

EUROPEAN EXTERNAL ACTION SERVICE



2nd Extraordinary Call for Contributions 2014 for EUCAP Sahel Niger

Annex 1- Requirements and Job Descriptions

Organisation:	European Union Capacity Building Mission in Niger			
Job Location:	Niamey			
Availability:	As indicated below			
Staff Regime:	As indicated below			
Job Titles/ Vacancy notice	Ref.	Name of the post	Location	Available on
	<u>Seconded/Contracted</u>			
	NI 25	Senior Mission Security Officer	Niamey	04.10.2014
Deadline for applications:	Close of business on 12 September 2014 at 17:00 hours (Brussels time)			
E-mail address to send the Job Application Form:	eeas-cpcc-eucap-niger@eeas.europa.eu			
Information:	For more information relating to selection and recruitment, please contact Civilian Planning and Conduct Capability (CPCC) Mr Aurel Hariton aurel.hariton@ext.eeas.europa.eu			

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member/Invited Third States will be considered. EU Member/Invited Third 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 Invited Third States are not entitled to receive allowances paid according to document 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Head of Mission may recruit international staff on a contractual basis as required, through an employment contract ⁽¹⁾. 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 EU Member States.

Tour of Duty/Contract Period – Subject to the approval of the appropriate Budget Impact Statement, the duration of the deployment should be of 12 months.

¹ Commission Communication on Specific Rules of Special Advisers entrusted with the implementation of operational CFSP actions and contracted international staff (C(2009) 9502 of 30 November 2009) sets out the conditions of employment of international contracted staff.

The Civilian Planning and Conduct Capability (CPCC) requests that EU Member/Invited Third States propose candidates for the following international expert positions for the EUCAP Sahel Niger Mission, according to the requirements and profiles described below:

A. Essential requirements

EU Member/Invited Third 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) or of a Invited Third State and full rights as a citizen.

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. 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 EU Member/Invited Third States.

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

Computer Skills – Skills in word processing, spread sheet 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>) as required.

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

B. Recommended requirements

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

Knowledge of Sahel – 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)

C. Essential documents for selected candidates

Passport – The participants must obtain a passport from the respective national authorities valid for at least 2 years. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – EU Member/Invited Third 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 - Unless mentioned otherwise in the specific job description, the necessary level of security clearance is:

- (1) EU Security Clearance to level SECRET; or
- (2) Equivalent level security clearance issued by a national security agency of a country with whom the GSC has a full security agreement or arrangement with; or
- (3) Equivalent level security clearance issued by a national security agency of an Invited Third State with whom the GSC does not yet has a full security agreement but an agreement exists relating to the participation/contribution of that Invited Third State which expressly addresses the obligations of that country towards the handling of EU CI.

Security equipment - Police/Military Officers shall be fitted with individual protection gears and armament especially flack jackets (level 4) and bullet proof helmets and their 9 mm duty side arm together with 100 rounds of ammo.

Certificate/Booklet of vaccination – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received. To be vaccinated according to the required immunizations 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/Invited Third States. A copy of this certification must accompany deployed seconded/contracted personnel.

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

D. Additional information on the selection process

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The CPCC encourages EU Member/Invited Third 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 Mission Headquarters location for interviews, the EU Member/Invited Third States will bear any related costs.

Information on the outcome – EU Member/Invited Third States and contracted candidates for seconded/contracted positions will be informed about the outcome of the selection process after its completion.

E. Additional information

Mission staff will be accommodated in Mission provided accommodation. Mission members may be asked to contribute towards the overall cost of the accommodation.

F. 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.

Position Name: Senior Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category: Expert
Ref. no. NI 25	Location: Niamey	Availability: 04.10.2014
Component/Department/Unit: Security Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

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), who remains responsible overall for the security and safety of mission staff, the SMSO is responsible for managing 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. The SMSO is a member of the Mission's Senior Management Team and reports to the Head of Mission.

Main Tasks:

- To advise 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.
- To manage and supervise the Mission's Security Office, including all its operational units and staff as per the relevant Annex of the OPLAN, providing instructions and support.
- To provide advice and assistance, and implement measures related to security matters on all aspects the Mission's work have security and safety implications.
- To be 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.
- To coordinate the drafting of security policies and procedures, related to security issues (i.e. SOPs and Contingency Plans).
- To be responsible for the protection of EU classified information (EUCI) within the mission and thereby ensuring information is handled in accordance with EU rules.
- To produce security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensure real time reporting from potential trouble spots.
- To be responsible for the supervision of journey management planning for all field visits - providing timely advice and guidance to mission members as required.
- To provide comprehensive security induction training to new mission members as required.
- To ensure that regular security drills, communication tests and evacuation exercises are conducted.
- To ensure that the contracted security guard force meets assigned performance standards.
- To supervise the recruitment of new staff to the Mission Security Office(s).
- To monitor and assess the security situation and make security analyses, recommendations, and reports.
- To ensure personal security advice is given to members of mission staff as required.
- To ensure effective system of security reviews in relation to the Mission's property and buildings and recommend changes if necessary.
- To identify staff training needs in security related areas, in line with standards set by the EEAS Security Policy and supporting documents.
- To develop 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.

- To conduct, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary.
- To alternate with the DSMSO, be 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.
- To work in close cooperation with the Administration and Finances Offices in matters related to the purchasing of necessary security related equipment, contracts and services.
- To ensure that all security and communication equipment is kept up-to-date and in a state of operational readiness.
- To ensure the policy on security clearances for Mission staff is correctly applied.
- To liaise with the EEAS Security Department and CPCC's-Missions Security Coordinator on all matters foreseen by the EEAS Field Security Policy and supporting documents.
- To undertake any other related tasks as required by the HoM.

Qualifications and Experience:

- Successful completion of a full course of university studies attested by a degree in Police Sciences, Military Sciences, Social Sciences, security or related studies, where the normal duration of university education in the country awarded is three (3) years or more;
or
Equivalent education in Police, Military or Civilian Security Organization;
- Minimum of 8 years of relevant and proven professional experience, including at management level in the civilian security sector or in the military/police. Such experience must be gained after having obtained the relevant degree;
- 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.
- Successful completion of the Mission Security Officer Certification Course (desirable).
- 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.
- 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.
- Fluency in French (speaking, reading, writing, understanding)
- Solid knowledge of the Mission area and potential security threats.
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spreadsheets (Excel).
- Civilian driving license class B and C mandatory.