

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

<p>European Union CSDP Mission in Niger (EUCAP Sahel Niger) 2-2015 Extraordinary Call for Contributions</p>
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Organisation:	European Union CSDP Mission in Niger (EUCAP Sahel Niger)			
Job Location:	Niamey and Agadez			
Availability:	As indicated below			
Employment Regime:	As indicated below			
Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Location:	Available on:
	<u>Seconded</u>			
	NI 11	Press and Public Information Officer	Niamey	ASAP
	NI 63	Head of Migration Unit	Niamey	ASAP
	NI 64	Border Management Expert	Niamey	ASAP
	NI 65	Data Migration Analyst	Niamey	ASAP
	NI 66	Investigative Techniques Expert	Niamey	ASAP
	NI 67	Police Liaison Officer	Niamey	ASAP
	AG 01	Head of Field Office (FO)	Agadez	ASAP
	AG 02	FO Border Management Expert	Agadez	ASAP
	AG 04	FO Criminal Intelligence Training Expert	Agadez	ASAP
	AG 05	FO Police Tactical and Training Officer	Agadez	ASAP
	AG 06	FO Anti-Human Trafficking Expert	Agadez	ASAP
	<u>Seconded/Contracted</u>			
	NI 24	Medical Adviser/Physician	Niamey	ASAP
	NI 53	Mission Security Analyst	Niamey	ASAP
	AG 03	FO Legal Adviser	Agadez	ASAP
	AG 07	Team Leader/Mission Security Officer	Agadez	ASAP
	AG 08	Mission Security Officer	Agadez	ASAP
	AG 09	Mission Security Analyst	Agadez	ASAP
AG 10	FO HR and Administrative Officer	Agadez	ASAP	
AG 11	FO Finance Officer	Agadez	ASAP	
AG 12	FO Logistics Officer	Agadez	ASAP	
AG 13	FO CIS – Systems and Networks Officer	Agadez	ASAP	
AG 14	FO Medical Adviser/Physician	Agadez	ASAP	

Deadline for Applications:	Friday 09 October 2015 at 1700 (Brussels time)
E-mail Address to send the Job Application Form to:	eeas-cpcc-eucap-niger@eeas.europa.eu
Information:	For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Aurel HARITON aurel.hariton@ext.eeas.europa.eu +32 (0)2 584 69 04

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 Skills¹ – 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-Hest² or equivalent.

Driving Licence – 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).

¹ [Common European Framework of References for Languages](#)

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

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).

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

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

Reporting Line:

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

Main Tasks:

- Provides guidance on press and public information issues to the POLAD;
- Provides 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;
- Acts as the main spokesperson for the Mission;
- Drafts press lines, press releases, public statements and articles and to coordinate, supervises and, where necessary, conducts press conferences, briefings and other media and public outreach events;
- Designs, creates and maintains an effective Mission website;
- Is responsible for all the contract/tender/designs for PPIO visibility items and the PPIO budget and procurement processes;
- Is responsible for the media aspects of high level official visits and coordinates and supervises arrangements for visiting journalists/media;
- Manages the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- Creates and promotes positive communication and information campaigns to support and explain the Mission to local, regional and international audiences;
- Is responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- Coordinates and supervises internal communications throughout the Mission;
- Ensures permanent contact with the Office of the Spokesperson of the EU High Representative on communication and public information matters;
- Ensures 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;
- Analyses 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 DHoM/HoM.

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 CSDP experience (desirable);
- Experience in diplomacy, negotiations and field work in international organisations (desirable);
- Knowledge of procurement and budgetary process (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)				

Position Name: Head of Migration Unit	Employment Regime: Seconded	
Ref. no. NI 63	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Operations Directorate/ Migration Unit	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Head of Migration Unit is a Senior Rule of Law/Law Enforcement Officer who will be the team leader for activities related to the migration and border management strategies among Nigerien security actors under the command and control of the Head of Operations (HoO).

Main Tasks:

- Establishes strong links with representatives of the Nigerien services/organisations related to migration issues;
- Provides the Nigerien security actors with information on the Mission and with key messages from the HoM;
- Assesses the coordination and organizational needs and recommends migration and border management strategic operational orientations;
- Analyses the existing migration and border management arrangements, including their legal and institutional aspects;
- Strengthens the partnership with Nigerien authorities to support the conception and the implementation of migration and border management strategies and a national plan in the field of the fight against Human-Trafficking;
- Supports the set-up of coordination and cooperation mechanisms between the security actors in the field of border control and the fight against illegal migration; facilitates the improvement of coordination between MoJ and the MoI, as well as the MoD in these fields;
- Review the updates of the EU knowledge and understanding of Nigerien security forces bilateral cooperation activities on migration issues and the reports on the situation on migration in Niger;
- Provides advice, in his/her remit, on the possible improvements of the skills and performance of the local officers;
- Develops curricula in order to implement migration/border management strategies/doctrines in his/her remit (law enforcement);
- Provides leadership and guidance to the staff of his/her unit;
- Supports and reviews the training activities performed by the staff of his/her unit;
- Supports and reviews the expertise provided by the staff of his/her unit;
- Directs, facilitates and provides technical guidance to ensure the smooth operation of the team of the unit in the programmatic delivery of monitoring, advising and training duties;
- Oversees national and regional programmes planning, reporting, implementation and monitoring in the field of the competence of his/her unit;
- Coordinates with the others senior officers respectively in charge of each objective;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Reports to the Head of Operations on the consistency, complementarity and sustainability of the programmes;

- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on migration issues;
- Contributes to the Mission's coordination with EUBAM Libya and EUCAP Sahel Mali with a view to identifying and putting in place possible joint activities in the fields of border security, migration and fight against Human-Trafficking;
- Undertakes any other related tasks as required by HoM.

Qualifications and Experience:

- Senior Law Enforcement Officer/Border Guard;
- Successful completion of a full course of university studies attested by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and at least ten (10) years of relevant and proven full-time Police experience;
- Above-mentioned experience should be in one or more of the following areas of activity: Border control/fight against illegal immigration; CID/fight against organised crime; Intelligence-led policing; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management;
- Previous experience in training would be an asset;
- Knowledge of the political, cultural and security situation in Niger or other areas within the same geopolitical region;
- Ability to manage diverse multinational and multidisciplinary teams;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- Excellent oral and written communication skills;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course desirable;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform;
- 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)				

Position Name: Border Management Expert	Employment Regime: Seconded	
Ref. no. NI 64	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Operations Directorate/ Migration Unit	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Border Management Expert reports to the Head of Migration Unit.

Main Tasks:

- In coordination with the Strategic Border Management Expert, supports the Anti-Human Trafficking expert in establishing and developing working relationships with the Nigerien partners in charge of the fight against Human Trafficking aspects within the security forces;
- Conducts comprehensive consultations with the government and other supporting stakeholders, on border management/control needs assessments to ascertain the current level of the state's ability to identify/track those seeking to enter, transit or leave its territory;
- Supports the development and the implementation of a national plan of action to ensure that recognised border crossing points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), watch list facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- Assesses the coordination and organisational needs and contributes to the elaboration of a national plan in Border Management;
- Identifies and assesses the needs of the security actors in relation to their tasks in Border Management, and especially in relation to terrorism, organized crime and illegal immigration;
- Contributes to strengthen the rule of law through the development of the Nigerien criminal investigation capacities;
- If necessary, proposes adequate corrective measures to be implemented with the agreement of the Nigerien Authorities;
- Based on the identified needs, develops curricula in order to implement cooperation programs in his/her domain of competency;
- Designs and implements specialized training on border management;
- Coordinates and oversees trainings on border management;
- Implements evaluation of the training on border management;
- Delivers expertise (Monitoring, Mentoring and Advise) in terms of border management;
- Provides advice on possible improvements of the skills and performance of local officers;
- Advises on the possible 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;
- Develops reports, presentations, talking points, and briefings on border monitoring activities;
- Provides advice on border management strategy, analysis and input to the Head of migration unit on all issues that may arise on the projects being managed;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Reports to the Head of Migration Unit on the consistency, complementarity and sustainability of the programmes;

- Undertakes any other related tasks as required by HoM.

Qualification and Experience:

- Law Enforcement Officer/Border Guard;
- Relevant university or equivalent professional degree from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- At least five (5) years of experience in the field of migration control/Border Management services;
- Experience in airports control and immigration will be 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- 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)				

Position Name: Data Migration Analyst	Employment Regime: Seconded	
Ref. no. NI 65	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Operations Directorate/ Migration Unit	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Data Migration Analyst reports to the Head of Migration Unit.

Main Tasks:

- Provides analytical assessments on migration issues, which will assist informed decision making processes;
- Keeps the Head of Migration Unit updated on the development of migration issues in theatre and within the Mission as well as how these impact the pursuit of Mission objectives;
- Envisages the regional aspect of the analysis, especially related to the other Sahel countries;
- Contributes to identify and manages analysis on migration issues through a structured and systematic approach, and ensures that information and knowledge is processed in the most efficient and effective manner;
- Contributes to the anticipation of likely scenarios to occur and to the identification of possible adjustments of the Mission Implementation Plan that may be required regarding the migration field;
- Identifies Mission information exchange requirements and contributes to information and knowledge sharing aiming at the development of a common situational awareness with the Mission's chain of command and other EU actors, including the Single Intelligence Analytical Capability (SIAC); additionally, facilitates the sharing of information and knowledge with other non-EU partners in theatre as appropriate;
- Ensures the security of sensitive information handled disseminates it in accordance with the instructions of the Head of Migration Unit;
- Undertakes any other related tasks as required by HoM.

Qualification and Experience:

- University Degree in Political Sciences, International Relations, Social Sciences or related field or equivalent police education or equivalent professional degree from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- At least five (5) years of relevant professional experience;
- Proven skills and experience in the handling, processing and analysis of information on migration from various sources;
- Significant experience in the use of analytical IT packages and processes, including specific analytical software;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- 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)				

Position Name: Investigative Techniques Expert	Employment Regime: Seconded	
Ref. no. NI 66	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Operations Directorate/ Technical Competencies Unit	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Investigative Techniques Expert reports to the Head of Technical Competencies Unit.

Main Tasks:

- Establishes and develops working relationships with the Nigerien partners in charge of the investigation within the security forces;
- Assesses the needs of the security forces in the field of investigative techniques;
- Identifies the target audience for the training;
- In cooperation with the local authorities, elaborates a training plan regarding investigative technics in the fight against organized crime;
- Develop curricula in order to implement cooperation programs in his/her domain of competency (investigative technics);
- Designs and implements specialised training in questioning, shadowing, searching and all deeds related to investigative techniques;
- Coordinates and oversees trainings on investigative technics;
- Implements evaluation of the training o investigative technics;
- Delivers expertise (Monitoring, Mentoring and Advise) in terms of investigative technics;
- Develop reports, presentations, talking points, and briefings on investigative technics;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in his/her operational activities;
- Reports to the Head of Technical Competencies Unit on the consistency, complementarity and sustainability of the programmes;
- Undertakes any other related tasks as required by HoM.

Qualification and Experience:

- Law Enforcement Officer;
- Relevant university or equivalent professional degree from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- At least five (5) years of relevant experience within a criminal investigation service;
- Expert in criminal procedure;
- HIM (Hostage incident manager) would be an asset;
- Post terrorist attacks investigations management (Judicial aspects);
- Previous experience in training of the trainers would be an asset;
- Knowledge and experience in security operations and related law enforcement;
- 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;

- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- 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)				

Position Name: Police Liaison Officer	Employment Regime: Seconded	
Ref. no. NI 67	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Operations Directorate/ Migration Unit	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The Police Liaison Officer reports to the Head of Migration Unit and will be the ‘go between’ of the Mission and the Nigerien Directorate General of National Police/Directorate of Territorial Surveillance on migration issues.

Main Tasks:

- Establishes strong working relationships with the different partners inside the Nigerien Directorate General of National Police/Directorate of Territorial Surveillance;
- Provides the Nigerien Directorate General of National Police with information on the Mission and with key messages from the HoM and HoO;
- Maps and assesses the needs of the Nigerien Directorate General of National Police in terms of border and migration control and fight against illegal immigration and related criminal activities;
- Assesses and facilitates the improvement of coordination between the Directorate General of National Police/Directorate of Territorial Surveillance and the Nigerien Security Actors and ministries/services involved in migration issues;
- Advises the Nigerien Directorate General of National Police authorities on possible improvements;
- Contributes to update the EU knowledge and understanding of the Nigerien Directorate General of National Police and bilateral cooperation activities;
- Facilitates cooperation between the strategic, operational and tactical levels;
- Organizes meetings between the Mission's Head of Units in charge of each objective and the Nigerien partners at the Nigerien Directorate General of National Police/Directorate of Territorial Surveillance;
- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and the Nigerien Directorate General of National Police/Directorate of Territorial Surveillance;
- Assesses the Mission's impact inside the Nigerien Directorate General of National Police Directorate of Territorial Surveillance;
- Coordinates with the Head of Units in charge of each objective;
- Undertakes any other related tasks as required by the Head of Migration Unit.

Qualification and Experience:

- Senior Law Enforcement Officer;
- Relevant university or equivalent professional degree from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- At least seven (7) years of relevant professional experience;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;

- 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)				

Position Name: Head of Field Office	Employment Regime: Seconded	
Ref. no. AG 01	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The Head of Field Office will oversee the implementation of the Mission's mandate and its strategic objective in Agadez. The Head of Field Office reports to the Head of Operations.

Main Tasks:

- Establishes strong links with representatives of the security and judiciary fields;
- Provides the Nigerien security actors with information on the Mission and with key messages from the HoM;
- Establishes working relationships with the different international partners in the field area;
- Establishes and manages professional working relationships with other EU actors as well as national, international, bilateral and multilateral organisations;
- Facilitates the establishment, building of, and maintenance of constructive relationships with security actors and justice sector interlocutors within the international and local communities, as well as those within the political sphere;
- Updates the EU knowledge and understanding of Nigerien security forces and bilateral cooperation activities;
- Maps and assesses the needs for migration and border management strategies in the area of Agadez;
- Facilitates the improvement of coordination between Nigerien Security actors, including through the strengthening of the chain of prosecution;
- Advises the Nigerien authorities on possible improvements regarding the skills and performance of the local staff;
- Contributes to enhance mutual transparency and confidence between the Mission and the Nigerien justice and security authorities;
- Provides leadership and guidance to all Field Office staff in respect with the functional reporting lines/chain of command;
- Directs, facilitates and provides technical guidance to ensure the smooth operation of the Field Office team in the programmatic delivery of monitoring, advising and training duties;
- Oversees provincial and regional program planning, reporting, implementation and monitoring as well as ensuring the maintenance of programs and Field Office administration;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Reports to the Head of Operations on the development and results of the activities undertaken in delivery against the Mission's strategic objectives and action plan;
- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors; with a particular stress on the Human Trafficking;
- Undertakes any other related tasks as required by HoM.

Qualifications and Experience:

- Senior Law enforcement Officer/Border guard;
- Successful completion of a full course of university studies attested by a degree in social sciences, criminal justice and/or police science, law, international relations, business or public administration, where the normal duration of university education in the country awarded is four (4) years or more and, after having obtained the university degree at least ten (10) years of relevant and proven full-time professional experience;

OR

- Successful completion of a full course in Police Academy with duration of three (3) years or more and at least ten (10) years of relevant and proven full-time police experience;
- Above-mentioned experience should be in one or more of the following areas of activity: Border control/fight against illegal immigration; CID/fight against organised crime; Intelligence-led policing; Police Command, Control and Communications; Anti-Corruption Investigation; Police and Justice Cooperation; Criminal Prosecutions Procedure, Human Rights and Gender; strategic and/or project management;
- Experience in Finance/Administration is highly desirable;
- Previous experience in training would be an asset;
- Knowledge of the political, cultural and security situation in Niger or other areas within the same geopolitical region; ability to manage diverse multinational and multidisciplinary teams;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- Excellent oral and written communication skills;
- Diploma on CEPOL Commanders Course, Civilian Crisis Management Aspects or an EU Civilian Crisis Management Course desirable;
- Proven skills in strategic management, as well as results and/or process based project management related to police reform;
- 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)				

Position Name: FO Border Management Expert	Employment Regime: Seconded	
Ref. no. AG 02	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The FO Border Management Expert reports to Head of Field Office Agadez.

Main Tasks:

- In coordination with the Strategic Border Management Expert, supports the Anti-Human Trafficking Expert in establishing and developing working relationships with the Nigerien partners in charge of the fight against Human Trafficking aspects within the security forces;
- Conducts comprehensive consultations with the government/Gouvernorat, and other supporting stakeholders, on border management/control needs assessments to ascertain the current level of the state's ability to identify/track those seeking to enter, transit or leave its territory;
- Supports the implementation of a national plan of action in the region of Agadez to ensure that recognised border crossing points and all relevant staff are equipped with the necessary tools to identify, track and interdict those of interest, which include the Border Management Information System (BMIS), Watch List facilities, Advanced Passenger Information (API) systems, fraudulent document detection devices and other related border control devices and systems;
- Oversees and coordinates training and capacity building on migration and border management and control activities, including counter-terrorism approaches, fraudulent document detection, interview skills including debriefing, intelligence handling and report writing, vehicle and individual searching, cultural awareness, investigative skills, case working and case preparation, detection of concealed weapons, money, stolen vehicles and other illegal items;
- Supports the Government of Niger/Agadez Governorate in establishing national and international networks to support border control measures including creation of intelligence cells incorporating immigration, internal and external security services, customs, military etc.;
- In coordination with the Strategic Border management expert and the Anti-Human Trafficking Expert and in partnership with the Nigerien authorities, contributes to the elaboration a local/regional plan in the field of the fight against Human Trafficking;
- Based on the identified needs, develops curricula in order to implement cooperation programs in his/her domain of competency;
- Designs and implements specialized training on border management;
- Coordinates and oversees trainings on border management;
- Implements evaluation of the training on border management;
- Delivers expertise (Monitoring, Mentoring and Advise) in terms of border management; provides advice on possible improvements of the skills and performance of local officers;
- Provides advice on border management strategy, analysis and input to the Head of Migration Unit on all issues that may arise on the projects being managed;
- Pays a specific attention to law enforcement and border management others institutions and other donors working in the realm of security sector reform;

- Identifies and promote strategic and technical partnerships with relevant government entities, private sector and civil society partners, and other relevant stakeholders to promote and strengthen Nigerien’s police training on migration and border management portfolio;
- Develops reports, presentations, talking points and briefings on border monitoring activities;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Reports to the Head of Field Office on the consistency, complementarity and sustainability of the programmes;
- Undertakes any other tasks requested by the Head of Field Office and HoM.

Qualifications and Experience:

- Law Enforcement Officer/Border Guard;
- Completion of a full course of university studies attested by a degree in International Relations, International Law, Political or Social Sciences, Humanities, Military Science from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- Equivalent education in Police/Military and at least six years of relevant and proven full-time professional experience;
- At least five years of relevant professional experience in the field of migration control/Border Management services;
- Experience in project/programme management with EU and or international Organizations or non-governmental organisations in migration management focusing on IBM, Security Sector Reform and other related fields, with supervisory responsibilities and demonstrated achievements;
- Previous experience in training of the trainers would be an asset;
- Experiences in conducting monitoring and evaluation (M&E), with understanding of M&E tools and approaches;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- 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)				

Position Name: FO Criminal Intelligence Training Expert	Employment Regime: Seconded	
Ref. no. AG 04	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The FO Criminal Intelligence Training Expert reports to the Head of Field Office Agadez.

Main Tasks:

- Establishes and develops working relationships with the Nigerien partners in charge of the intelligence aspects within the security forces;
- Conducts, upon request, review of the Internal Security Forces structure regarding intelligence;
- Assesses the needs of the security forces in charge of criminal intelligence;
- In cooperation with the local authorities, identifies the target audience for the training;
- Elaborates a training plan addressing operational criminal intelligence and the fight against terrorism and organized crime and Human Trafficking in Agadez Region;
- Develops curricula in order to implement cooperation programs in his/her domain of competency (criminal intelligence);
- Designs and implements specialised training in analysis and sharing intelligence process;
- Coordinates and oversees criminal intelligence training;
- Implements evaluation of the training on criminal intelligence;
- Delivers expertise (Monitoring, Mentoring and Advise) in terms of criminal intelligence;
- Develops reports, presentations, talking points, and briefings on border monitoring activities;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Reports to Head of Field Office on the consistency, complementarity and sustainability of the programmes;
- Undertakes any other related tasks as required by HoM.

Qualification and Experience:

- Law Enforcement Officer;
- Relevant university or equivalent professional degree from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- At least five (5) years of relevant experience within a security service: intelligence analysis, criminal investigation and/or terrorism investigation and/or fight against Human Trafficking;
- Previous experience in training of the trainers would be an asset;
- Knowledge and experience in security operations and related law enforcement;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- 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)				

Position Name: FO Police Tactical and Training Officer	Employment Regime: Seconded	
Ref. no. NI 05	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The FO Police Tactical and Training Officer reports to the Head of Field Office Agadez.

Main Tasks:

- Establishes and develops contacts with the Nigerien partners in charge of the coercive aspects of the criminal investigations;
- Assesses the needs of the security forces in charge of the coercive aspects of criminal investigations with respect to rule of law and human rights;
- Prioritizes the needs of the departments in charge of territorial control and arrests and identifies the target audience for the training;
- In cooperation with the local authorities, elaborates a training plan for the police units in charge of the coercive aspects of criminal investigation in a human rights framework;
- Develops curricula in order to implement cooperation programs in his/her domain of competency;
- Designs and implements training to directions, services and units in charge of the arrest in the criminal investigation framework including personnel in charge of police custody and remand;
- Coordinates and oversees police tactics training and forensic training;
- Develops and implements police tactics training including legitimate use of the minimum level of force to obtain compliance and human rights related training;
- Implements evaluation of the training on police tactics and forensic;
- Delivers advice in terms of legal framework for police intervention cooperation;
- Facilitates cooperation between the strategic, operational and tactical levels;
- Develops reports, presentations, talking points, and briefings on border monitoring activities;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Reports to Head of Field Office on the consistency, complementarity and sustainability of the programs;
- Undertakes any other related tasks as requested by the Head of Field Office Agadez and HoM.

Qualification and Experience:

- Law Enforcement Officer;
- Relevant university or equivalent professional degree from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- At least five (5) year experience in law enforcement and/or tactical/arrest technics training;
- Previous experience in training of the trainers would be an asset;
- Knowledge and experience in security operations and related law enforcement;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;

- 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)				

Position Name: FO Anti-Human Trafficking Expert	Employment Regime: Seconded	
Ref. no. AG 06	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Anti-Human Trafficking Expert reports to the Head of Field Office.

Main Tasks:

- In coordination with the Strategic Border Management Expert and the Border Management Expert, establishes and develops working relationships with the Nigerien partners in charge of the fight against Human Trafficking aspects within the security forces;
- Conducts, upon request, review of the Internal Security Forces structure regarding the fight against Human Trafficking;
- Assesses the needs of the security forces in charge of criminal the fight against Human Trafficking;
- In coordination with the Strategic Border Management Expert and the Border Management Expert, elaborates in partnership with the Nigerien authorities a local/regional plan in the field of the fight against Human Trafficking;
- Identifies the target audience for the training in the region of Agadez;
- Elaborates, together with the local authorities, a training plan addressing the fight against Human Trafficking and the fight against organized crime in the region of Agadez;
- Develops curricula in order to implement cooperation programs in his/her domain of competency;
- Designs and implements specialized training on the fight against Human Trafficking;
- Coordinates and oversees trainings training on the fight against Human Trafficking;
- Implements evaluation of the training on the fight against Human Trafficking;
- Delivers expertise (Monitoring, Mentoring and Advice) in terms of fight against Human Trafficking;
- Develops reports, presentations, talking points, and briefings on border monitoring activities;
- In coordination with the Human Rights and Gender Adviser, ensures that human rights and gender aspects are mainstreamed in the operational activities;
- Reports to the Head of Field Office on the consistency, complementarity and sustainability of the programs;
- Undertakes any other related tasks as required by the Head of Field Office and HoM.

Qualifications and Experience:

- Law Enforcement Officer;
- Relevant university or equivalent professional degree from an accredited academic institution where the normal duration of university education in the country awarded is three (3) years or more;
- At least five years of relevant experience within an Anti-Human Trafficking service and/or criminal investigation;
- Previous experience in training of the trainers would be an asset;
- Knowledge and experience in security operations and related law enforcement;

- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa is desirable;
- 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

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

Reporting Line:

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

Main Tasks:

- Provides 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;
- Assists and advises the Head of Mission and the Head of Mission Support on all medical/welfare matters;
- Has direct access to Head of Mission;
- Plans, analyses, designs and maintains a program to implement all aspects of the medical needs of the Mission;
- Provides, 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;
- Provides medical guidance and counselling to all staff members either present at HQ or elsewhere in theatre;
- Coordinates 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;
- Develops, organises and monitors 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;
- Provides primary health care to the Mission members;
- Assesses 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;
- Coordinates and monitors 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;
- Organises the use of available MEDEVAC capabilities (air and /or ground) inside or outside the areas of operation;
- Coordinates and performs Medical Briefings and First Aid Training for all incoming Mission members;
- Monitors 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;

- Gathers all information related to medical support for the Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- Implements all aspects of medical needs of the Mission after formal approval by the HoM;
- Establishes professional contacts with EU personnel from all levels throughout the areas of operation;
- Is integrated in all operational planning and maintains a detailed understanding of both current and future plans;
- Assesses 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;
- Establishes and regularly updates a medical emergency plan in coordination with all relevant elements of Mission, international, civilian and military organisations in the areas of operation;
- Ensures that the contents of all Mission First Aid and Trauma kits are sufficient;
- Is 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)				

Position Name: Mission Security Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. Number: NI 53	Location: Niamey	Availability: As soon as possible
Component/Department/Unit: Mission HQ/Security Department	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 operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO), the Mission Security Analyst (MSA):

Main Tasks:

- Assists the SMSO in the development, implementation and updating of the Mission Security Plan (MSP), and all supporting security and safety instructions and procedures;
- Assesses the security situation and analyses all relevant information;
- Generates and elaborates precise and accurate reports on information received that impact upon the Mission, and provides appropriate analyses and assessment of all pertinent information;
- Produces incident based and travel security advisories;
- Prepares daily, weekly, monthly security working papers;
- Prepares security incident background papers;
- Produces long term assessments and forecasts of the security situation;
- Assists the SMSO in maintaining continuity of security information analysis efforts;
- Gathers comprehensive information about events or actions that may affect the safety and security of Mission members and assets within the Mission area;
- Conducts risk analysis and threat assessments on security developments in the area of operations as well as persons and assets;
- Provides briefings to new staff members on the Mission's wide security situation and ensures that all members are properly prepared for emergencies;
- Ensures the quick dissemination of security related information;
- Assists and supports the Information Security Officer in the management of EUCI and security clearances and acts on his behalf in his/her absence;
- Conducts or initiates security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- Liaises as directed and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- Provides assistance and appropriate response to Mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- Undertakes any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

Qualifications and Experience:

Essential Requirements:

- 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 a graduate diploma from a civilian security organization with specialized training on field operations, force protection;

AND

- A minimum of 4 years of relevant work experience in security information analysis in the military/police (preferable) or in a civilian security sector.

Additional Requirements:

- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- 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)				

Position Name:	Employment Regime:	Post Category for Contracted:
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FO Legal Adviser	Seconded/Contracted	Mission Support Staff-Management Level (MSML)
Ref. no. AG 03	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The FO Legal Adviser reports to the Head of Field Office.

Main Tasks:

- Maps and assesses the needs of the MoJ in the area of Agadez;
- Establishes working relationships with the different partners inside the MoJ;
- Facilitates the improvement of coordination between Nigerien Security Actors and MoJ;
- Updates the EU knowledge and understanding of Nigerien MoJ and bilateral cooperation activities;
- Provides the Nigerien MoJ with information on the Mission and with key messages from the HoM;
- Contributes to the evaluation of the Mission and the Strategic Communication plan, in particular on the coordination between Security actors and MoJ with a particular stress on the Human Trafficking;
- Facilitates the improvement of coordination between MoJ and the MoI, as well as the the MoD;
- Advises the MoJ authorities on possible improvements;
- Assesses the Mission's impact inside the MoJ;
- Establishes strong links with representatives of the Judiciary;
- Contributes to enhance mutual transparency and confidence between the Mission and the Nigerien justice authorities;
- Undertakes any other related tasks as required by Head of Field Office Agadez;

Qualifications and Experience:

- Successful completion of a full course of University studies attested by a degree in law where the normal duration of university education in the country awarded is three (3) years or more;
- Five years of relevant professional work experience, at least 2 of which shall involve exercising rights of audience before national or regional courts, and/or as a qualified court advocate, law clerk, judges' associate or barrister, in either a common law or civil law jurisdiction, or having represented in court asylum-seekers/refugees or stateless persons for a legal aid or non-governmental organization;
- 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;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa desirable;
- 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)				

Position Name: Team Leader/Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 07	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field 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), the Team Leader/Mission Security Officer reports to the Senior Mission Security Officer (SMSO) and works closely with the Head of Field Office Agadez.

Main Tasks:

- Advises the Head of Field Office Agadez, 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 of Agadez, 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 the Mission's work have security and safety implications;
- Is responsible, in line with the SMSO of Niamey and 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 in line with the SMSO of Niamey for the protection of EU classified information (EUCI) within the Mission and thereby ensuring information is handled in accordance with EU rules;
- Produces security inputs to daily SITREPs, WOS, monthly and six monthly reports in line with the SMSO of Niamey and ensure 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;
- To liaise closely with the SMSO in Niamey and to ensure that regular security drills, communication tests and evacuation exercises are conducted;
- Ensures that the contracted security guard force meets assigned performance standards;
- Monitors and assesses the security situation and make security analyses, recommendations, and reports;
- Ensures 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 recommend 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 of Agadez; as well as all other diplomatic representative offices as available;
- Conducts, or direct, security reviews of Mission members' personal protective security requirements, transport security and residential and office security, making recommendations as necessary;

- Alternates with the MSO, be available to deploy 24/7, to give security direction, instigates follow up action and sets 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;
- Ensures that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- Liaises with the SMSO regarding the EEAS Security Department and CPCC's-Missions Security Coordinator on all matters foreseen by the EEAS Field Security Policy and supporting documents;

Qualifications and Experience:

Essential Requirements

- Successful completion of a full course of university studies attested by a degree in security management or business administration, political/social, science or international relations with focus on security, police or military management, where the normal duration of university education in the country awarded is three (3) years or more;

OR

- Equivalent in Police and or Military education, or a 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 full-time 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

- 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, particularly in crisis areas with multi-national and international organizations (desirable);
- 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;
- 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);
- Hostile Environment Awareness Training (HEAT) is highly recommended;
- Civilian driving license class B and C mandatory.

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)				

Position Name: Mission Security Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 08	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The Mission Security Officer reports to the Team Leader/Mission Security Officer in the Field Office Agadez.

Main Tasks:

- Implements security requirements for EU-led civilian crisis management operations;
- Assists the Team Leader / Mission Security Officer 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 utilised 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 ensures that all staff is properly prepared for emergencies;
- Establishes liaison as directed and co-operates closely with international organisations 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 Team Leader/Mission Security Officer 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 impacts upon the mission, providing appropriate analyses and assessment of all pertinent information;
- Produces briefings and presentation relating to their 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 maintain updated security and contingency plans for the relocation/evaluation;
- Reports and assists the Team Leader/Mission Security Officer 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;
- Travels to high risk areas and conducts security duties;
- Undertakes any other tasks required by the Team Leader/Mission Security Officer in support of the objectives of the Mission.

Qualifications and Experience:

Essential Requirements

- Successful completion of a full course of university studies attested by a degree in security management or business administration, political/social, science or international relations with focus on security, police or military management, where the normal duration of university education in the country awarded is three (3) years or more;

OR

- Equivalent in Police and or Military education, or a 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 4 years of relevant and proven full-time 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

- 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 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 organisational, 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;
- Highly resilient to austere conditions, able to adapt to tough areas;
- International experience, especially in crisis areas with multi-national and international organizations (mandatory);
- Solid knowledge of the Mission area and potential security threats is an advantage;
- 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;
- Successful completion of the 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)				

Position Name: Mission Security Analyst	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 09	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The Mission Security Analyst reports to the Team Leader/Mission Security Officer in the Field Office Agadez. Ultimate report is done to HQ Senior Mission Security Officer.

Main Tasks:

- Assists the Agadez Team Leader MSO and MSO in the development of the Mission Security Plan, and all supporting security and safety instructions and procedures related to Agadez;
- Assesses the local security situation and analyses all relevant information;
- Generates and elaborates precise and accurate reports on information received that impact upon the mission, providing appropriate analyses and assessment of all pertinent information;
- Prepares analyses and distributes daily, weekly, monthly working papers upon request or on a periodic basis;
- Prepares security incident background papers;
- Produces long term assessments, forecasts of the upcoming security situation;
- Assists the Team Leader/Mission Security Officer in maintaining continuity of security information analysis efforts;
- Gathers comprehensive information about events or actions that may affect the safety and security of the Field Office' staff and assets within the Mission area;
- Conducts risk analysis and threat assessments regarding security developments in the area of operations (Agadez);
- Provides briefings to new staff members on the Mission wide security situation;
- Ensures the quick dissemination of security related information;
- Coordinates with the HQ Mission Security analyst the management of assessment and information collection;
- Coordinates with the HQ Information Security Officer the management of EU Classified Information;
- 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 under the supervision of the Team Leader/Mission Security Officer;
- Conducts or initiates security surveys of Mission member's personal protective security requirements, transport security, residential and office security;
- Establishes liaison as directed and co-operates closely with other international organizations and national defence and security forces or other authorities in the member states, third states and host state that the Mission might operate alongside;
- Undertakes any other tasks required by the SMSO and Team Leader/Mission Security Officer.

Qualifications and Experience:

Essential Requirements

- 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 a graduate diploma from a civilian security organization with specialized training on field operations, force protection;

AND

- A minimum of four (4) years of relevant work experience in security information analysis in the military/police (preferable) or in a civilian security sector.

Additional Requirements

- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- International and military experience with deployment in remote and difficult areas;
- Knowledge of SatCom and radio communication system;
- International experience, especially in crisis areas with multi-national and international organizations (compulsory);
- Successful completion of the EU Mission Security Officer Certification Course (desirable);
- 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;
- Highly resilient to austere conditions, able to adapt to tough areas;
- Excellent organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment;
- International experience of an ESDP/CSDP desirable together with experience of multi-national and international organizations/Missions;
- Civilian driving license class B and C mandatory;
- Knowledge of the Arabic language is 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)				

Position Name: FO HR and Administrative Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 10	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The FO HR and Administrative Officer reports to the Head of Field Office Agadez and keeps the Chief of HR in Niamey informed about HR and administrative matter.

Main Tasks:

- Liaises and cooperates on HR and administrative issues with relevant actors between the Field Office and Mission HQ in Niamey;
- Coordinates staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure;
- Keeps track of deployment of national and international staff and consultants and ensure that timesheets are being received accurately and timely;
- Is the HR focal point within the Field Office, keeps record of leave for all staff, receives leave requests, checks available leave as per the records and forward requests to Head of Field Office;
- Facilitates individual training for staff members, as relevant, and keeps record of all training provided by the projects and persons trained;
- Facilitates staff performance evaluation as directed by the Head of Field Office;
- Maintains a database of HR, in both electronic and hard copy;
- Maintains back up, efficient and systematic filing system;
- Prepares monthly, quarterly and annual reports as will be required.
- Undertakes any other related tasks as required by the Head of Field Office Agadez and HoM.

Qualifications and Experience:

- University Degree in Law, Public Administration, Business Administration or other relevant degree where the normal duration of university education in the country awarded is three (3) years or more;
- To have at minimum of three (3) years of relevant professional experience, including a minimum of two years of practical experience in HR;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Previous experience in CSDP missions would be an advantage;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Excellent organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment.

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)				

Position Name: FO Finance Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 11	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The FO Finance Officer reports to Head of Field Office Agadez and keeps the Chief of Finance in Niamey informed about financial matters.

Main Tasks:

- Liaises and cooperates on finance issues with relevant actors between the Field Office and Mission HQ in Niamey;
- Manages the day-to-day operations in the full spectrum of accounting services, including accounts payable, accounts receivable, application of cash receipts, accounts reconciliation, monthly closing of accounts, bank reconciliation, preparation of management reports, consolidation, forecasting, year-end closing of accounts;
- Plans and executes financial operations in accordance with the Eucap Sahel Niger and European Commission Financial Rules and Regulation and established operational procedures, and ensure that proper and accurate accounting records are maintained;
- Contributes to the budget preparation for the Field Office and monitors and reports on the implementation of the budget and forecasts income and expenditures for the Field Office;
- Maintains monthly statements of account to allow the personnel responsible for the respective budgets to easily monitor work in progress and availability of funds;
- Participates to the preparation of Finance Unit's financial reports in relation to the Field Office;
- Manages the cash position of bank accounts which includes cash-flow forecasting and the determination of funding requirements in relation to budget execution for the Field Office;
- Oversees the reconciliation of balance sheet accounts, reviews monthly journal entries and the general ledger for the Field Office;
- Reviews for approval submission of employee travel documents for adherence to European Commission Financial Rules and Regulations;
- Supervises petty cash process for the Field Office;
- Exercises control over non-expendable property, supplies and materials;
- Supports Field Office staff members on finance matters;
- Drives initiatives to improve workflow and streamline the internal processes to enhance efficiency and productivity in the Field Office;
- Undertakes any other related tasks as required by the Head of Field Office Agadez and HoM.

Qualifications and Experience:

- University Degree in Finance, Accountancy, Administration or other relevant degree where the normal duration of university education in the country awarded is three (3) years or more;
- To have a minimum of three years of relevant professional experience, including a minimum of two years of practical experience in finance or/and administration;

- Experience in using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Experience in management of tendering processes, preferably including EU procedures;
- Good drafting and reporting skills;
- Good working knowledge of MS Office and MS Excel;
- Knowledge of Sage will be an asset;
- Previous experience in CSDP Missions would be an advantage;
- International experience, particularly in crisis areas with multi-national and international organizations (desirable);
- Excellent organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment.

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)				

Position Name: FO Logistics Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 12	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Restraint or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Logistics Officer reports to the Head of Field Office Agadez and keeps the Chief of Logistics in Niamey informed about logistical matters.

Main Tasks:

- The Logistics Officer will assist the Chief of Logistics in fulfilling the duties set in support of the Mission mandate;
- Liaises and cooperates on logistics and procurement issues with relevant actors between the Field Office and Mission HQ in Niamey;
- Acts mainly in various technical domains, such as Operational Logistic planning, Movement and Transportation, supply chain, asset and services management, as well as engineering and facilities;
- Plans, develops and acts in order to implement strategies so as to meet expected the Mission performance within approved budget and timeframe;
- Administers lease contracts of all rented premises, and any other related contracts;
- Takes on the responsibility for the management of the Mission estate and all supporting assets and activities (including overall supervision on logistical databases, inventories and list of equipment);
- Ensures that comprehensive and accurate guidelines on logistics are in place, regularly reviewed, and in accordance with EU guidelines;
- Coordinates the development of logistical/management systems to ensure adequate logistical support regarding computers, vehicles, furniture, telecommunications etc.;
- Liaises with international and national freight forwarders;
- Prepares tender initiations for all logistical needs in English and/or French;
- Coordinates logistics, support facility management, transportation and fuel supply, asset and services management in a way that effectively and efficiently contributes to the reaching of the overall objective of the Field Office;
- Assists with procurement files by drafting Terms of Reference and Technical Specifications within his/her field of expertise;
- Liaises with the procurement unit in Niamey, he/she compiles all types of correspondence and documents to ease up the procurement workload in the Mission HQ;
- Monitors the establishment and maintenance of appropriate systems for measuring and follow up of various aspects of the overall Logistics, fleet management and facility management for the Field Office;
- Keeps an updated, accurate and comprehensive inventory system in coordination with the Logistics Unit in Niamey;
- Undertakes any other related tasks as required by the Head of Field Office and HoM.

Qualifications and Experience:

- University degree in a relevant area where the normal duration of university education in the country awarded is three (3) years or more;
- To have a minimum of five (5) years of professional experience in a specific Support Services related field (i.e. Supplies, Transportation, and Asset Management);
- International experience, particularly in crisis areas with multinational and international organizations will be an asset;
- Experience with fleet and vehicle workshop management is a distinct advantage;
- Capacity to foresee needs, plan and delineate strategies for maximizing resources; therefore, due to the related experiences, being able to implement an international methodology (e.g. ITIL, PRINCE2);
- Previous experience with project based work/planning and with different product and services markets as well as industrial business networks is desirable;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) will be an asset;
- Excellent organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment.

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)				

Position Name: FO CIS – Systems and Networks Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 13	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Secret	Open to Invited Third States: No

Reporting Line:

The FO CIS – Systems and Networks Officer reports to the Head of Field Office in Agadez and keeps the Chief of CIS in Niamey informed about CIS matters.

Main Tasks:

- Liaises and cooperates on CIS issues with relevant actors between the Field Office and the Mission HQ in Niamey;
- Produces clear and concise reports concerning CIS issues recommending improvements;
- Establishes and maintains CIS and communications networks in support of the Field Office under the guidance of the Chief of CIS in Niamey;
- Installs specific available telecommunication systems or equipment required;
- Establishes, propose and monitor the efficiency of Standard Operating Procedures/Internal Guidelines containing policies and directives relating to all communication issues;
- Prepares in co-ordination with the Security Officer the Contingency Plans;
- Provides 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 Field Office;
- Performs the set-up and maintains the Field Office intranet system including server administration and backup, application set-up and administration, LAN network set-up and support;
- Participates in maintaining a secure office automation environment, information system, electronic messaging system and internet services system in support of the Field Office;
- Implements the Field Office ICT security policies in liaison with the Security Unit acts as crypto-custodian if required;
- Undertakes any other related tasks as required by the Head of Field Office and HoM.

Qualifications and Experience:

- University degree Communications or Technical Specialization in Engineering, Communications or other relevant degree where the normal duration of university education in the country awarded is three (3) years or more;
- A minimum of 3 years of experience in management of complex information and communication technology infrastructure and systems including maintenance and operation;
- Knowledge and practical experience of design, implementation and operation of systems and applications for an Intranet;

- Experience of management and administration of servers, systems, applications and networks including electronic messaging systems and user management with standard directory tools;
- Ability to draft procedures for the use and management of computer systems and networks;
- Strong knowledge and practical experience of secured Internet connectivity with multiple Internet providers and technologies;
- International experience, particularly in crisis areas with multinational and international organizations will be an asset;
- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) would be an advantage;
- Excellent organizational, planning, and time-management skills;
- Ability to work in a demanding, deadline-driven environment.

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)				

Position Name: FO Medical Adviser/Physician	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff-Management Level (MSML)
Ref. no. AG 14	Location: Agadez	Availability: As soon as possible
Component/Department/Unit: Field Office	Security Clearance Level: EU Confidential or equivalent	Open to Invited Third States: Yes

Reporting Line:

The Medical Adviser/Physician reports to the Head of Field Office Agadez and keeps the Medical Adviser/Physician in Niamey informed about medical issues.

Main Tasks:

- Liaises and cooperates on medical issues with relevant actors between the Field Office and Mission HQ in Niamey;
- Provides medical advice and services in support of the Field Office as well as primary health care (medical and psychological) or any concerns to Field Office Mission members including referral management for care/treatment;
- Plans, analyses, designs and maintains a program to implement all aspects of the medical needs of the Field Office;
- Provides, asked and unasked, the necessary medical inputs for all Field Office Mission members especially with regards to operational planning, decision making processes and resulting orders and documents;
- Provides medical guidance and counselling to all Field Office Mission members;
- Coordinates the plans and policies on all medical issues and health matters related to the provision of medical support to the Field Office;
- Liaises with international civilian and non-governmental humanitarian and support agencies in the areas of operation when required;
- Provides primary health care to the Field Office Mission members;
- Coordinates and monitors all elements of the medical evacuation chain in case of disease or injury of a Field Office Mission member in close cooperation with all involved health care providers and the Mission's insurance company;
- Organises the use of available MEDEVAC capabilities (air and/or ground) inside or outside the area of operation;
- Monitors 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;
- Gathers all information related to medical support for the Field Office Mission members, including social security and health and repatriation insurance, practical and administrative aspects;
- Implements all aspects of medical needs of the Field Office after formal approval by the Head of Field Office;
- Establishes professional contacts with EU personnel from all levels throughout the areas of operation;
- Assesses 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;
- Establishes and regularly update a medical emergency plan in coordination with all relevant elements of Field Office, international, civilian and military organisations in the areas of operation;

- Ensures that the contents of all Mission First Aid and Trauma kits are sufficient;
- Is responsible for managing medical cabinet, including personnel and budget of the Field Office;
- Undertakes any other related tasks as required by the Head of Field Office and HoM.

Qualifications and Experience:

- University degree in Medicine from a recognised Medical School and, after having obtained the relevant degree at least 3 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)				