

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

**European Union CSDP Mission in Niger  
(EUCAP Sahel Niger)  
2-2015 Call for Contributions**

<b>Organisation:</b>	<b>European Union CSDP Mission in Niger (EUCAP Sahel Niger)</b>			
<b>Job Location:</b>	<b>Niamey</b>			
<b>Availability:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Available on:</b>
	<b><u>Seconded</u></b>			
	NI 02	Deputy Head of Mission/Chief of Staff	Niamey	01.07.2015
	NI 05	Head of Interoperability Unit	Niamey	01.01.2016
	NI 08	Criminal Intelligence Training Expert	Niamey	ASAP
	NI 11	Press and Public Information Officer	Niamey	16.09.2015
	NI 12	Liaison Officer MoI	Niamey	06.09.2015
	NI 13	Liaison Officer MoJ	Niamey	01.01.2016
	NI 16	Capacity Building (LOG) Expert	Niamey	ASAP
	NI 33	Cooperation Expert	Niamey	28.11.2015
	NI 35	Logistics Training Expert	Niamey	01.01.2016
	NI 39	Border Management Expert	Niamey	02.07.2015
	NI 42	Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	Niamey	01.01.2016
	NI 43	Reporting Officer	Niamey	ASAP
	NI 44	Assistant to the Head of Mission	Niamey	02.12.2015
	NI 57	Operational Training Expert	Niamey	ASAP
	NI 58	Forensics Expert	Niamey	ASAP
	<b><u>Seconded/Contracted</u></b>			
	NI 23	Chief of CIS	Niamey	16.08.2015
	NI 24	Medical Adviser/Physician	Niamey	ASAP
NI 46	Information Security Officer	Niamey	ASAP	
NI 61	Chief of Finance	Niamey	16.07.2015	
NI 62	Financial Verification Officer	Niamey	01.10.2015	
<b>Deadline for Applications:</b>	<b>Friday 10 July 2015 at 1700 (Brussels time)</b>			

<b>E-mail Address to send the Job Application Form to:</b>	<b>eeas-cpcc-eucap-niger@eeas.europa.eu</b>
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p><b>Mr Aurel HARITON</b>  <b>aurel.hariton@ext.eeas.europa.eu</b>  <b>+32 (0)2 584 69 04</b></p>

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

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

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

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

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

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

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

**Citizenship** – Citizenship of an EU Member State or of a contributing third State.

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

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

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

**Physical and Mental Health** – The candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected candidates should, in principle, be under the normal age of retirement in contributing States.

**Language Skills<sup>1</sup>** – Language requirements are specified in the respective job descriptions. Report writing skills are especially needed. Knowledge of local languages will be an asset.

**Computer Skills** – The candidates must be skilled in word processing, spread sheet and E-mail systems is essential. Knowledge of other IT tools will be an asset.

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

**Driving License** – The candidates must be in possession of a valid – including Mission area – civilian driving license for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle. Category C driving license is desirable or as specified in the respective job description.

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

## **B. Recommended Requirements**

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

**Knowledge of Sahel** – The candidates should have a good knowledge of the history, culture, social and political situation of the region; and also knowledge of the police, judiciary and governmental structures (distinct advantage).

**Knowledge and Experience of SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in Africa (distinct advantage).

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<sup>1</sup> [http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment\\_grid/assessment\\_grid\\_english.pdf](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment_grid/assessment_grid_english.pdf)

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

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

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

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

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

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

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

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates, i.e. Police/Military Officers with a bullet proof vest and helmet (level IV), and a 9mm duty side arm together with 100 rounds of ammunition upon deployment.

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

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

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

**E. Additional Information**

Mission Members will be accommodated in Mission provided accommodation and will 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 Operational Plan (OPLAN).

## Seconded Positions

<b>Position Name:</b> Deputy Head of Mission/Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 02	<b>Location:</b> Niamey	<b>Availability:</b> 01.07.2015
<b>Component/Department/Unit:</b> Mission HQ	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### **Reporting Line:**

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

### **Main Tasks:**

- To understand and abide by the civilian CSDP chain of command and respects guidance from the Head of Mission;
- To deputize for the Head of Mission in his/her absence;
- To command, coordinate, manage and control EUCAP Sahel Niger structure and services, as relevant and in line with the strategic vision and guidance of the Head of Mission;
- To monitor and ensure the implementation of the mandate;
- To exercise disciplinary control over all Mission personnel;
- When deemed necessary, to delegate authority utilizing the approved chain of command structure of the Mission;
- To collaborate, coordinate and control the production of documents, plans and reports of the Mission;
- To follow and coordinate daily Mission activities and make recommendations to the Head of Mission for improvements;
- To ensure a proper flow of information within the Mission;
- To perform any other tasks as directed by the Head of Mission.

### **Qualifications and Experience:**

- University Degree or any other academic training relevant to the post;
- Operational/diplomatic leadership experience and a proven record of operational or diplomatic environment delivery;
- Minimum of 15 years of effective and extensive operational experience desirable, with significant experience at strategic command and/or senior management level;
- Broad professional experience, in operational and organisational aspects of Mission command;
- Experience in operational planning;
- Strong knowledge of the mechanisms for international and national police and judicial cooperation would be an asset;
- Excellent interpersonal skills and the ability to share the strategic vision of the HoM and communicate it to the Mission personnel and the ability to lead and motivate staff;
- Highly resilient under physical and mental pressure;
- International professional experience, particularly in crisis areas, with multi-national and international organisations, ideally in Africa;
- Good working knowledge of the political, cultural and security situation of Niger and Sahel is desired;
- Experience in migration issues would be an advantage.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Head of Interoperability Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 05	<b>Location:</b> Niamey	<b>Availability:</b> 01.01.2016
<b>Component/Department/Unit:</b> Operations Directorate/ Interoperability Unit	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Head of Interoperability Unit will be the team leader for activities related to the development of interoperability among Nigerien security actors under the command and control of the Head of Operations (HoO).

### Main Tasks:

- To strengthen the partnership with Nigerien authorities to support the implementation of the internal security strategies;
- To support the set-up of coordination and cooperation mechanisms between the internal security actors;
- To analyse the existing internal security arrangements, including their legal and institutional aspects;
- To assess the coordination and organizational needs and to recommend strategic operational orientations;
- To facilitate cooperation between the strategic, operational and tactical levels of Internal Security Forces;
- To provide advice, in his/her remit, on the possible improvements of the skills and performance of the local officers;
- To develop curricula in order to implement security strategy/doctrines in his/her remit (law enforcement);
- To coordinate with the others senior officers respectively in charge of each objective;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To report to the HoO on the consistency, complementarity and sustainability of the programs;
- To undertake any other related tasks as required by the HoO.

### Qualifications and Experience:

- Senior Rule of Law Officer;
- Relevant university or equivalent professional degree;
- At least 10 years of experience within law enforcement agencies;
- Previous experience in criminal investigation on terrorism and organized crime matters;
- Previous experience in planning and operations;
- Excellent strategic and analytical capacities;
- Experience of operations/missions and/or cooperation in Africa, desirable;
- Experience of international organizations and/or multinational operations, desirable;
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage;



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

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Criminal Intelligence Training Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 08	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate/Technical Competencies Unit	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Criminal Intelligence Training Expert reports to the Head of Technical Competencies Unit.

### Main Tasks:

- To conduct, upon request, review of the Interior Security Forces structure regarding intelligence;
- To establish and develop working relationships with the Nigerien partners in charge of the intelligence aspects within the security forces;
- To assess the needs of the security forces in charge of criminal intelligence;
- To elaborate in partnership with the Nigerien authorities a national intelligence plan;
- To elaborate a training plan addressing operational criminal intelligence and the fight against terrorism and organised crime;
- To design and implement specialized training in analysis and sharing intelligence process;
- To develop curricula in order to implement cooperation programs in his/her domain of competency (Criminal intelligence);
- To identify the target audience for the training courses;
- To coordinate and oversee criminal intelligence training;
- To implement evaluation of the training;
- To deliver expertise in terms of criminal intelligence cooperation;
- To report to the Head of Technical Competencies Unit on the consistency, complementarity and sustainability of the programs;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Head of Technical Competencies Unit.

### Qualification and Experience:

- Rule of Law Officer;
- Relevant university or equivalent professional degree;
- At least 5 years of relevant experience within a security service: intelligence analysis, criminal investigation and terrorism investigation;
- Previous experience in training of the trainers;
- Knowledge and experience in security operations and related law enforcement;
- Experience of operations/missions and/or co-operation in Africa, desirable;
- Experience of international organizations and/or multinational operations;
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 11	<b>Location:</b> Niamey	<b>Availability:</b> 16.09.2015
<b>Component/Department/Unit:</b> Mission HQ	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Press and Public Information Officer (PPIO) reports to the DHoM/ Head of Mission

### Main Tasks:

- To provide guidance on press and public information issues to the POLAD;
- To provide strategic and operational guidance and media advice on all internal and external communication matters directly to the HoM, D/HoM as well as other key staff as necessary;
- To act as the main spokesperson for the Mission;
- To draft press lines, press releases, public statements and articles and to coordinate, supervise and, where necessary, to conduct press conferences, briefings and other media and public outreach events.
- Designs, creates and maintains an effective Mission website;
- To be responsible for all the contract/tender/designs for PPIO visibility items and the PPIO budget and procurement processes;
- To be responsible for the media aspects of high level official visits and to coordinate and supervise arrangements for visiting journalists/media;
- To manage the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- To create and promote positive communication and information campaigns to support and explain the Mission to local, regional and international audiences;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- To coordinate and supervise internal communications throughout the Mission;
- To ensure permanent contact with the Office of the Spokesperson of the EU High Representative on communication and public information matters.
- To ensure good cooperation with the press offices of the EUSR as well as those of the EU Delegation, Member States and other international stakeholders in the host country;
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- To undertake any other tasks as required by the DHoM/MoM.

### Qualifications and Experience:

- University degree in Journalism, Communications, Political Sciences, Law, International Relations, Social Sciences or related field;
- Minimum of 5 years of professional experience; management experience would be an asset;
- Very good interpersonal skills;
- Keen interest in and understanding of the political situation in Niger, the Sahel zone and work experience Africa is highly desirable;

- Knowledge of EU Civilian Crisis Management and previous CFSP experience (desirable);
- Experience in diplomacy, negotiations and field work in international organisations (desirable);
- Knowledge of procurement and budgetary process (desirable);
- Knowledge of the local languages would be an asset.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Liaison Officer to the Ministry of Interior	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 12	<b>Location:</b> Niamey	<b>Availability:</b> 06.09.2015
<b>Component/Department/Unit:</b> Operations Directorate	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Liaison Officer to the Ministry of Interior (MoI) reports to the Head of Operations (HoO) and will be the "go between" of the Mission and the Nigerien Ministry of Interior, under the command and control of the HoO.

### Main Tasks:

- To map and assess the needs of the MoI;
- To establish working relationships with the different partners inside the MoI;
- To facilitate the improvement of coordination between Nigerien Security Actors and MoI;
- To update the EU knowledge and understanding of Nigerien MoI and bilateral cooperation activities;
- To provide the Nigerien MoI with information on the Mission and with key messages from the HoM;
- To contribute to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoI;
- To facilitate the improvement of coordination between MoI and Niger Armed Forces (NAF);
- To organize meetings between the Mission's Team Leaders in charge of each objective and the Nigerien partners at the MoI;
- To advise the MoI authorities on possible improvements;
- To assess the Mission's impact inside the MoI;
- To establish strong links with representatives of the security forces actors inside the MoI;
- To facilitate cooperation between the strategic, operational and tactical levels;
- To coordinate with the respective Head of Unit in charge of each objective;
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien military authorities;
- To undertake any other related tasks as required by the HoO.

### Qualifications and Experience:

- Senior Rule of Law Officer;
- Relevant university or equivalent professional degree;
- Experience of operations/missions and/or cooperation in Africa, desirable;
- Experience of international organizations and/or multinational operations;
- Good understanding and ideally direct experience in the European Institutions and CFSP/CSDP;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Liaison Officer to the Ministry of Justice	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 13	<b>Location:</b> Niamey	<b>Availability:</b> 01.01.2016
<b>Component/Department/Unit:</b> Operations Directorate	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Liaison Officer to the Ministry of Justice (MoJ) reports to the Head of Operations (HoO) and will be the "go between" of the Mission and the Nigerien Ministry of Justice, under the command and control of the HoO.

### Main Tasks:

- To map and assess the needs of the MoJ;
- To establish working relationships with the different partners inside the MoJ;
- To facilitate the improvement of coordination between Nigerien Security Actors and MoJ;
- To update the EU knowledge and understanding of Nigerien MoJ and bilateral cooperation activities.
- To provide the Nigerien MoJ with information on the Mission and with key messages from the HoM;
- To contribute to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoJ;
- To facilitate the improvement of coordination between MoJ and the MOI, as well as the National Armed Forces (NAF);
- To organise meetings between Mission's Team Leader in charge of each objective and the Nigerien partners at the MoJ;
- To advise the MoJ authorities on possible improvements;
- Assesses the Mission's impact inside the MoJ.
- To establish strong links with representatives of the judiciary;
- To coordinate with the respective Head of Unit in charge for each project;
- To contribute to enhance mutual transparency and confidence between the Mission and the Nigerien justice authorities;
- To undertake any other related tasks as required by HoO.

### Qualifications and Experience:

- Judge;
- Relevant university or equivalent professional degree;
- Experience of Operations/Missions and/or cooperation in Africa;
- Experience of international organizations and/or multinational operations;
- Good understanding and direct experience in the European Institutions and CFSP/CSDP;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.



**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Capacity Building (LOG) Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 16	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Invited Third States:</b> No

### Reporting Line:

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

### Main Tasks:

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

### Qualifications and Experience:

- Expert in the field of logistics (planning and implementation of logistics systems);
- Minimum 5 years related experience, including fleet management;
- Experience/familiarity with law enforcement or military institutions desirable;
- Experience of operations/missions and/or cooperation in Africa desirable;
- Experience of international organizations and/or multinational operations desirable;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Cooperation Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 33	<b>Location:</b> Niamey	<b>Availability:</b> 28.11.2015
<b>Component/Department/Unit:</b> Operations Directorate/ International Coordination Unit	<b>Security Clearance Level:</b> EU Secret or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

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

### Main Tasks:

- To contribute mapping and assessing the current activities of bilateral and multilateral cooperation in the fight against terrorism and organised crime;
- To contribute, under local ownership, to the coordination and complementarity of the support of the international community;
- To establish a Mission project cell both to support the Mission objectives and advise international donors, in coordination with the EU Delegation;
- To facilitate coordination meetings between the interior security actors, especially with the Nigerien coordination inter-ministerial office;
- To contribute to the development, under local ownership, of an international and regional cooperation strategy;
- To support the "operationalization" of the strategy;
- To focus on facilitation of cooperation between the strategic, operational and tactical levels;
- To contribute developing training curricula and designing exercises to improve the coordination between the interior security actors;
- To help defining and elaborating possible (small) projects to be implemented by the project cell;
- To undertake any other related tasks as required by the Head of International Coordination Unit.

### Qualifications and Experience:

- Rule of Law Officer or civilian equivalent;
- Relevant university or equivalent professional degree;
- 5 years of relevant experience;
- Experience of Operations/Missions and/or cooperation in Africa is desirable;
- Experience in regards to project management, including budgeting and financial implementation;
- Working experience in international organisations and/or multinational operations;
- Good understanding and ideally direct experience with European Institutions;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff, is an advantage;
- Good interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Logistics Training Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 35	<b>Location:</b> Niamey	<b>Availability:</b> 01.01.2016
<b>Component/Department/Unit:</b> Operations Directorate/ Sustainability Policies Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Logistic Training Expert reports directly to the Head of Sustainability Policies Unit.

### Main Tasks:

- To support the development of Nigerien Security Forces' sustainability;
- To propose a logistics and maintenance policy;
- To train the trainers in the field of vehicle maintenance;
- To deliver training related to the equipment provided through the Project Coordinator;
- In close coordination with Nigerien security forces, to assess their current logistic and maintenance system capacities, strengths and weaknesses, notably for the vehicles fleet (4x4, pick-up and motorcycles);
- To assist the Nigerien security actors in the implementation of different logistic functions such as Movement and Transportation, Supply Chain, Asset and Services Management, as well as Engineering and Facilities;
- To explore possible ways to create synergies between the Nigerien Logistic management system and bilateral cooperation activities;
- To assist the local logistic responsible in the production of reports concerning logistical issues, proposing/recommending changes and improvements, ensuring accuracy and comprehensive policies and guidelines where necessary;
- To assist in the elaboration of technical specifications of items to be procured;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Head of Sustainability Policies Unit.

### Qualifications and Experience:

- Logistics Expert specialised in vehicle fleet maintenance;
- 5 years of relevant experience;
- Experience in management of logistics, including maintenance of transport means;
- Experience in training of trainers;
- Experience on Operations/Missions and/or cooperation in Africa is desirable;
- Experience in international organisations and/or multinational operations is desirable;
- Good interpersonal skills, ability to engage with local officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Border Management Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 39	<b>Location:</b> Niamey	<b>Availability:</b> 02.07.2015
<b>Component/Department/Unit:</b> Operations Directorate/Technical Competencies Unit	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Border Management Expert reports directly to the Head of the Technical Competencies Unit.

### Main Tasks:

- To contribute strengthening the rule of law through the development of the Nigerien criminal investigation capacities;
- To identify and assess needs of the security actors in relation to their tasks in Border Management, and especially in relation to terrorism and organized crime;
- To assess the coordination and organisational needs and to contribute to the elaboration of a national plan in Border Management;
- If necessary, to propose adequate corrective measures to be implemented with the agreement of the Nigerien Authorities;
- To provide advice on possible improvements of the skills and performance of local officers;
- To advise on the introduction of simplified procedures and effective risk analysis, selectivity profiling and targeting systems, as well as on the effective exchange of information and cross border cooperation/operations;
- To undertake any other related tasks as required by the Head of Technical Competencies Unit.

### Qualifications and Experience:

- Rule of Law Officer/Border Guard;
- Relevant university or equivalent professional degree;
- 10 years of significant experience within law enforcement;
- 5 years of experience in Border Management services;
- Experience in airports control and immigration will be ideal;
- 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.

### Language Skills:

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				



<b>Position Name:</b> Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 42	<b>Location:</b> Niamey	<b>Availability:</b> 01.01.2016
<b>Component/Department/Unit:</b> Mission HQ/Planning, Evaluation and Reporting Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department reports to the Deputy Head of Mission/Chief of Staff.

### Main Tasks:

- To coordinate and manage the reporting office and to give the necessary impulses;
- To be responsible for compiling Mission reports on behalf of the DHoM/CoS;
- To provide colleagues with templates and other concrete support so that those can contribute to the drafting of the different reports;
- To ensure the follow up of all reporting in the Mission;
- To submit the different reports to the DHoM/CoS and eventually to the HoO and/or HoM;
- To distribute those reports in the Mission and beyond - as appropriate;
- To support the DHoM/CoS in maintaining an updated overview of the situation on the field and to share information with the Press and Public Information Officer, the Political Adviser, the Senior Mission Security Officer and others as required;
- To ensure that Mission members provide the information they are requested to collect;
- To deliver presentations about EUCAP Sahel Niger (Mission, mandate and activities) as required;
- To undertake any other tasks required by DHoM/CoS.

### Qualifications and Experience:

- University Degree or equivalent training and experience in relevant field of specialisation;
- Minimum of 7 years of professional experience, preferably in a HQ position;
- Excellent analytical abilities and drafting skills;
- Knowledge in common computing software (PowerPoint software);
- Previous International experience, particularly in crisis management (desirable).

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 43	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission HQ/Planning, Evaluation and Reporting Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Reporting Officer reports to the Senior Reporting Officer/ Head of Planning, Evaluation and Reporting Department.

### Main Tasks:

- To gather information from across the Mission, analyse the information and prepare periodic reports for submission to mission's hierarchy;
- To support the drafting of the Mission Implementation Plan (MIP) reports;
- To provide colleagues with templates and other concrete support so that they can contribute to the drafting of the different reports;
- To follow up of all reporting in regards of the MIP and other reports;
- To compile inputs to reports on a periodic basis for submission to the chain of command;
- To interact regularly with the Senior Reporting Officer, the Press and Public Information Officer, the Political Adviser, the Senior Mission Security Officer and others as required, ensuring submission of accurate and timely-submitted inputs; to analyse the information and provide feed-back to the Mission members;
- To provide regular power-point briefings and presentations on selected topics to EUCAP Sahel Niger staff and visitors;
- To undertake any other tasks required by the Senior Reporting Officer/Head of Planning, Evaluation and Reporting Department.

### Qualifications and Experience:

- University Degree or equivalent training and experience in relevant field of specialisation;
- A minimum of 5 years of professional experience in similar assignments;
- Proven analytical abilities and drafting skills;
- Knowledge in common computing software (PowerPoint software);
- Previous international experience, particularly in crisis management (desirable).

### Language Skills:

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Assistant to the Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 44	<b>Location:</b> Niamey	<b>Availability:</b> 02.12.2015
<b>Component/Department/Unit:</b> Mission HQ/HoM Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Assistant to the HoM reports to the Head of Mission.

### Main Tasks:

- To assist the Head of Mission in his/her daily work;
- To accompany the Head of Mission as required to meetings and events and makes necessary preparations;
- To schedule appointments and meetings and maintain contacts;
- To take minutes at meetings and conferences, as well as to prepare draft reports, documents, speeches etc. for the HoM;
- To draft memos, letters, faxes and other requested documents, to maintain filing systems and perform administrative and secretarial duties when required;
- To liaise with Mission staff and others outside the Mission to support HoM activities;
- To undertake any other tasks required as requested by the HoM.

### Qualifications and Experience:

- Experience in management assistance;
- At least 5 years of working experience in a relevant field of work with appropriate responsibilities, with broad professional experience in operational and organizational aspects;
- Work experience in an international Mission environment is desirable;
- An understanding of or experience in Rule of Law and/or Civilian Crisis Management interventions;
- Ability to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail as well as ability to work under tight deadlines. Willingness to work as team member;
- Ability to operate Windows applications;
- Excellent communication skills.

### Language Skills:

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Operational Training Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 57	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Operational Training Expert reports directly to the Head of Operations.

### Main Tasks:

- To assist the Head of Operations in the daily management and coordination of all Mission's related activities and their allocated budget;
- To support the Mission's Training Experts in all the practical organisational aspects of their training activities i.e. editing invitation letters, ensuring security clearances of participants, per diem etc.;
- To create and maintain a Training Library with all related training courses organised by the Mission;
- To maintain a database with all past, current and planned training activities as well as the participants;
- To ensure the follow up of the established Mission's harmonised training policy;
- To produce at request: statistics, evaluations and reports on the current state of affairs, in coordination with the Planning and Reporting Department;
- In coordination with the Human Rights and Gender Adviser, to ensure that human rights and gender aspects are mainstreamed in the operational activities;
- To undertake any other related tasks as required by the Head of Operations.

### Qualifications and Experience:

- Military or Law Enforcement Officer;
- At least 3 years of relevant experience as a training manager with at least 2 years in national security forces or in a military operation or civilian Mission;
- Excellent analytical, synthesis and drafting skills;
- Excellent organizational and coordination skills;
- Basic knowledge of CSDP Missions;
- Experience of Operations/Mission and/or cooperation in Africa is desirable;
- Excellent interpersonal skills, ability to engage with senior officials, ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

### Language Skills:

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Forensics Expert	<b>Employment Regime:</b> Seconded	
<b>Ref. no.</b> NI 58	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Operations Directorate/ Technical Competencies Unit	<b>Security Clearance Level:</b> EU Secret or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

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

### Main Tasks:

- To contribute strengthening the rule of law through the development of the Nigerien criminal investigation capacities;
- To identify and assess the needs of the Nigerien security forces in charge of the forensics aspects of the criminal investigation;
- To develop and promote the implementation of the Train the Trainer programmes to support the development of forensics capacities;
- To contribute to the further development and implementation of finger prints processing;
- To contribute to the development of biometrics and identification capacities;
- To contribute to the development of evidence management skills;
- To advise local authorities on how to ensure compliance with established policies and procedures, including existing applicable laws in Niger and internationally accepted human rights standards in the forensic examination;
- In coordination with the Human Rights and Gender Adviser, to ensures that human rights and gender aspects are mainstreamed in the operational activities;
- To advise local authorities on how to ensure evidence can be used as proves in the criminal procedure;
- To undertake any other related tasks as requested by the Head of the Technical Competencies Unit.

### Qualifications and Experience:

- Law Enforcement Officer or civilian equivalent;
- Relevant university or equivalent professional degree;
- 5 years of specific experience in forensic matters.
- Proven training skills;
- Basic knowledge of CSDP Missions;
- 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.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

### Seconded / Contracted Positions

<b>Position Name:</b> Chief of CIS	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. no.</b> NI 23	<b>Location:</b> Niamey	<b>Availability:</b> 16.08.2015
<b>Component/Department/Unit:</b> Main HQ/Mission Support Department/CIS Unit	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

#### **Reporting Line:**

The Chief of CIS will assist the Head of Mission Support in fulfilling the duties set in support of the Mission mandate and reports to the Head of Mission Support.

#### **Main Tasks:**

- To assist and advise the chain of command on all CIS issues;
- To produce clear and concise reports concerning CIS issues recommending improvements;
- To coordinate-supervise all CIS officers;
- To establish the necessary technical liaison and coordination with other international organizations in the Mission area;
- To establish and maintain CIS and communications networks in support of the Mission;
- To install specific available telecommunication systems or equipment required.
- To establish, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues;
- To ensure, if required by the Senior Mission Security Officer, tasks related to information security (could incl. Crypto Custodian) of the Mission;
- To prepare in co-ordination with the Security officer Contingency Plans;
- To provide a communications and network plan for the Mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission;
- To develop and maintain the Mission's software applications as well as complex databases;
- To maintain all server, workstation, network and communications systems in use in the Mission with an emphasis on preventative maintenance;
- To develop detailed database/software specifications, functional specifications and user documentation for the systems used as necessary;
- To identify needs and define application/database requirements, organise and implement user training, troubleshoot problems and assist with change requests;
- To define and forward as appropriate the requirements for goods and/or services for its area of responsibility and to supervise their satisfaction;
- To keep accurate, detailed and updated inventory of the hardware and software distributed Mission wide, in coordination with the Administration;
- To undertake any other related tasks as required by the Head of Mission Support.



### Qualifications and Experience:

- University degree in Communication Information Systems, ICT or Technical Specialisation in Engineering, Communications or other relevant degree, where the normal duration of university education in the country awarded is three (3) years or more and after having obtained the relevant degree at least 2 years at middle management level and 5 years of overall professional experience.
- A minimum of 3 years of relevant and proven professional experience, notably in practical management of complex information and communication technology infrastructure and systems including maintenance and operation;
- Excellent background and experience in communication information networks and information management systems particularly in hardware equipment (SATCOM, VPN, VHF radios).
- Good knowledge in acquisition management;
- Experience on drafting procedures for the use and management of computer systems and networks, including security;
- Experience in database installation and database programming skills;
- System administrator with experience in the Microsoft Environment, Server 2003/2008, Exchange 2010, Office 2007, preferably with a relevant and official Microsoft certificate;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable).

### Language Skills:

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Medical Adviser/Physician	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. no.</b> NI 24	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission HQ/Mission Support Department/Medical Unit	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Invited Third States:</b> Yes

### Reporting Line:

The Medical Adviser/Physician reports administratively to the Head of Mission Support.

### Main Tasks:

- To provide medical advice and services in support of the Mission as well as primary health care (medical and psychological) or any concerns to Mission members including referral management for care/treatment;
- To assist and advise the Head of Mission and the Head of Mission Support on all medical/welfare matters;
- Has direct access to Head of Mission;
- To plan, analyse, design and maintain a program to implement all aspects of the medical needs of the Mission;
- To provide, asked and unasked, the necessary medical inputs for all Mission staff elements especially with regards to operational planning, decision making processes and resulting orders and documents;
- To provide medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- To coordinate the plans and policies on all medical issues and health matters related to the provision of medical support to the Mission;
- Liaises with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- To develop, organise and monitor the provision of primary care and first aid to the Mission personnel in close coordination with regional health care providers and within means and capabilities;
- To provide primary health care to the Mission members;
- To assess the requirements for further treatment in theatre and/or the medical evacuation (by ground and/or by air) if EU staff members are in need of (advanced) medical treatment due to illness or an emergency, e.g. RTA, in close cooperation with the medical practitioner in attendance;
- To coordinate and monitor all elements of the medical evacuation chain in case of disease or injury of the Mission member in close cooperation with all involved health care providers and the mission's insurance company;
- To organise the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- To coordinate and perform Medical Briefings and First Aid Training for all incoming Mission members;
- To monitor the epidemiological and overall medical situation in the area of operation, promotes and implement preventive medical and occupational health measures including hygiene and recommendations for immunisations.
- To gather all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- To implement all aspects of medical needs of the Mission after formal approval by the HoM;

- To establish professional contacts with EU personnel from all levels throughout the areas of operation;
- To be integrated in all operational planning and maintains a detailed understanding of both current and future plans;
- To assess on regular basis existing in- and out-patient medical treatment facilities (MTF) both of the HNS and others and regularly issues an updated list of available MTF in the areas of operation;
- To establish and regularly update a medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organisations in the areas of operation;
- To ensure that the contents of all Mission First Aid and Trauma kits are sufficient;
- To be responsible for managing medical cabinet, including personnel and budget.

**Qualifications and Experience:**

- University degree in Medicine from a recognised Medical School where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the relevant degree at least 5 years of overall professional experience and sufficient experience in planning;
- To have a license to practice medicine;
- Preferably an ATLS trained General Practitioner (GP) and having extensive knowledge of tropical medicine and emergency medicine;
- Experience in assessing medical facilities, even under difficult conditions abroad is desirable;
- Interpersonal skills, capable of working with people from various backgrounds;
- International civilian and/or military experience, particularly in crisis areas with multi-national and international organisations is desirable;
- Flight Medical and/or MEDEVAC experience;
- Previous work experience in Africa is desirable.

**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Information Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. no.</b> NI 46	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission HQ/Security Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### Reporting Line:

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) the Mission Information Security Officer (MISO).

### Main Tasks:

- To develop and ensure application of relevant Standard Operating Procedures for secure information handling, in accordance with the provisions of the Council's Decision on the security rules for protecting EU classified information;
- To be the Mission's focal point for information security compromise or suspicion of compromise;
- To liaise in conjunction with the SMSO, the Chief CIS and EEAS CPCC for information security issues and especially in case of incident;
- To collaborate with the SMSO in developing and ensuring the application of relevant Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communications issues – particularly in relation to Security Operating Procedures for mission classified and sensitive information systems;
- To be the Crypto Custodian for crypto material or other accountable security devices released to the Mission – Crypto Custodian tasks may include:
  - Ensuring registration of accountable security items (crypto devices, smartcard, keys, etc).
  - Ensuring protection of accountable security items.
  - Ensuring secure transfer of accountable security items.
  - Informing immediately the EEAS Crypto Custodian in case of compromise or suspicion of compromise;
- To verify periodically the security posture of IT systems (for example through log analysis, integrity of seals, suspicious elements);
- To report to the SMSO for IT and other related security incidents;
- To assess any change to the IT systems (especially the Mission RESTREINT UE LAN and Pre-DEUS) from a security perspective;
- To develop awareness with regard to IT security for the Mission staff;
- To assist the SMSO in the development, implementation and updating of the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To contribute to the identification of lessons learnt;
- To undertake any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

## Qualifications and Experience:

### Essential requirements:

- University degree in security related fields, where the normal duration of university education in the country awarded is three (3) years or more;
- or
- Equivalent Police and or Military education, or graduate diploma from a civilian security organization with special training in field operations, force protection;
- and
- After having fulfilled the above requirements, a minimum of 5 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets.

### Additional requirements:

- Experience in collecting in security information analysis in the civilian security sector or in the police/military.
- Experience and ability in collecting, assessing, analysing and reporting data related to security;
- 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;
- Demonstrated ability to contribute creatively to the development of security policies and procedures;
- Excellent organisational, planning and time-management skills;
- Experience in planning and implementing projects;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Excellent knowledge of the Mission area and potential security threats;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Civilian driving license class B and C mandatory;
- Previous work experience in the region would be an advantage;
- Previous international experience in ESDP/CSDP Missions or multi-national/international organizations would be an advantage;
- Successful completion of EU Mission Security Officer Certification Course is desirable.

### Language Skills:

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Chief of Finance	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. Number:</b> NI 61	<b>Location:</b> Niamey	<b>Availability:</b> 16.07.2015
<b>Component/Department/Unit:</b> Mission HQ/Mission Support Department/Finance Unit	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Invited Third States:</b> No

### Reporting Line:

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

### Main Tasks:

- To ensure the sound and effective financial management of the Mission;
- To establish and implement financial procedures and accounting systems according to the sound financial management principle and in line with the European Union Financial Regulation and its Implementing rules and Mission contractual obligations;
- To develop policies (prepare Standard Operating Procedures) for the control of the EU finances, in close cooperation with the Finance Officer and to develop policies (prepare SOPs) for accounting;
- To define procedures for accounts, payments, petty cash, claims and other financial functions in a multicurrency system;
- To define procedures for payroll, in close cooperation with the Chief of Human Resources;
- To verify the legality and the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- To ensure the reporting (in particular of monthly, 6 months report, interim and final financial report to the European Commission), verifying the integrity of accounts, their accuracy and their on-time delivery;
- To monitor expenditures on budget execution, and to make recommendations for corrective actions to the budget if needed;
- To manage accounts, payments, treasury, payroll, petty cash, claims and other financial functions;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To provide sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the Mission;
- To identify risk areas and takes measures for limiting financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the EU institutions, with international and national banks and with other relevant organisations;
- To support the Head of Mission Support in the setting up and running of accounting, payroll and management information systems;
- To follow the implementation of Mission Annual Risk Management Plan;
- To identify needs of goods and/or services required for improving the efficiency of the unit and defines them technically for procurement;
- To be responsible for relevant budget lines and control of related commitments and expenditures;
- To manage the team of the Finance Unit;
- To maintain any financial control as appropriate and tasked by the Head of Mission Support;
- To undertake any other tasks assigned by the HoM/Head of Mission Support.

### Qualifications and Experience:

- University degree in Finance, Business Administration or Economics or other relevant degree where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the relevant degree at least 2 years at middle management level and 5 years of relevant professional experience;
- Knowledge of accounting software;
- Excellent analytical, research and problem-solving skills;
- Proficient in using MS Office software (especially in Excel), intranet, internet, and computerized financial systems;
- To have proven experience in reporting and drafting of memoranda and procedures;
- International experience in crisis areas with multinational and international organizations would be an advantage;
- Proven knowledge of EU budget procedures and financial management rules would be an advantage.
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage;
- Previous work experience in Africa would be desirable.

### Language Skills:

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				

<b>Position Name:</b> Financial Verification Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Management Level (MSML)
<b>Ref. Number:</b> NI 62	<b>Location:</b> Niamey	<b>Availability:</b> 01.10.2015
<b>Component/Department/Unit:</b> Mission HQ	<b>Level of Security Clearance:</b> EU Confidential	<b>Open to Invited Third States:</b> No

### Reporting Line:

The Verification Officer reports to the Head of Mission.

### Main Tasks:

- To perform, in coordination with the Finance Unit and other Units/Offices of the Mission, ex-ante checks put in place by the Authorising Officer responsible for verifying the operational and financial aspects of each operation;
- To control that each expense is in line with criteria of eligibility as well as with the requirements referred to in the applicable regulations (Financial Regulations, Guide to missions, European Commission's Communication related to the employment of international and local staff etc.);
- To check, in accordance with the provisions of the ex-post regime, that the Mission procurement procedures are conducted in line with the rules of the Practical Guide to Contract Procedures for EC External Actions;
- To define and implement, 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;
- To undertake any other related tasks as requested by the Head of Mission.

### Qualifications and Experience:

- University degree in Audit, Economics, Finance, Accounting or Banking and Insurance or other relevant degree where the normal duration of university education in the country awarded is three (3) years or more and, after having obtained the relevant degree at least 5 years of relevant professional experience;
- Excellent analytical, research and problem-solving skills;
- Excellent drafting skills;
- Good working knowledge of spread sheets, PC-based budgeting, accounting or human resources systems;
- Good working knowledge of Financial Regulations;
- Previous experience in EU institutions (desirable);
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions (desirable) ;
- International experience, particularly in crises areas with multi-national and international organisations (desirable);
- Good understanding of the political, cultural and security situation of the Sahel Region, in particular Niger (desirable);
- Good knowledge and/or experience in strategic management and/or public administration (desirable);
- Very good interpersonal and communication skills, both written and oral (desirable);
- Ability to perform under stress and in difficult circumstances (desirable).



**Language Skills:**

Language / Language Level	French		English	
	Mandatory	Desirable	Mandatory	Desirable
Level C1 or C2 (Proficient User)				
Level B1 or B2 (Independent User)				
Level A1 or A2 (Basic User)				