ensures that the policy on security clearances for Mission staff is correctly applied.
- Liaises with the CPCC COS Office (Missions Security Coordinator) on all matters foreseen by the EEAS Field Security Policy and supporting documents.
- Contributes to lessons identification.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience:

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is 3 years or more
or
Equivalent Police and/or Military education, or graduate diploma from a civilian security organization with specialized training on field operations, force protection;
and
- After having fulfilled the above requirement, minimum of 10 years of relevant and proven professional experience at management level in the civilian security sector and/or in the military/police, in particular with regard to the security/protection of personnel, facilities and assets;
- A minimum of 3 years of professional experience in managerial position.
- In all cases professional experience must demonstrate increasing responsibility at management level in the civilian security field or in the military/police field, in particular with regard to the security/protection of personnel, facilities and assets.
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Excellent organizational, planning, and time-management skills.
- Good interpersonal skills, 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
- Excellent knowledge of the Mission area and potential security threats.
- Civilian driving license class B and C mandatory.
- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP.
- Very good written and spoken French language skills are necessary
- Previous work experience in Africa and would be an advantage.
- The successful completion of the Mission Security Officer Certification Course is desirable.

Position Name: Chief of Finance	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Expert Level
Ref. Number: DJI 036	Location: Djibouti	Availability : 31/12/2014
Reporting Line: Head of Mission Support	Security Clearance Level: EU Confidential	Open to Third Contributing States: No

Main tasks and responsibilities:

- Ensures the financial management of the Mission and the development of the essential internal policies and procedures.
- Monitors the internal financial authorizing process.
- Ensures the proper implementation of payments (collection of revenue and recovery of amounts established as being receivable).
- Establishes the accounting rules and methods and the chart of accounts to supply or justify accounting information.
- Prepares, presents and maintains the accounts.
- Ensures the safe keeping of financial supporting documentation.
- Manages the Mission's treasury and ensures its safekeeping.
- Monitors that each expense is in line with criteria of eligibility as well as the relevant regulations and directives (Financial Regulations, Guide to Missions, European Commission's Communications related to employment of personnel, staff regulations, Practical Guide to Contract Procedures for EC External Actions, etc.).
- Delivers trainings on financial matters if required.
- Liaises and cooperates on financial issues with the EU Supervising Authorities and all other relevant actors (banks etc.) under the supervision of the Head of Mission Support.
- Ensures the integrity, accuracy and timely submission of internal and external financial reporting and preparation of weekly, monthly, quarterly, interim and final financial reports, as well as ad hoc reporting.
- Prepares regular treasury forecasts for potential budget readjustments and ensures that the Mission has at its disposal sufficient funds to cover cash requirement arising from budgetary implementation.
- Supports the implementation of external audits.
- Supervises the staff responsible for the sound financial management of designated funds allocated to the mission.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience:

- Successful completion of a full course of university studies attested by a degree in Law, Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience.
- A minimum of 3 years of professional experience in managerial position.
- Good understanding of the political, cultural and security situation of the region.

- International experience, particularly in crisis areas with multi-national and international organisations.
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Ability to operate MS software and computerized European accounting systems.
- Excellent analytical, research and problem-solving skills.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics.
- Working knowledge of French is desirable.
- Professional accounting/audit certification will be a strong advantage.

Position Name: CIS Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support - Assistant Level
Ref. Number: DJI 054	Location: Djibouti	Availability: As soon as possible
Reporting Line: Chief of CIS	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Identifies budgetary requirements, prepares requests for procurement proposals, drafts technical specifications or terms of reference, and performs subsequent technical evaluation of received bids and commercial proposals in relation to information systems equipment, software, works, and services.
- Plans, analyses, designs, configures, and implements CIS infrastructure in cooperation with other CIS colleagues.
- Coordinates with consultants, external experts, and outsourced services in support of the development and maintenance of the Mission's information services and the overall information systems architecture.
- Assists in planning, support, repairs and installation of CIS and IT equipment in several locations including desktop, laptop, printer, router and server hardware.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education and relevant specialized training.
- After having fulfilled the above requirement, at least 5 years of relevant and proven full-time professional experience in Information and Communication Technology support and implementation.
- Proven expert technical skills and hands-on experience in troubleshooting information systems issues in a Microsoft Windows and Linux environment.
- Knowledge of VoIP PBX systems.
- Knowledge of LINUX.
- Knowledge of Cisco network systems.
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Expert level of problem solving and analytical ability to analyse complex information systems requirements and configurations.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Good understanding of the security situation of the region.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.

- Ability to perform under stress and in difficult circumstances.
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines.
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.
- French is desirable.

Position Name: Engineering Maintenance Expert	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: DJI 059	Location: Djibouti	Availability : As soon as possible
Reporting Line: Head of Country Office Djibouti	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Provides support to the Country Office in all aspects related to the proper use, maintenance and reparations of mechanical, electric and damage control equipment associated to boats/ships.
- Supports the Country Office in all aspects related to the formation and training of DJI Navy and Coast Guard mechanical and electrical crews.
- Prepares and delivers training courses related to manipulation, maintenance and reparations of different mechanical and electric equipment, including in board diesel and outboard petrol engines.
- Develops the training curriculum on mechanical and electric aspects for Navy and Coast Guard.
- Contributes to the elaboration of digital training courses in his/her domain of competence.
- Carries out any other task in the domain of his/her competency as deemed necessary.
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education and relevant specialized training.
- After having fulfilled the above requirement, at least 10 years of relevant and proven full-time professional experience in the use, maintenance and reparations of mechanical, electric and damage control equipment associated to boats/ships logy support and implementation.
- Experience as Petty Officer/Chief Petty Officer/Warrant Officer (PO/CPO/WO) from the Navy or Coast Guard.
- Experience from working on board Navy or Coast Guard ships acting as electrical or mechanical PO/CPO/WO (preferably five years embarked and five years dedicated specifically to any of these two functions).
- Experience in maintenance, repair and manipulation of mechanical and electric equipment.
- Experience in use and maintenance of mechanical and electrical components of small fast patrol boats and rigid inflatable boats (RHIBS) required.
- Experience in damage control (fire-fighting and flooding) technics and equipment desired.

- Ability to work in a group or team and to motivate staff. Excellent interpersonal communications skills.
- Ability to work in a hostile environment (extreme weather conditions, limited equipment and tools).
- Ability to deliver training and to mentor trainees.
- Working knowledge of French, written and spoken, is a requirement.
- Training experience within Navy or Coast Guard school (mechanic or electric) considered an advantage.
- Previous work experience in a mechanical or electrical Navy/Coast Guard workshop considered an advantage.
- Experience in international operations considered an advantage.
- Previous work experience in Africa considered an advantage.

Position Name: Navigation and Maritime Situational Awareness (MSA) Expert	Employment Regime: Seconded/Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: DJI 060	Location: Djibouti	Availability : As soon as possible
Reporting Line: Head of Country Office Djibouti	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

The Navigation and MSA expert works in close co-ordination with the Maritime Advisers of the Djibouti Navy, Coast Guard and the Regional Training Unit.

Main tasks and responsibilities

- Prepares and deliver training courses related to MSA, navigation and naval operations.
- Assists the Navy and Coast Guard Advisers to develop training curriculum for DJI Navy and CG.
- Contributes to the development of maritime related training requirements.
- Participates in the development of digital training courses related to MSA, navigation and operations.
- Assists in the conduct of Navy and Coast Guard organization reviews.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in maritime sciences or equivalent military-naval education, where the normal duration of university education in the country awarded is three (3) years or more; and, after having obtained the university degree at least 8 years of relevant and proven full-time professional experience.
- Experience as Officer (OF 2/3) from the Navy or a Coast Guard agency.
- Knowledge of and experience in navigation and naval operations.
- Experience on board Navy or Coast Guard units acting as navigation or operations.
- Preferably experience in surface picture compiling and information sharing.
- Ability to work in a group or team and to motivate staff. High interpersonal communications skills.
- Ability to work in a hostile environment (extreme weather conditions, limited equipment and tools).
- Ability to deliver training and to mentor trainees.
- Knowledge and/or experience in MSA process.
- Working knowledge of French, written and spoken, is a requirement.
- Experience from working on ships carrying out Coast Guard functions is considered an advantage.
- Training experience within Navy or Coast Guard school is considered an advantage.
- Experience in international operations is considered an advantage.
- Previous work experience in Africa is considered an advantage.

Position Name: Project Manager	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Management Level
Ref. Number: SOM 070	Location: Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	Availability : As soon as possible
Reporting Line: Head of Country Office Somalia	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Identifies and addresses, under the current financial regulations, mission-essential equipment capability gaps.
- Provides information and advises the Head of the Somalia Country Office on supporting the host countries authorities in identifying the mission needed equipment as required for the training and in conformity with the European regulations.
- Plans and maintains timelines, allocating resources and coordinating all phases of the identified projects to ensure the required progress and success.
- Coordinates project related activities by providing advice to the Heads of Country Offices and experts in relation to the other (UNDP, MASE, MARSIC, INTERPOL) programmatic activities existing in the region.
- Develops and maintains reports, presentations and lessons of the projects.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Completion of a full course of university studies attested by a degree in Economics, Law, Project Management, Business administration closely related field, where the normal duration of university education in the country awarded is three (3) years or more; and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience.
- Middle management experience, with 3 years of working experience both in operational and organizational aspects.
- Effective and extensive operational experience and project management skills at middle management level, planning and implementing projects, working across multiple projects and using project management methodologies and risk management approaches.
- Budget management experience.
- Knowledge of the region's history, culture and politics.
- International experience preferable, particularly in crisis management area with multi-national and international organizations is desirable.

Position Name: Chief of Somalia Mission Support Unit	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff - Expert Level
Ref. Number: SOM 071	Location: Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	Availability : As soon as possible
Reporting Line: Head of Country Office Somalia	Security Clearance Level: EU Confidential	Open to Third Contributing States: No

Main tasks and responsibilities

- Reports to the Head of the Somalia Country Office and works under the functional supervision of the Head of Mission Support at MHQ.
- Leads and supervises the Support Unit section within the Somalia Country Office, including Finance, Human Resources, Logistic, Medical and CIS staff, in a way that effectively and efficiently contributes to the reaching of the overall objectives of the Mission Support Department in the field.
- Ensures the implementation of Mission Support policies and procedures in the Country Office, in coordination with the Chiefs of the different MS Unit in the HQ.
- Ensures the reporting, verifying the integrity and correctness of the imprest account and other financial transactions.
- Liaises and cooperates on mission support matters with the EU Delegation and other relevant international organisations in the field.
- Identifies needs of goods and/or services required for improving the efficiency of the Office and defines them technically for procurement.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Successful completion of a full course of university studies attested by a degree in Business Administration, Management, Economics, Law, Public Administration, Finance/Accounting or in a related field, where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience in administration and/or finance.
- A minimum of 5 years of experience in supervising teams.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics.
- Ability to work to tight deadlines with minimal supervision.
- Excellent administration and organizational skills.
- International experience, particularly in crisis areas with multi-national and international organisations. Knowledge of the Rules and Regulations and the functioning of the EU and in particular CSDP missions will be an advantage.
- Knowledge of the local environment in the region is an advantage.

Position Name: Nurse	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: SOM 076	Location: Somalia/Hargheisa	Availability : As soon as possible
Reporting Line: Head of Somalia Country Office	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Reports to the Chief Somalia Mission Support Section, under the functional supervision of the Medical Advisor
- Assists in providing medical support to the mission staff under the supervision of the Chief Mission Support Section / Medical Adviser.
- Performs nursing care and generally all activities related to her/his professional capacity;
- Acts as a first responder in providing adequate care and performing respective duties in the treatment of the patient; liaises with regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to staff members.
- Coordinates medical evacuations if required, in close coordination with the Medical Adviser, especially when deployed to remote areas.
- Assists in providing medical support during evacuation and repatriation; advises evacuees on the requirements for evacuation and/or escorts patients if needed.
- Maintains patient records and exercises confidentiality.
- Performs medical briefing for incoming staff; provides training as required.
- Addresses work environment, occupational health, preventive medicine, and clinic hygiene issues as well as organizes/promotes medical activities/campaigns.
- Keeps the pharmacy database, ensures its integrity/stock status.
- Is responsible for the medical supplies and availability of sufficient equipment;
- Keeps the clinic & pharmacy statistic.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education, including additional specialised training.
- Certified nurse, PHTLS and (preferably) ACLS trained or equivalent certifications. Knowledge of tropical medicine.
- At least 3 years' experience in the application of nursing skills in General Practice, Emergency Medicine and / or Intermediate/Intensive Care.
- Experience in pre-hospital emergency medicine will be a strong advantage.
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience in ESDP/CSDP Missions together with experience of multi-national and international organizations / missions desirable.
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Excellent organizational, planning, and time-management skills.
- Highly resilient under mental pressure and willingness to work extra hours when required.
- Driving license B and C category.
- Knowledge of French will be an advantage.

Position Name: CIS Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support / Assistant Level
Ref. Number: SOM 078	Location: Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	Availability : As soon as possible
Reporting Line: Chief of Mission Support Section - Country Office Somalia	Security Clearance Level: EU Secret	Open to Third Contributing States: No

Main tasks and responsibilities

- Reports to the Chief Support Section, under the functional supervision of the Chief CIS
- Identifies budgetary requirements, prepares requests for procurement proposals, drafts technical specifications or terms of reference, and performs subsequent technical evaluation of received bids and commercial proposals in relation to information systems equipment, software, works, and services.
- Plans, analyses, designs, configures, and implements CIS infrastructure in cooperation with other CIS colleagues.
- Coordinates with consultants, external experts, and outsourced services in support of the development and maintenance of the Mission's information services and the overall information systems architecture.
- Assists in planning, support, repairs and installation of CIS and IT equipment in several locations including desktop, laptop, printer, router and server hardware.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education and relevant specialized training.
- After having fulfilled the above requirement, at least 5 years of relevant and proven full-time professional experience in Information and Communication Technology support and implementation.
- Proven expert technical skills and hands-on experience in troubleshooting information systems issues in a Microsoft Windows and Linux environment.
- Knowledge of VoIP PBX systems.
- Knowledge of LINUX.
- Knowledge of Cisco network systems.
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.

- Knowledge of web development;
- Strong self-motivation for achieving results on time and ability to work with minimal supervision are essential.
- Expert level of problem solving and analytical ability to analyse complex information systems requirements and configurations.
- Proven interpersonal skills and the ability to establish and maintain effective working relations in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- Good understanding of the security situation of the region.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment.
- Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines.
- Previous experience in international environment, particular in crisis areas with multi-national and international organizations.

Position Name: Logistics Assistant*	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: SOM 080	Location: Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	Availability : 23/03/2015
Reporting Line: Chief of Mission Support Section – Somalia Country Office	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Reports to the Chief Mission Support Section, under the functional supervision of the Chief General Support Services at MHQ.
- Deals with all aspects of logistical and supply needs regarding the different Departments, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions and transportation, and the coordination of aspects related to custom's clearance procedures.
- Monitors available supplies, materials and products in order to ensure that staff members have access to the items they need.
- Collects and keeps updated the inventory of assets.
- Manages on a daily base the records of quantity, type, and value of material, equipment, merchandise, or supplies stocked.
- Prepares reports, such as inventory balance, price lists, and shortages.
- Prepares lists of depleted items and recommends survey of defective or unusable items.
- Forecasts future stock needs.
- Assists the Chief of General Supplies and Services in prioritizing and coordinating the logistical activities in his area of competence.
- Collects, files and forwards, drafts, technical reports and implements operating instructions, guidelines and procedures regarding provision of assets and supplies.
- Is responsible and ensure adequate logistical support for computers, vehicles, furniture, telecommunications etc.
- Provides logistic support to Somalia field Offices as required.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education; completed with relevant specialized trainings in the field of Logistic or Administration.
- At least 3 years of relevant and proven full-time professional experience.
- Good understanding of the political, cultural and security situation of the HoA.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.
- Previous professional experience in Africa would be an asset.
- Driving license of Category C would be an asset.

Position Name: Logistics Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: SOM 081	Location: Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	Availability : As soon as possible
Reporting Line: Chief of Mission Support Section – Somalia Country Office	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Reports to the Chief Mission Support Section, under the functional supervision of the Chief General Support Services at MHQ
- Deals with all aspects of logistical and supply needs regarding the different Departments, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions and transportation, and the coordination of aspects related to custom's clearance procedures.
- Monitors available supplies, materials and products in order to ensure that staff members have access to the items they need.
- Collects and keeps updated the inventory of assets.
- Manages on a daily base the records of quantity, type, and value of material, equipment, merchandise, or supplies stocked.
- Prepares reports, such as inventory balance, price lists, and shortages.
- Prepares lists of depleted items and recommends survey of defective or unusable items.
- Forecasts future stock needs.
- Assists the Chief of General Supplies and Services in prioritizing and coordinating the logistical activities in his area of competence.
- Collects, files and forwards, drafts, technical reports and implements operating instructions, guidelines and procedures regarding provision of assets and supplies.
- Is responsible and ensures adequate logistical support for computers, vehicles, furniture, telecommunications etc.
- Provides logistic support to Somalia field Offices as required.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education; completed with relevant specialized trainings in the field of Logistic or Administration.
- At least 3 years of relevant and proven full-time professional experience.
- Good understanding of the political, cultural and security situation of the HoA.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.

- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.
- Previous professional experience in Africa would be an asset.
- Driving license of Category C would be an asset.

Position Name: Mission Security Officer	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Management Level
Ref. Number: SOM 091	Location: Somalia (Mogadishu/ Hargeisa)	Availability : As soon as possible
Reporting Line: Senior Mission Security Officer	Security Clearance Level: EU Secret	Open to Third Contributing States: No

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO:

Main tasks and responsibilities

- Implements security requirements for EU-led civilian crisis management operations.
- Assists the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures.
- Assesses the security situation and maintains updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilized at short notice.
- Conducts or initiates security surveys of mission member's personal protective security requirements, transport security, residential and office security.
- Ensures that all security and communications equipment is kept up-to-date and in a state of operational readiness.
- Conducts regular security drills, communication tests and evacuation exercises.
- Provides briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies.
- Establishes liaison as directed and co-operative closely with other international organizations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside.
- Provides comprehensive reports to the SMSO on any incidents affecting mission staff and initiates necessary follow up action with the appropriate authorities.
- Generates and elaborates precise and accurate reports on information received that impact upon the mission, providing appropriate analyses and assessment of all pertinent information.
- Produces briefings and presentations relating to his/her sphere of work for the benefit of the mission.
- Assists in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintains updated security and contingency plans for the relocation/evaluation.
- Reports and assists the SMSO on the security level and state of alert for the mission staff.
- Provides assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases.
- Is responsible for in-depth planning and execution of security operations;
- Travels to High Risk areas and conducts security duties.
- Undertakes any other tasks required by the SMSO in support of the objectives of the Mission;

Qualifications and experience

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is three (3) years or more
or
Equivalent Police and/or Military education or graduate diploma from a civilian security organisation with specialised training on field operations, force protection.
and
- After having fulfilled the above requirement, minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector and/or in the military/police, in particular with regard to the security/protection of personnel, facilities and assets.

Civilian driving license class B and C mandatory.

- Trained in basic life support (medical training).
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds.
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions.
- Demonstrated ability to contribute creatively to the development of security policies and procedures.
- Trained in firearms.
- Excellent organizational, planning, and time-management skills.
- Experience in planning and implementing projects.
- Good interpersonal skills, 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.
- Solid knowledge of the Mission area and potential security threats.
- Successful completion of the EU Mission Security Officer Certification Course is desirable.

Position Name: Logistics Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: SOM 093	Location: Somalia (Mogadishu/Hargeisa)	Availability : As soon as possible
Reporting Line: Chief of Mission Support Section – Somalia Country Office	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Reports to the Chief Mission Support Section, under the functional supervision of the Chief General Support Services at MHQ.
- Deals with all aspects of logistical and supply needs regarding the Country Office, the acquisition, distribution and allocation of all logistical resources, including providing supply chain management solutions and transportation, and the coordination of aspects related to custom's clearance procedures.
- Monitors available supplies, materials and products in order to ensure that staff members have access to the items they need;
- Collects and keeps updated the inventory of assets.
- Manages on a daily base the records of quantity, type, and value of material, equipment, merchandise, or supplies stocked.
- Prepares reports, such as inventory balance, price lists, and shortages.
- Prepares lists of depleted items and recommends survey of defective or unusable items.
- Forecasts future stock needs.
- Assists the Chief of General Supplies and Services in prioritizing and coordinating the logistical activities in his area of competence.
- Collects, files and forwards, drafts, technical reports and implements operating instructions, guidelines and procedures regarding provision of assets and supplies.
- Is responsible and ensure adequate logistical support for computers, vehicles, furniture, telecommunications etc.
- Participates as required in duty trips to high risk areas, including Somalia.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education; completed with relevant specialized trainings in the field of Logistic or Administration.
- At least 3 years of relevant and proven full-time professional experience.
- Good understanding of the political, cultural and security situation of the HoA.
- International experience, particularly in crisis areas with multi-national and international organisations.
- Substantial knowledge of the functioning of the EU and in particular CSDP missions.
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.

- Ability to perform under stress and in difficult circumstances.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.
- Previous professional experience in Africa would be an asset.
- Driving license of Category C would be an asset.

Position Name: Mission Security Officer*** (3 positions)	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff / Management Level
Ref. Number: NA 143/144/145	Location: Nairobi / Somalia (initially and temporarily located in Nairobi, the position will be redeployed condition based in Somalia)	Availability : As soon as possible
Reporting Line: Head of Security Department /(Senior Mission Security Officer)	Security Clearance Level: EU Secret	Open to Third Contributing States: No

In line with the EUs Policy on the Security of EU staff deployed outside the EU in an operational capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the MSO:

Main Tasks and responsibilities

- Implement security requirements for EU-led civilian crisis management operations;
- Assist the SMSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures;
- Assess the security situation and maintain updated security and contingency plans ensuring that plans for relocation/evacuation to safe havens are current and able to be utilized at short notice;
- Conduct or initiate security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- Ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- Conduct regular security drills, communication tests and evacuation exercises;
- Provide briefings to new staff with regard to safety and security issues and ensure that all staff are properly prepared for emergencies;
- Establish liaison as directed and co-operative closely with other international organizations and national law enforcement agencies or other authorities in the member states and third states that the mission might operate alongside;
- Provide comprehensive reports to the SMSO on any incidents affecting mission staff and initiate necessary follow up action with the appropriate authorities;
- Generate and elaborate precise and accurate reports on information received that impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- Produce briefings and presentation relating to their sphere of work for the benefit of the mission;
- Assist in the definition and implementation of the security and safety instructions for the mission (including risk assessment/evacuation/extraction plans), analysing and assessing the threat level and maintain updated security and contingency plans for the relocation/evaluation;
- Report and assist the SMSO on the security level and state of alert for the mission staff;
- Provide assistance and appropriate response to mission members in respect of security measures, ensuring that all necessary actions are provided in support of any related situation, particularly in emergency cases;
- To be responsible for in-depth planning and execution of security operations;

- Travel to High Risk areas and conduct security duties;
- Undertake any other tasks required by the SMSO in support of the objectives of the Mission;
- Participates as required in duty trips to high risk areas, including Somalia.

Qualifications and Experience

- Successful completion of a full course of full-time university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, Security or in a related field, where the normal duration of university education in the country is three (3) years or more
or
Equivalent Police and/or Military education or graduate diploma from a civilian security organisation with specialised training on field operations, force protection.
and
- After having fulfilled the above requirement, minimum of 5 years of progressively responsible professional experience at management level in the civilian security sector and/or in the military/police, in particular with regard to the security/protection of personnel, facilities and assets;
- Civilian driving license class B and C mandatory.
- Trained in basic life support (medical training);
- Ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- International experience of an ESDP/CSDP mission desirable, together with experience of multi-national and international organizations / Missions;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Trained in firearms;
- Excellent organizational, planning, and time-management skills;
- Good interpersonal skills, 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;
- Solid knowledge of the Mission area and potential security threats;
- Successful completion of the EU Mission Security Officer Certification Course is desirable.

Position Name: Administrative/Financial Assistant	Employment Regime: Seconded / Contracted	Post Category: Mission Support Staff – Assistant Level
Ref. Number: SEY 114	Location: Victoria, Seychelles	Availability : As soon as possible
Reporting Line: Head of Country Office Seychelles	Security Clearance Level: EU Confidential or Third Contributing State equivalent	Open to Third Contributing States: Yes

Main tasks and responsibilities

- Reports to the Head of Country Office, under the functional supervision of the Head of Mission Support at MHQ
- Ensures the sound and effective administrative and financial management of the Country Office, under the guidance of the related Mission Support managers at the HQ (Finance, Human Resources, Procurement, etc.).
- Manages the Imprest Account for the Country Office, ensuring timely reporting and integrity of related accounts and financial records.
- Identifies needs of goods and/or services required for improving the efficiency of the country office, and defines them technically for procurement action.
- Participates in procurement procedures as required, including managing contractual and commercial relations with local providers in cooperation with HQ.
- Manages other administrative procedures related to Mission Support (e.g. human resources, archiving) as required.
- Ensures the reporting for matters related to administrative issues.
- Maintains duty rosters and databases as appropriate.
- Ensures appropriate administrative support for duty trips and travels.
- Liaises and cooperates on administrative and financial issues with the relevant departments and host country authorities.
- Provides support in logistic matters in the absence of the logistic staff, if required.
- Carries out any other task in the domain of his/her competency as deemed necessary.

Qualifications and experience

- Level of secondary education attested by a diploma giving access to post-secondary education and relevant specialized training in the area of Finance or Administration.
- After having fulfilled the above requirement, at least 3 years of relevant and proven full-time professional experience in administration and financial matters.
- Ability to operate usual computer tools (e.g. Microsoft Office package), intranet, internet, and computerized financial systems (e.g. FAME, Excel financial formulas and add-ins).
- Thorough understanding of administrative procedures in international organizations.
- Absolute discretion, reliability and trustworthiness.
- Ability to work to tight deadlines with minimal supervision.
- International experience, particularly in crisis areas with multi-national and international organisations.

- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Ability to perform under stress and in difficult circumstances.
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.
- Previous professional experience in Africa would be an asset.