

# EUROPEAN EXTERNAL ACTION SERVICE



## Annex 1

<b>European Union Capacity Building Mission in the Horn of Africa (EUCAP NESTOR) 1-2015 Call for Contributions</b>				
<b>Organisation:</b>	<b>EUCAP NESTOR</b>			
<b>Job Location:</b>	<b>As indicated below</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (15)</u></b>			
	SOM-003	Personal Assistant to the HoM and DHoM*	Mogadishu	ASAP
	SOM-004	Legal Adviser to HoM/Human Rights and Gender Adviser	Mogadishu	ASAP
	SOM-017	Planning Officer	Mogadishu	ASAP
	SOM-055	Maritime Adviser	Hargeisa	17/01/2016
	SOM-066	Analyst MAC	Mogadishu	ASAP
	SOM-085	Senior Maritime Adviser	Mogadishu	ASAP
	SOM-086	Maritime Adviser	Mogadishu	ASAP
	SOM-087	Senior Police Adviser	Mogadishu	ASAP
	SOM-088	Police Adviser	Mogadishu	ASAP
	SOM-089	Legal Adviser	Mogadishu	ASAP
	SOM-096	Legal Adviser	Hargeisa	01/01/2016
	SOM-103	Senior Police Adviser/Head of Field Office Puntland*	Garowe	ASAP
	SOM-104	Legal Adviser	Garowe	ASAP
	SOM-108	Maritime Adviser	Garowe	ASAP
	BRS-122	Brussels Support Element (BSE) - Operations and Reporting Officer	Brussels	ASAP
	<b><u>Seconded/Contracted (15)</u></b>			
	SOM-005	Financial Verification Officer	Mogadishu	ASAP
	SOM-012	Internal Auditor	Mogadishu	ASAP
SOM-031	Senior Mission Security Officer	Mogadishu	ASAP	
SOM-035	Head of Mission Support Department	Mogadishu	ASAP	
SOM-036	Chief of Finance	Mogadishu	ASAP	
SOM-037	Finance Officer	Mogadishu	ASAP	
SOM-041	Procurement Officer	Mogadishu	ASAP	
SOM-044	Human Resources Officer	Mogadishu	ASAP	

	SOM-048	Medical Adviser	Mogadishu	ASAP
	SOM-049	Chief General Support Services	Mogadishu	19/12/2015
	SOM-053	CIS Officer - Administrator	Mogadishu	01/01/2016
	SOM-056	Paramedic	Garowe	ASAP
	SOM-076	Paramedic	Hargeisa	ASAP
	SOM-092	Mission Security Analyst Officer	Mogadishu	ASAP
	SOM-105	Mission Security Officer	Garowe	ASAP
<b>Deadline for Applications:</b>	Friday 9 October 2015 at 17:00 (Brussels time)			
<b>E-mail Address to send the Job Application Form to:</b>	<b>cpcc.eucaphoa@eeas.europa.eu</b>			
<b>Information:</b>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Mr Tapio Rasanen</b>  <b>cpcc.eucaphoa@eeas.europa.eu</b>  <b>+32 (0)2 584 26 43</b></p>			

\* Pending approval from Seconding Member State

**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 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 NESTOR, according to the requirements and profiles described below:

## **A. Essential Requirements**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **B. Recommended Requirements**

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

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

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course and/or Hostile Environment Awareness Training (HEAT) 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.

**Required Personnel Security Clearance (PSC)** – 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 immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

**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.

## **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 shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made.

If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the 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 deployed to Mogadishu, Somaliland or Puntland will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

**F. Job Descriptions**

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

## SECONDED POSITIONS

<b>Position Name:</b> Personal Assistant to the HoM and DHoM*	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-003	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	
<b>Component/Department/Unit:</b> Head & Deputy Head of Mission/ Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### Reporting Line

The Personal Assistant to the Head of Mission and Deputy Head of Mission reports to the Head of Mission (HoM) and Deputy Head of Mission (DHoM)/Chief of Staff (CoS) and has the following duties and responsibilities:

### I - Main Tasks and Responsibilities

- Arranges appointments and maintains HoM's and DHoM's/CoS calendar;
- Acts as visitors' officer - receives high-ranking visitors, organises programmes and agendas of visits to the Mission;
- Places and screens telephone calls and answers queries with discretion;
- Arranges various high-level meetings with senior officials from presidential administration, relevant ministries, leaders of political parties, representatives of the media, civil society and resident diplomatic community;
- Organizes in-country and regional travels (transport, accommodation, programmes, etc) for the HoM and DHoM/CoS;
- Drafts and distributes invitations for briefings and meetings;
- Takes minutes at meetings and conferences, as well as prepares draft reports, documents, speaking points, etc. for the HoM and the DHoM/CoS;
- Accompanies the HoM and DHoM/CoS on trips to the regions when required;
- Keeps records of all in and out correspondence;
- Drafts correspondence and ensure follow up;
- Keeps lists of names, addresses and phone number of the HoM's and DHoM/CoS interlocutors;
- Participates as required in duty trips in the area of operations of the Mission, including to high risk areas;
- Performs other tasks as required.

### II - Eligibility Criteria

#### Essential

- University degree in political or international affairs, administration, economics, social sciences or equivalent studies;
- At least of 3 years of working experience in relevant fields of work.

### III - Required Competencies

- Experience in international organisations and an understanding of the regional context;
- Excellent drafting, time and resource management, interpersonal and good computing skills;
- Ability to work independently and harmoniously with colleagues and as part of a team;
- Works methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time with limited supervision;

- Tact, discretion, self-confidence and diplomacy;
- Ability and willingness to work long irregular hours;
- Ability to perform under pressure;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions.

<b>Position Name:</b> Legal Adviser to HoM/Human Rights and Gender Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-004	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	
<b>Component/Department/Unit:</b> Head & Deputy Head of Mission/ Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Legal Advisor to HoM/Human Rights and Gender Adviser reports to the Head of Mission or such person as he or she delegates and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Advises on legal matters pertaining to the Mission, on the Mission's mandate, legal matters related to the administration of the Mission (including legal status, Mission mandate, Mission administration and support, contractual, personnel, procurement and other matters) technical arrangements and bi-lateral agreements;
- Coordinates and liaise with other components of the Mission on issues where legal expertise is required; provides expertise and advice to the Head of the Mission Support on administrative legal issues, including contracts, employment law and technical arrangements;
- Ensures his/her involvement in all relevant legal aspects of the Mission, including but not limited to contracts relating to any legal, human rights, gender, financial and procurement aspects, contracts of employment, and other personnel management related or administrative legal issues;
- Drafts legal guidelines for the Mission in accordance with Mission instructions;
- Act in relation to disciplinary matters;
- Drafts assessments and recommendations for the Mission and/or duly authorized delegates in relation to internal disciplinary and administrative proceedings;
- Advises on Mission compliance with international and European human rights and equal opportunities/non-discrimination law and best practice including on gender issues;
- Liaises, as appropriate, with other international and local stakeholders in relevant areas;
- Contributes to induction and other training with regard to general legal, human rights and gender issues related to the Mission, its legal framework and its mandate;
- Undertakes any other tasks required by the Head of Mission or such person as he or she delegates;
- Participates as required in duty trips in the area of operations of the Mission, including to high risk areas.

### **II - Eligibility Criteria**

#### **Essential**

- 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 four (4) years or more and, after having obtained the university degree;
- At least 5 years of demonstrated relevant professional experience.

### **III - Required Competencies**

- Demonstrated legal knowledge and experience in relation to legal issues relevant to the administration of the Mission (including but not limited to employment law including gender issues, contract law, procurement, immigration) and the Mission's mandate and status;
- Ability to advise, where necessary, on relevant Somali, Kenyan or international law;



- Team player but able to work alone, ability to work with a range of people from diverse cultural and professional backgrounds;
- Communication skills and ability to advise senior decision makers;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Knowledge and experience of human rights law and law and best practices (including their implementation in practice);
- Highly resilient under physical and mental pressure and stress-resistant;
- Knowledge of EU Civilian Crisis Management;
- International experience from international organisations, law enforcement or intelligence, particularly in crisis areas;
- Good working knowledge of the political, cultural and security situation of the Mission or other areas within the same geopolitical region.

<b>Position Name:</b> Planning Officer	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-017	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	
<b>Component/Department/Unit:</b> Planning and Evaluation Department (PED)	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Planning Officer reports to the Head of Planning and Evaluation and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Coordinates the production and on-going update and revision of the Missions 12 month Implementation Plan (MIP). Elements of the MIP are derived from country and sector assessments;
- Ensures that all MIP activities are consistently planned, supported and executed according to HOPS's directions;
- Receives intelligence reports from available INTEL sources relating to the theatre of operations, assess the operational implications and adjust existing planning accordingly or conduct new planning;
- Prepares draft reports on Mission implementation progress in close co-operation with the Reporting Office;
- Drafts relevant SOPs;
- Contributes to the external/internal reporting;
- Collects and updates lessons learned and best practices;
- Carries out any other task as deemed necessary;
- Participates as required in duty trips in the area of operations of the Mission, including to high risk areas.

### **II - Eligibility Criteria**

#### **Essential**

- University degree relevant to the post;
- At least 6 years of experience in planning of Missions or operations.

### **III - Required Competencies**

- Excellent organisational and co-ordinating skills, and to ability to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolve;
- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communications skills;
- Good understanding of the European Institutions and the EU Crises Management;
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organisations, ideally in an operational management capacity;
- Excellent level of written and spoken English.

### **IV - Desirable Competencies**

- Previous military training and experience;
- Knowledge of the region's history, culture and politics;
- International experience, particularly in crisis or post-conflict areas with multinational and/or international organisations, ideally in an operational management capacity.

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> 17/01/2016
<b>Ref. Number:</b> SOM-055	<b>Location:</b> Hargeisa	
<b>Component/Department/Unit:</b> Field Office Somaliland	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Maritime Adviser reports to the Senior Maritime Adviser/Head of Field Office Somaliland and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the Senior Maritime Adviser;
- Mentors and advises at the operational level the Somaliland Ministry of Defence, Ministry of Transport, Ministry of Internal Security and other Ministries with maritime responsibilities;
- Develops policy on maritime security;
- Advises on operational policy within the context of the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms including relevant Somali New Deal Compact structures;
- Mentors, advises and supports Somali counterparts in the implementation of strategic and operational policy;
- Cooperates closely with international stakeholder in the country, according to the Mission mandate;
- Provides analysis and recommendations on the development of maritime security capacities;
- Promotes effective cooperation between the Somali maritime bodies;
- Works in conjunction with EUCAP Nestor police and legal advisers units;
- Works closely with the other EU Instruments and under the political guidance of the EU Delegation;
- Assesses the functioning, organisation, management capacity skills and needs of the Somali maritime law enforcement/security and defence agencies; identifies and advises upon improvements;
- Assesses training programmes and training facilities of Somaliland maritime law enforcement agencies; identifies gaps and proposes means to fill these gaps;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree or other academic degree relevant and related to the post;
- At least 6 years of relevant professional experience as Navy/Coast Guard Officer or in maritime policy development or a closely related field.

### **III - Required Competencies**

- Strong communication skills;
- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Strong team player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

<b>Position Name:</b> Analyst – MAC	<b>Employment Regime:</b> Seconded	<b>Availability :</b> ASAP
<b>Ref. Number:</b> SOM-066	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Mogadishu when conditions allow)	
<b>Component/Department/Unit</b> Head & Deputy Head of Mission/ Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Analyst - MAC reports to the Deputy Head of Mission/Chief of Staff and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Is responsible for the Mission Analytical Capability (MAC) in accordance with Council doc. 15417/1/09 of 6 November 2009;
- Identifies and prioritizes the Analysis Requirements for the Mission's operational environment;
- Develops collection plans with identified (Critical) Information Requirements, collates data (quantitative and qualitative), and analyses multiple source information;
- Uses different analytical methods to reach maximum situational awareness of the external environment in which the Mission operates;
- Identifies opportunities/threats and generates recommendations vis-à-vis the implementation of the Mission's mandate;
- Conducts scenario analysis in order to identify possible adjustments to the Mission Implementation Plan that may be required in light of analysis-generated likely scenarios;
- Disseminates and presents MAC products to target audiences internally and/or externally;
- Engages with the Mission's operational advisers to support their activities;
- Ensures security of all MAC related information and contributes actively towards the Mission's overall information security standards;
- Contributes to the development of an Information and Knowledge Management System for structuring data, information, and information flows in a regional Mission context;
- Coordinates and shares information and knowledge with other EU (EU delegation, EU Special Representative and other Mission/Operations in the region such as EUNAVFOR Atalanta and EUTM Somalia) and non-EU actors in the field;
- Coordinates and collaborates with other information-heavy functions in the Mission, e.g. Security, Political Advisers, Reporting, Planning, Press and Registry (particularly contributing towards Security Department's threat assessments and risk analysis);
- Fulfils any other tasks delegated to the Analyst by the HoM.

### **II - Eligibility Criteria**

#### **Essential**

- University degree in political science, international relations or other relevant and related studies to the position;
- At least three years of professional experience in international relations, diplomacy, law enforcement, quantitative and qualitative social or political analysis or other analytical work.

### **III - Required Competencies**

- Excellent and proven analytical capability and knowledge of information collection and analytical methods;
- Excellent skills in report compilation, drafting and editing;
- Excellent skills in visualizing complex data and communication skills to present analytical products to various audiences with different expectations, experiences and backgrounds;
- Excellent interpersonal skills and ability to work in a dynamic team as well as on own initiative in a methodical manner;
- Ability to work under pressure in a hostile environment;
- Excellent level of written and spoken English.

### **IV - Desirable Competencies**

- International experience from international organisations, law enforcement or intelligence, particularly in crisis areas;
- Knowledge of Somalia and/or work experience in the Horn of Africa;

<b>Position Name:</b> Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-085	<b>Location:</b> Mogadishu	
<b>Component/Department/Unit:</b> MHQ/Field Office Mogadishu	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Senior Maritime Adviser reports to the Head of Operations and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Mentors and advises at the strategic level the FGS Ministry of Defence, Ministry of Transport, Ministry of Internal Security and other Ministries with maritime responsibilities;
- Develops strategic policy on Maritime Security in line with the Somali Maritime Resources and Security Strategy (SMRSS);
- Advises on strategic policy within the context of the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms, including relevant Somali New Deal Compact structures;
- Mentors and advises and supports Somali counterparts in the implementation of strategic policy;
- Cooperates closely with international stakeholder in the country, according to the Mission mandate; Provide analysis and recommendations on developing maritime security capacities;
- Provides strategic guidance to EUCAP Nestor maritime advisers and, as requested, senior Mission management;
- Upon request of the Head of Operations, conducts frequent reviews and assessments of impact of the overall training and expertise provided to the maritime function in Somalia;
- Promotes effective cooperation between Somali maritime bodies;
- Works in conjunction with EUCAP Nestor police and legal advisers units;
- Works closely with the other EU Instruments and under the political guidance of the EU Delegation;
- Assesses the functioning, organisation management capacity skills and needs of the Somali maritime law enforcement/security and defence agencies; identifies and advises upon improvements;
- Cooperates closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree or other academic degree relevant and related to the post;
- At least 15 years of relevant professional experience as Navy/Coast Guard Officer or maritime law enforcement officer or in maritime policy development or a closely related field;
- At least 10 years management experience, including at the strategic level.

### **III - Required Competencies**

- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communication and leadership skills;
- Excellent organisational and coordinating skills;
- Ability to work proactively and to report efficiently both orally and in writing, while taking into account possible new guidance as situations evolves;

- Ability to work without secretarial support;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing states;
- Organisational, planning and project development skills.



<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-086	<b>Location:</b> Mogadishu	
<b>Component/Department/Unit:</b> MHQ/Field Office Mogadishu	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Maritime Adviser reports to the Head of Operations and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the Senior Maritime Adviser;
- Mentors and advises at the operational level the FGS Ministry of Defence, Ministry of Transport, Ministry of Internal Security and other Ministries with maritime responsibilities;
- Develops policy on Maritime Security in line with the Somali Maritime Resources and Security Strategy (SMRSS);
- Advises on operational policy within the context of the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms including relevant Somali New Deal Compact structures;
- Mentors and advises and supports Somali counterparts in the implementation of strategic and operational policy;
- Cooperates closely with international stakeholder in the country, according to the Mission mandate;
- Provide analysis and recommendations on the development of maritime security capacities;
- Promotes effective cooperation between the Somali maritime bodies;
- Works in conjunction with EUCAP Nestor police and legal advisers units;
- Works closely with the other EU Instruments and under the political guidance of the EU Delegation;
- Assesses the functioning, organisation, management capacity skills and needs of the Somali maritime law enforcement/security and defence agencies;
- Identifies and advises upon improvements;
- Assesses training programmes and training facilities of Somali maritime law enforcement agencies; identifies gaps and proposes means to fill these gaps;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree or other academic degree relevant and related to the post;
- At least 6 years of relevant professional experience as a Navy/Coast Guard Officer or maritime law enforcement officer or in maritime policy development or a closely related field.

### **III - Required Competencies**

- Strong communication skills;
- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Strong team player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

<b>Position Name:</b> Senior Police Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-087	<b>Location:</b> Mogadishu	
<b>Component/Department/Unit:</b> MHQ/Field Office Mogadishu	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Senior Police Adviser reports to the Head of Operations and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Provides strategic guidance and advice to the Ministry of Interior and to the Somali Police Force (SPF) on internal security policy to fight major organized crime, transnational crime and terrorism with particular emphasis on the maritime area;
- Provides strategic guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact;
- Promotes effective cooperation between the Somali Police bodies;
- Works in cooperation with other Mission advisers and provides Policing advice to senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- Works closely with the other EU Instruments and under the political guidance of the EU Delegation;
- Assesses the functioning, organisation, management capacity skills and needs of the Somali law enforcement/security agencies and advises on improvements;
- Cooperates closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia;
- Upon request of the Head of Operations, conducts frequent reviews and assessments of impact of the overall training and expertise provided to the policing function in Somalia;
- Liaises with Interpol and Europol;
- Establishes efficient working relationships at the strategic level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP and UNODC;
- Works closely with the EU Delegation and the EU Special Representative for Somalia;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree or other equivalent academic training relevant to the post;
- Senior Police Officer with 15 years of experience, including at the strategic level;
- At least 10 years of management experience.

### **III - Required Competencies**

- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communication and leadership skills;
- Excellent organisational and coordinating skills;
- Ability to mentor and motivate staff, to review and edit the work of others;
- Knowledge in security policy, law enforcement strategies, police service organisation and administration;
- Ability to work without secretarial support;

- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing states;
- Organisational, planning and project development skills;
- Experience of working on maritime crimes.

<b>Position Name:</b> Police Adviser	<b>Employment Regime:</b> Seconded	<b>Availability :</b> ASAP
<b>Ref. Number:</b> SOM-088	<b>Location:</b> Mogadishu	
<b>Component/Department/Unit:</b> MHQ/Field Office Mogadishu	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Police Adviser reports to the Head of Operations and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the Senior Police Adviser;
- Provides operational guidance and advice to the Somali Police Force (SPF) on internal security policy to fight major organized crime, transnational crime and terrorism with particular emphasis on the maritime area;
- Provides operational guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact;
- Promotes effective cooperation between the Somali Police bodies;
- Advises the Somali Police Forces on the development of the capacity of the Forensics sector linked to criminal investigations and in support of prosecution;
- Contributes to the elaboration of Standard Operational Procedures, in particular in relation to Forensics and CID;
- Works in cooperation with other Mission advisers and provides Policing advice to senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- Works closely with the other EU Instruments and under the political guidance of the EU Delegation;
- Assesses the functioning, organisation, management capacity skills and needs of the Somali law enforcement/security agencies and advises on improvements;
- Cooperates closely with EUNAVFOR and EUTM in developing synergies to improve security management in Somalia;
- Liaises with Interpol and Europol;
- Contributes to police training courses as required;
- Establishes efficient working relationships at operational level with all the key stakeholders involved in the Somali policing capacity development, including the UNSOM, UNDP and UNODC;
- Works closely with the EU Delegation and the EU Special Representative for Somalia;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree or other equivalent academic training relevant to the post;
- Police Officer with at least 6 years of experience;
- Previous experience at operational level during at least 4 years.

### **III - Required Competencies**

- Strong communication skills;
- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;

- Strong team player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Knowledge in security policy, law enforcement strategies, police service organisation and administration;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills;
- Experience of working on maritime crimes.

<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-089	<b>Location:</b> Mogadishu	
<b>Component/Department/Unit:</b> MHQ/Field Office Mogadishu	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Legal Adviser reports to the Head of Operations and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the Senior Legal Adviser;
- Assesses the Somali criminal justice system, including the roles, responsibilities and performance of the different actors involved in it, and, as necessary, gives expert recommendations;
- Analyses, assesses and advises on legislative frameworks governing the criminal justice system in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities focusing, in particular, on matters relevant to the Somali Maritime Resource & Security Strategy and the New Deal Compact;
- In partnership with the judiciary, prosecution authorities, and international partners develops and implements a mentoring project for Somaliland judges and prosecutors and law drafting professionals, focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices;
- Assesses and supports the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and relevant legal professionals;
- Advises on/provides sustainable legal training for law enforcement, judicial and other authorities;
- Builds strong working relationships with justice system actors in Somalia/Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bi-lateral activities);
- Provides advice within the context of the Somali Maritime Resource and Security Strategy and the New Deal Compact;
- Conducts legal research as necessary;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree in law;
- At least 6 years of relevant professional experience, with substantial practical experience as a legal professional including in legal reform, legislative matters or practising at a criminal court (as a judge, prosecutor, defence lawyer) or similar.

### **III - Required Competencies**

- Strong understanding of the criminal justice process and function of the different actors;
- Practical experience and understanding of legal reform process including the development of legal policy and legislation;
- Strong communication skills including capacity to effectively mentor legal professionals;
- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;

- Strong team player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Ability to work without secretarial support;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Mentoring or legal training experience;
- Knowledge of constitutional law, human rights law or maritime law;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.



<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> 01/01/2016
<b>Ref. Number:</b> SOM-096	<b>Location:</b> Hargeisa	
<b>Component/Department/Unit:</b> Field Office Somaliland	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Legal Adviser reports to the Head of Field Office Somaliland and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the Senior Legal Adviser;
- Assesses the Somali and Somaliland criminal justice system, including the roles, responsibilities and performance of the different actors involved in it, and, as necessary, gives expert recommendations;
- Analyses, assesses and advises on legislative frameworks governing the criminal justice system in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities focusing, in particular, on matters relevant to the Somali Maritime Resource & Security Strategy and the New Deal Compact;
- In partnership with the judiciary, prosecution authorities, and international partners develops and implements a mentoring project for Somaliland judges and prosecutors and law drafting professionals, focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices;
- Assesses and supports the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and relevant legal professionals;
- Advises on/provides sustainable legal training for law enforcement, judicial and other authorities;
- Builds strong working relationships with justice system actors in Somalia/Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bi-lateral activities);
- Provides advice within the context of the Somali Maritime Resource and Security Strategy and the New Deal Compact;
- Conducts legal research as necessary;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree in law;
- At least 6 years of relevant professional experience, with substantial practical experience as a legal professional including in legal reform, legislative matters or practising at a criminal court (as a judge, prosecutor, defence lawyer) or similar.

### **III - Required Competencies**

- Strong understanding of the criminal justice process and function of the different actors;
- Practical experience and understanding of legal reform process including the development of legal policy and legislation;
- Strong communication skills including capacity to effectively mentor legal professionals;

- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Strong team player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Ability to work without secretarial support;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Mentoring or legal training experience;
- Knowledge of constitutional law, human rights law or maritime law;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

<b>Position Name:</b> Senior Police Adviser/ Head of Field Office Puntland*	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-103	<b>Location:</b> Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	
<b>Component/Department/Unit:</b> Field Office Puntland	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Senior Police Adviser/Head of Field Office Puntland reports to the Head of Operations and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Provides strategic guidance and advice to the Puntland Ministry of Interior and the Police Force on internal security policy to fight major organized crime, transnational crime and terrorism with particular emphasis on the maritime area;
- Provides strategic guidance and advice to develop law enforcement capacities in line with the Somali Maritime Resources and Security Strategy (SMRSS) and the New Deal Compact;
- Promotes effective cooperation between Somali/Puntland Police bodies;
- Works in cooperation with other Mission advisers and provides Policing advice to senior Mission management and, as required, to other EU bodies, in particular in relation to maritime issues;
- Works closely with the other EU Instruments and under the political guidance of the EU Delegation;
- Assesses the functioning, organisation, management capacity skills and needs of the Puntland law enforcement/security agencies and advises on improvements;
- Cooperates closely with EUNAVFOR and EUTM in developing synergies to improve security management in Puntland;
- Liaises with Interpol and Europol;
- Establishes efficient working relationships at the strategic level with all the key stakeholders involved in the Somali policing capacity development, including UNSOM, UNDP and UNODC;
- Works closely with the EU Delegation and the EU Special Representative for Somalia;
- Serves as line manager for all Mission members deployed in Puntland, issues guidance and exerts oversight;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree or other equivalent academic training relevant to the post;
- Senior Police Officer with 15 years of experience, including at the strategic level;
- At least 10 years of management experience.

### **III - Required Competencies**

- Ability to establish priorities, to plan and to exercise control over the conduct of activities;
- Excellent interpersonal communication and leadership skills;
- Excellent organisational and coordinating skills;
- Ability to mentor and motivate staff, to review and edit the work of others;

- Knowledge in security policy, law enforcement strategies, police service organisation and administration;
- Ability to work without secretarial support;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing states;
- Organisational, planning and project development skills;
- Experience of working on maritime crimes.

<b>Position Name:</b> Legal Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-104	<b>Location:</b> Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	
<b>Component/Department/Unit:</b> Field Office Puntland	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Legal Adviser reports to the Head of Field Office Puntland and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the Senior Legal Adviser;
- Assesses the Somali and Puntland criminal justice system, including the roles, responsibilities and performance of the different actors involved in it, and, as necessary, gives expert recommendations;
- Analyses, assesses and advises on legislative frameworks governing the criminal justice system in relation to crimes at sea, maritime security and laws regulating maritime affairs/governance, including in respect of legal policy, legislative drafting needs, legislative and legal policy capacity building and legislative priorities focusing, in particular, on matters relevant to the Somali Maritime Resource & Security Strategy and the New Deal Compact;
- In partnership with the judiciary, prosecution authorities and international partners develops and implements a mentoring project for Puntland judges and prosecutors and law drafting professionals, focused on crimes at sea, to improve skills and entrench relevant training received into their everyday working practices;
- Assesses and supports the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and relevant legal professionals;
- Advises on/provides sustainable legal training for law enforcement, judicial and other authorities;
- Builds strong working relationships with justice system actors in Somalia/Puntland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bi-lateral activities);
- Provides advice within the context of the Somali Maritime Resource and Security Strategy and the New Deal Compact;
- Conducts legal research as necessary;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all the regions of Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree in law;
- At least 6 years of relevant professional experience, with substantial practical experience as a legal professional including in legal reform, legislative matters or practising at a criminal court (as a judge, prosecutor, defence lawyer) or similar.

### **III - Required Competencies**

- Strong understanding of the criminal justice process and function of the different actors;
- Practical experience and understanding of legal reform process including the development of legal policy and legislation;

- Strong communication skills including capacity to effectively mentor legal professionals;
- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Strong team player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Ability to work without secretarial support;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Mentoring or legal training experience;
- Knowledge of constitutional law, human rights law or maritime law;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> SOM-108	<b>Location:</b> Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	
<b>Component/Department/Unit:</b> Field Office Puntland	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Maritime Adviser reports to the Head of Field Office Puntland and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the Senior Maritime Adviser;
- Mentors and advises at the operational level the Puntland Ministry of Defence, Ministry of Transport, Ministry of Internal Security and other Ministries with maritime responsibilities;
- Develops strategic policy on maritime security in line Somali Maritime Resources and Security Strategy (SMRSS);
- Advises on operational policy within the context of the Maritime Security Coordination Committee (MSCC) and other maritime coordination mechanisms including relevant Somali New Deal Compact structures;
- Mentors, and advises and supports Puntland counterparts in the implementation of strategic and operational policy;
- Cooperates closely with international stakeholder in the country, according to the Mission mandate;
- Provides analysis and recommendations on the development of maritime security capacities;
- Promotes effective cooperation between Somali maritime bodies;
- Works in conjunction with EUCAP Nestor police and legal advisers units;
- Works closely with the other EU Instruments and under the political guidance of the EU Delegation;
- Assesses the functioning, organisation, management capacity skills and needs of the Somali maritime law enforcement/security and defence agencies; identifies and advises upon improvements;
- Assesses training programmes and training facilities of Puntland maritime law enforcement agencies; identifies gaps and proposes means to fill these gaps;
- Carries out any other task in the domain of his/her competence as deemed necessary;
- Participates as required in duty trips to high risk areas, including all regions in Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree or other academic degree relevant and related to the post;
- At least 6 years of relevant professional experience as Navy/Coast Guard officer or in maritime policy development or a closely related field.

### **III - Required Competencies**

- Strong communication skills;
- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Strong team player but able to work alone and ability to work with a range of people from diverse cultural and professional backgrounds;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills.



<b>Position Name:</b> Brussels Support Element (BSE)- Operations and Reporting Officer	<b>Employment Regime:</b> Seconded	<b>Availability:</b> ASAP
<b>Ref. Number:</b> BRS-122	<b>Location:</b> Brussels	
<b>Component/Department/Unit:</b> Head of Operations	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Brussels Support Element (BSE) - Operations and Reporting Officer reports to the Head of Operations but is embedded in the Civilian Planning and Conduct Capability (CPCC) in Brussels and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Closely follows developments in area of operations, in particular those related to the Mission's mandate;
- Acts as liaison between the Mission and CPCC on operational and mandate implementation aspects;
- Reports regularly to the Mission, keeping the Mission abreast of developments in Brussels in close cooperation with the relevant CPCC Desk;
- Informs and advises CPCC in Brussels on relevant aspects of Mission's operations;
- Contributes to regular and special reporting from the Mission;
- As appropriate contributes to CPCC's presentations to Brussels-based working groups and other actors;
- Performs tasks related to press and public information in coordination with the Mission's Press and Public Information Officer and the HR/VP press office;
- Undertakes any other job-related tasks as required.

### **II - Eligibility Criteria**

#### **Essential**

- University degree in Political Sciences, International Relations, Diplomacy, Social Sciences or academic training relevant to the specific post;
- At least 5 years of relevant and proven full-time professional experience in a field relevant to the post.

### **III - Required Competencies**

- Sound understanding of the aims, purposes and functioning of EU CFSP and CSDP Missions;
- Excellent level of written and spoken English;
- Excellent interpersonal and communications skills and teamwork capabilities.

### **IV - Desirable Competencies**

- Field experience with an international organisation, ideally with a CSDP Mission.
- Knowledge of the region's history, culture and politics;
- Previous work experience in the Horn of Africa, post-conflict or developing States.

## SECONDED/CONTRACTED POSITIONS

<b>Position Name:</b> Financial Verification Officer	<b>Employment Regime:</b> Seconded /Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> SOM-005	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Head & Deputy Head of Mission/Chief of Staff Office	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Financial Verification Officer reports to the Head of Mission under the functional supervision of the Deputy Head of Mission/Chief of Staff and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

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

### **II - Eligibility Criteria**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is 3 years or more and, after having obtained the university degree at least 5 years of relevant and proven full-time professional experience with at least 3 years in the area of financial management, auditor accountancy or similar.

### **III - Required Competencies**

- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate MS software and computerized European accounting systems;

- Excellent analytical, research and problem-solving skills;
- Excellent level of written and spoken English;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Proved knowledge of EU budget procedure and financial management rules;
- Knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position Name:</b> Internal Auditor	<b>Employment Regime:</b> Seconded /Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> SOM-012	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission & Deputy Head of Mission/Chief of Staff Office	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Internal Auditor reports to the Head of Mission under the functional supervision of the Deputy Head of Mission/Chief of Staff and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Develops a risk-based audit programme for validation by the Mission's management;
- Assures effective management of the audit activities;
- Plans appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- Operates in accordance with relevant provisions, in particular with internationally established professional internal auditing standards and best practices;
- Prepares high quality audit reports presenting the findings and recommendations;
- Obtains feedback from auditors on the conduct of the audit;
- Recommends corrective actions to the Mission's management and to follow up and review corrective actions taken by management;
- Provides advice and guidance to the Head of Mission and the Head of Mission Support in order to improve compliance with internal control standards;
- Establishes a risk-based ex post financial control function to be performed in compliance with the relevant international standards, the regulations and legal rules applicable to this field in the context of the EU and EC guidelines;
- Assesses whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- Ascertains the nature of a process, identify key control points and evaluate their efficiency and effectiveness;
- Identifies and map risks; to design and establish risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- Evaluates adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- Examines whether resources are used efficiently and economically and achieving effective results;
- Examines the reliability and integrity of information systems;
- Liaises with the European Commission as appropriate;
- Undertakes any other related tasks as required by the Head of Mission.

## **II - Eligibility Criteria**

### **Essential**

- Successful completion of a full course of university studies attested by a degree in Audit, Economics, Finance or Accounting, where the duration of university education in the country awarded is 3 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience in the fields of Audit, Finance or Accounting is required.

### **III - Required Competencies**

- At least 10 years' experience as Auditor in a public administration or in an internationally recognised audit firm;
- Proven Audit management experience, in particular to develop and implement a risk-based audit programme;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Capacity to lead a small team;
- Excellent analytical, research and problem-solving skills;
- Highly motivated, discreet and dynamic candidate;
- Capacity to produce audit reports with a real added value, notably in the quality of the recommendations;
- Good knowledge of EC Financial Regulation and audit practices;
- Knowledge and experience working with computerised financial systems in the area of accounting or financial management and with Audit management software;
- Excellent level of written and spoken English.

### **IV - Desirable Competencies**

- Member of a corps or body within European Union member states public institutions having attributed functions of this nature and/or certification as a Certified Public Accountant (CPA), Chartered Accountant (CA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or equivalent;
- Previous experience in EU Institutions;
- Experience in setting up an internal audit capability in a big and complex organisation;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Good knowledge and/or experience in strategic management and/or public administration;
- Ability to perform under stress and in difficult circumstances.

<b>Position Name:</b> Senior Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert level
<b>Ref. Number:</b> SOM-031	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> 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 Senior Mission Security Officer (SMSO) reports directly to the Head of Mission (HoM) and liaises closely with the CPCC Chief of Staff Office and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Advises the Head of Mission, Senior Mission Management and other parts of the Mission on all security related matters that affect the Mission, its assets, personnel and information;
- Manages and supervises the Mission's Security and Safety Office/Department, as per the relevant Annex of the OPLAN, and provides instructions and support;
- Assesses the security situation and provides advice, assistance, and implements measures in order to ensure the security and safety of Mission's members;
- Is responsible, in line with EU's Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
- Coordinates the drafting of security policies and procedures, related to security issues;
- Is responsible for the protection of EU classified information (EUCI) within the Mission and thereby ensures that information is handled in accordance with EU rules;
- Produces security inputs to daily SITREPs, WOS, monthly and six monthly reports and ensures real time reporting from potential trouble spots;
- Is responsible for the supervision of journey management planning and provides timely advice and guidance to Mission members as required;
- Provides comprehensive security induction training to new Mission members as required;
- Ensures that regular security drills, communication tests and evacuation exercises are conducted;
- Ensures that the private security provider complies with ToRs (Terms of Reference) and fulfils the contract requirements to the assigned performance standards;
- Supervises the recruitment of new staff to the Mission Security Department;
- Monitors and assesses the security situation and provides security analyses, recommendations and reports;
- Ensures that personal security advice is given to Mission members as required;
- Ensures an effective system of security reviews in relation to the Mission's property and buildings and recommends changes if necessary;
- Identifies staff training needs in security related areas;
- Develops professional contacts with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives in the field of security;
- Conducts and/or directs security reviews of Mission members' personal security requirements, as well as provides recommendations as necessary;
- Alternates with the Deputy Senior Mission Security Officer (DSMSO), and is available to deploy 24/7, to provide security direction, instigate follow up action and set priorities in order to manage effectively unforeseen/unexpected security events or incidents;
- Works in close cooperation with the Mission Support Department on matters related to budget and procurement of security related equipment, contracts and services and drafts related Terms of Reference;

- Ensures that all security and communication equipment is kept up-to-date and in a state of operational readiness;
- Ensures that the policy on security clearances for Mission staff is correctly applied;
- Travels to High Risk areas, if required, and conducts security duties;
- Collaborates and reports to CPCC COS Office on all security related matters and ensures the adequate implementation of the MSC's security recommendations;
- Contributes to the identification of lessons learnt;
- Undertakes any other tasks as required by the HoM in the domain of his/her competency as deemed necessary;
- Participates as required in duty trips to high risk areas.

## **II - Eligibility Criteria**

### **Essential**

- 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 management, where the normal duration of university education in the country awarded is 3 years or more;

### **Or**

- Equivalent Police and or Military education or graduate diploma from a civilian security organisation with special training in field operations, force protection;

### **And**

- After having fulfilled the above requirements, at least 8 years of relevant and proven professional experience, out of which a minimum of 3 years in management position, acquired in the civilian, military or police sectors and particularly in the protection of personnel, facilities and assets.

## **III - Required Competencies**

- Ability to work in a demanding and deadline-driven environment as well as 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;
- Resilience 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 spreadsheets (Excel);
- Civilian driving license class B and C mandatory.

## **IV - Desirable Competencies**

- Previous work experience in the region;
- Firearms trained;
- Previous international experience in CSDP Missions or other multi-national/international organisation;
- Successful completion of the Mission Security Officer Certification Course.

<b>Position Name:</b> Head of Mission Support Department	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert level
<b>Ref. Number:</b> SOM-035	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Head of Mission Support Department reports to the Head of Mission, under the functional supervision of the Deputy Head of Mission/Chief of Staff and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Leads the process to define and address the global administrative requirements of the mission including, finance and budgetary requirements, human resources, procurement and logistics;
- Provides leadership and guidance to the Chiefs of the different Mission Support functions;
- Coordinates on strategic and operative Mission support matters with internal, external and relevant EU functions;
- Commands and coordinates all Mission Support matters;
- Gives advice to Mission Senior Management, and develops coordination, sets goals and deadlines and defines procedures and responsibilities related to ensuring that the budget is managed in accordance with the Financial Regulation applicable to the General Budget of the European Union and its Rules of Application;
- Leads the staff responsible for the effective security and control of designated funds allocated to the Mission and all necessary internal and external administrative functions;
- Establishes sound financial management and effective internal control systems in compliance with the standards set by the European Commission;
- Monitors and directs day-to-day personnel, financial and administrative operations of the Mission, as well as leads the preparation of all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- Assists and advises, together with the appropriate professional staff, on all administrative, personnel, financial and logistical issues;
- Studies and proposes operational and management decisions that have the objective to increase the efficiency of the Mission service;
- Produces, coordinates and decides plans and reports related with the mission activities, namely related with the organisation and administrative services;
- Assumes the coordination of the administrative issues related to the Field Offices of the Mission;
- Carries out any other task in the domain of his/her competence as deemed necessary.

### **II - Eligibility Criteria**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Finance, Business Administration or equivalent where the normal duration of university education in the country awarded is three years or more;
- At least 5 years of relevant and proven professional experience in management position related to the post.



### **III - Required Competencies**

- Previous experience in EU CSDP Missions and previous experience in the same position;
- Experience in planning and implementing projects;
- Sound experience in leading administration, HR and financial management activities;
- Experience in EU financial management and EU procurement rules;
- Excellent analytical, research and problem-solving skills;
- Excellent level of written and spoken English.

### **IV - Desirable Competencies**

- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Organisational, planning and project development skills;
- Experience of operating in complex environments and high risk environments.

<b>Position Name:</b> Chief of Finance	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level
<b>Ref. Number:</b> SOM-036	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Chief of Finance reports to the Head of Mission Support Department and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

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

### **II - Eligibility Criteria**

#### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Audit, Economics, Finance, Accounting or Banking and Insurance, where the normal duration of university education in the country awarded is 3 years or more and, after having obtained the university degree at least 10 years of relevant and proven full-time professional experience;
- At least of 3 years of professional experience in managerial position.

### **III - Required Competencies**

- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate MS software and computerized European accounting systems;
- Excellent analytical, research and problem-solving skills;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics;
- Excellent level of written and spoken English.

### **IV - Desirable Competencies**

- Professional accounting/audit certification;
- Good understanding of the political, cultural and security situation of the region;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff - Management Level (MSML)
<b>Ref. Number:</b> SOM-037	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, with the intention to be redeployed to Somalia when condition allows)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level</b> EU Confidential	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Financial Officer reports to the Chief of Finance and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Ensures the sound and effective financial management of the CSDP Mission;
- Develops policies (prepares SOP) for accounting, in close cooperation with the Accounting Officer;
- Develops policies (prepares SOP) for the control of EUCAP Nestor finances, in close cooperation with the Finance Controller;
- Defines procedures for accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system and for international finance;
- Verifies the legality, the regularity of transactions prior to authorizing financial transactions (i.e. commitments and payments);
- Ensures the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- Implements audit recommendations and ensure the effectiveness of internal controls;
- Provides sound financial advice to the Head of Mission Support, assisting in the formulation of financial strategies for the CSDP Mission;
- Evaluates and takes measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- Liaises and cooperates on financial issues with Commission FPI3, CPCC/MSD, other EU institutions, Member States and with other relevant organisations;
- Undertakes any other related tasks as required by the Head of Mission Support.

### **II - Eligibility Criteria**

#### **Essential**

- Completion of a full course of university studies attested by a degree in Finance, Business Administration, Accountancy, Economics, where the duration of university education in the country awarded is 3 years or more;
- At least 3 years of relevant and proven professional experience. Such experience must be gained after having obtained the relevant degree.

### **III - Required Competencies**

- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate MS software and computerized European accounting systems;
- Excellent analytical, research and problem-solving skills;

- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Professional accounting/audit certification;
- Good understanding of the political, cultural and security situation of the region;
- International experience, particularly in crisis areas with multi-national and international organisations.

<b>Position Name:</b> Procurement Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> SOM-041	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Procurement Officer reports to the Chief of Procurement and has the following duties and responsibilities:

#### **I - Main Tasks and Responsibilities**

- Works in close cooperation with the requesting units on the procurement related aspects of the implementation of the Mission’s mandate and activities;
- Carries out procurement and contracting processes;
- Uses legally established professional and transparent procurement policies and procedures of EU legislation and regulations, as adopted to the CSDP Mission;
- Assists and advises the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- Provides assistance to the Mission departments related with all contracting and procurement matters;
- Assists in the development of internal Mission procurement procedures;
- Develops professional relationships and work partnership with EC Commission FPI.3 and CPCC/MSD in the field of procurement for the Mission;
- Undertakes any other related tasks as required by the Line Manager.

#### **II - Eligibility Criteria**

##### **Essential**

- Successful completion of a full course of university studies attested by a degree in Law, Economics, Public Administration, Business Administration, Political Sciences or in a related field, where the normal duration of university education in the country awarded is 3 years or more;
- After having fulfilled the above requirement, to have at least 2 years relevant work experience.

#### **III - Required Competencies**

- Previous relevant specialized training;
- A previous practical work experience in procurement;
- A previous experience in procuring supplies/services/works for (EU funded projects).
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous experience in the CSDP Missions or an international organisation;
- Previous experience in using legally established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations;
- Previous experience in financial management of tendering processes or audits, preferably including EU procedures;
- Knowledge of the EU financial rules.

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff-Management Level (MSML)
<b>Ref. Number:</b> SOM-044	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Restricted	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Human Resources Officer reports to the Chief of Human Resources and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Carries out assignments in management and co-ordination of all human resources related issues;
- Applies human resources policies and procedures;
- Advises in the preparation of job descriptions;
- Assists in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff;
- Coordinates extension request exercises for seconded eligible staff prior the launch of each regular Call for Contribution;
- Conducts reviews of job descriptions in direct consultation with line managers and other actors involved;
- Coordinates the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement;
- Communicates and coordinates with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- Conducts the grading of international contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- Coordinates the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- Advises and assists staff members concerning the human resources policies and procedures, strategies, policies and procedures;
- Implements the selection staff policies and processes job applications as per the CPCC rules;
- Maintains records related to the staff selection;
- Participates in selection panels as directed by the Chief of Human Resources;
- Advises in the development of Standard Operating Procedures;
- Advises in preparing and managing deployment of personnel, letters of appointment, contracts, reassignments, redeployments, termination of employment, attendance records, duty rosters, high risk cover, and all relevant finance related issues;
- Advises in the development of the training for personnel;
- Ensures appropriate administrative support for duty trips and travels;
- Participates as required in duty trips in the area of operations of the Mission, including to high risk areas;
- Undertakes any other job-related tasks as assigned by the Chief of Human Resources/Head of MSD.

## **II - Eligibility Criteria**

### **Essential**

- Completion of a full course of university studies attested by a degree in Human Resources, Social Sciences, Business Administration or related area, where the normal duration of university education in the country awarded is 3 years or more;
- At least 3 years of relevant and proven professional experience. Such experience must be gained after having obtained the relevant degree.

### **III - Required Competencies**

- Skilled to operate databases and Office Suite;
- Excellent administrative skills and attention to details;
- Experience in planning and implementing projects;
- Excellent level of written and spoken English.

### **IV - Desirable Competencies**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Good interpersonal and communication skills;
- Ability to perform under stress and in difficult circumstances;
- Ability to operate MS software and computerized European HR systems;
- Excellent analytical, research and problem-solving skills;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours.



<b>Position Name:</b> Medical Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff-Management Level (MSML)
<b>Ref. Number:</b> SOM-048	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Medical Adviser reports to the Head of Mission Support and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Provides medical advice and services in support of the Mission as well as primary health care to Mission members who are found to have medical issues or concerns and may require referral management for care/treatment;
- Assists and advises the HoM and Head of Mission Support on all medical/welfare matters;
- Plans, analyses, designs and maintains a programme 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 perform 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 implements 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.

## **II - Eligibility Criteria**

### **Essential**

- Completion of a full course of university studies attested by a degree in Medicine from a recognised Medical School having a license to practice medicine;
- At least 7 years of relevant professional experience and at least 2 years of experience in a managerial position. Such experience must be gained after having obtained the relevant degree;
- At least 3 years of experience in medical planning and administrative procedures, including experience in mass casualty situations planning.

### **III - Required Competencies**

- 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;
- Interpersonal skills, capabilities to work with people from various backgrounds;
- Excellent level of written and spoken English.

### **IV - Desirable Competencies**

- Flight Medical and/or MEDEVAC experience;
- Major incident medical management and support (MIMMS course);
- International experience preferable, particularly in crisis area with multi-national and international organisations;
- Previous work experience in the Horn of Africa, post-conflict or developing States.

<b>Position Name:</b> Chief General Support Services	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Expert Level
<b>Ref. Number:</b> SOM-049	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability:</b> 19/12/2015
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The Chief of General Support Services reports to the Head of Mission Support (HMS) and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Leads the Mission General Support Services (including 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 Mission;
- Plans, develops and implements strategies so as to meet expected organisational performance within approved budget and timeframe;
- Proposes operational decisions with the purpose of increasing the efficiency of the mission General Support Services;
- Monitors the establishment and maintenance of appropriate systems for measuring various aspects of the overall General Support Services;
- Manages and supervises the budget allocated to Support Services;
- Sets goals and priorities for each area of the GSS in consultation with the officers;
- Administers lease contracts of all rented premises, objects, etc (Headquarters and Field Offices) and to administer any other GSS related contracts;
- Participates as required in duty trips to high risk areas, including Somalia.

### **II - Eligibility Criteria**

#### **Essential**

- University degree in Logistics, ICT, Engineering;
- At least 7 years of progressive professional experience in a specific Support Services related field (i.e. Supplies, Transportation, Asset Management, CIS) combined with having served as a manager of a multi-disciplinary administrative unit for minimum 5 years.

### **III - Required Competencies**

- To possess a very good understanding of the relevant activities within the unit;
- Experience in planning strategies for maximizing resources, implementing 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;
- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment;
- Ability to perform under stress and in difficult circumstances;
- Excellent analytical, research and problem-solving skills;

- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours;
- Experience of operating in complex environments and high risk environments;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Good understanding of the political, cultural and security situation of the Region;
- International experience, particularly in crisis areas with multi-national and international organisations;
- Previous work experience in the Horn of Africa, post-conflict or developing States;
- Substantial knowledge of the functioning of the EU and in particular CSDP Missions.

<b>Position Name:</b> CIS Officer - Administrator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> SOM-053	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability :</b> 01/01/2016
<b>Component/Department/Unit:</b> Mission Support Department	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

The CIS Officer - Administrator reports to the Chief CIS and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Assists CIS officers on all Communication and Information Systems issues;
- Assists in the development of a communication and network plan for the Mission, taking into consideration possible local licensing and contract legislation, in conjunction with the administrative, logistical and operational requirements of the Mission;
- Maintains all server, workstation, network and communication systems in use in the Mission with an emphasis on preventative maintenance;
- Monitors the Mission network, update daily its security, save data for backup solution, report and advise against any close source network commercial solution;
- Assists in the implementation of Information Security policy in the Mission;
- Assists in the identification, establishment and maintenance of a secure radio, computer, satellite and telephone communications system in support of the Mission;
- Assists in the coordination of the number, technical specifications and location of the telecommunications equipment required for the personnel to perform their duties;
- Installs specific available telecommunications systems, software and/or equivalent as required;
- Assists the Security officer while drafting contingency plans;
- Assists in keeping accurate, detailed and updated inventory of the hardware and software distributed Mission wide, under the direction of the Chief of CIS;
- Undertakes any other job-related tasks as required.

### **II - Eligibility Criteria**

#### **Essential**

- University Degree in Communications or Technical Specialization in Engineering, Communications;

#### **Or**

- Equivalent Police and/or Military education (Police-/Military Academy) in combination with IT-/Coms related trainings and specialization;
- At least 3 years of experience in information and communication technology management with good knowledge in supplies ordering/acquisition and procurement tenders and 2 years of experience in a managerial position.

### **III - Required Competencies**

- Excellent expertise in open source PABX network and LINUX;
- Knowledge of ISO 27X, BS 7799, RFC 326x;

- Experience in database installation and support for IPBX-PABX, ASTERISK platforms and LINUX programming skills;
- Strong theoretical background and experience in information technology and management, particularly in hardware equipment;
- Good level of written and spoken English;
- Ability to draft procedures for the use and management of computer systems and networks;
- Extensive knowledge of hardware specifications and performances;
- Excellent level of written and spoken English.

#### **IV - Desirable Competencies**

- Previous experience in the CSDP Missions or other international organisations;
- Knowledge of administrative rules and regulations relevant to the European Commission and EEAS-administered Missions;
- Projects run in C language and with SQL server.

<b>Position Name:</b> Paramedic	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> SOM-056	<b>Location:</b> Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Field Office Puntland	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Paramedic reports to the Head of Field Office under the functional supervision of the Medical Adviser/MSD and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Provides medical support (public health, general and emergency health care) to the Mission members under the supervision of the Medical Adviser;
- Acts as a nurse practitioner and generally all activities related to her/his professional capacity;
- Acts as a first responder in providing medical emergency care and performing respective duties in the treatment of the patient;
- Liaises with local and regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to staff members;
- Coordinates medical evacuations if required, in close coordination with the Medical Adviser, especially when deployed to remote areas;
- Assists in providing medical support during evacuation and repatriation; advises evacuees on the requirements for evacuation and/or escorts patients if needed;
- Maintains patient records and exercises confidentiality;
- Performs medical briefing for incoming staff; provides pre-hospital trauma care training as required;
- Addresses work environment, occupational health, preventive medicine, and clinic hygiene issues as well as organizes/promotes medical activities/campaigns;
- Keeps the pharmacy database, ensures its integrity/stock status;
- Is responsible for the medical supplies and availability of sufficient equipment;
- Keeps detailed clinical and pharmacy database/statistics and reports and updates the Medical Adviser;
- Carries out any other task in the domain of his/her competency as deemed necessary.

### **II - Eligibility Criteria**

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, including additional specialised training;
- Certified nurse, PHTLS and (preferably) ACLS trained or equivalent certifications;
- Knowledge of tropical medicine;
- At least 3 years' experience in the application of nursing skills in General Practice, Emergency Medicine and/or Intermediate/Intensive Care.

### **III - Required Competencies**

- Experience in pre-hospital emergency medicine;
- 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;

- Experience in Public Health and General healthcare;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent organisational, planning, and time-management skills;
- Highly resilient under mental pressure and willingness to work extra hours when require;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Excellent level of written and spoken English;
- Driving license B and C category.

#### **IV - Desirable Competencies**

- International experience in CSDP Missions or experience of multi-national and international organisations;
- Previous work experience in the region;
- Ability to establish and maintain effective working relationships as a team member.



<b>Position Name:</b> Paramedic	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support Staff – Assistant Level (MSAL)
<b>Ref. Number:</b> SOM-076	<b>Location:</b> Hargeisa, Somaliland	<b>Availability :</b> ASAP
<b>Component/Department/Unit:</b> Field Office Somaliland	<b>Security Clearance Level:</b> EU Confidential or equivalent	<b>Open to Third Contributing States:</b> Yes

### **Reporting Line**

The Paramedic reports to the Head of Field Office under the functional supervision of the Medical Adviser/MSD and has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- Provides medical support (public health, general and emergency health care) to the Mission members under the supervision of the Medical Adviser;
- Acts as a nurse practitioner and generally all activities related to her/his professional capacity;
- Acts as a first responder in providing medical emergency care and performing respective duties in the treatment of the patient;
- Liaises with local and regional health care providers in order to coordinate the provision and assess the quality of primary and specialist care to staff members;
- Coordinates medical evacuations if required, in close coordination with the Medical Adviser, especially when deployed to remote areas;
- Assists in providing medical support during evacuation and repatriation; advises evacuees on the requirements for evacuation and/or escorts patients if needed;
- Maintains patient records and exercises confidentiality;
- Performs medical briefing for incoming staff; provides pre-hospital trauma care training as required;
- Addresses work environment, occupational health, preventive medicine, and clinic hygiene issues as well as organizes/promotes medical activities/campaigns;
- Keeps the pharmacy database, ensures its integrity/stock status;
- Is responsible for the medical supplies and availability of sufficient equipment;
- Keeps detailed clinical and pharmacy database/statistics and reports and updates the Medical Adviser;
- Carries out any other task in the domain of his/her competency as deemed necessary.

### **II - Eligibility Criteria**

#### **Essential**

- Level of secondary education attested by a diploma giving access to post-secondary education, including additional specialised training;
- Certified nurse, PHTLS and (preferably) ACLS trained or equivalent certifications;
- Knowledge of tropical medicine;
- At least 3 years' experience in the application of nursing skills in General Practice, Emergency Medicine and/or Intermediate/Intensive Care.

### **III - Required Competencies**

- Experience in pre-hospital emergency medicine;
- 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;
- Experience in Public Health and General healthcare;
- Good interpersonal skills, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Excellent organisational, planning, and time-management skills;

- Highly resilient under mental pressure and willingness to work extra hours when require;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Excellent level of written and spoken English;
- Driving license B and C category.

#### **IV - Desirable Competencies**

- International experience in CSDP Missions or experience of multi-national and international organisations;
- Previous work experience in the region;
- Ability to establish and maintain effective working relationships as a team member.

<b>Position Name:</b> Mission Security Analyst Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> SOM-092	<b>Location:</b> Mogadishu (initially and temporarily located in Nairobi, to be redeployed to Somalia when conditions allow)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Third Contributing States:</b> No

### **Reporting Line**

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) the Mission Security Analyst Officer (MSAO) has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- 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 impacting 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/her 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 and co-operates closely with national law enforcement agencies, International Organisations, NGOs, other EU actors (EU delegation, EU Special Representative and other Mission/operations in the region such as EUNAVFOR Atalanta and EUTM Somalia) 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.

## **II - Eligibility Criteria**

### **Essential**

- 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 management, where the normal duration of university education in the country awarded is 3 years or more;

### **Or**

- Equivalent Police and or Military education or graduate diploma from a civilian security organisation with special training in field operations, force protection;

### **And**

- After having fulfilled the above requirements, at least 4 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets.

## **III - Required Competencies**

- Demonstrated experience in collecting, assessing, analysing and reporting data related to security;
- Excellent analytical skills;
- Ability to work in a demanding and deadline-driven environment as well as 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;
- Resilience 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);
- Excellent level of written and spoken English;
- Civilian driving license class B and C.

## **IV - Desirable Competencies**

- Previous work experience in the region;
- Firearms trained;
- Previous international experience in CSDP Missions or other multi-national/international organisations;
- Successful completion of EU Mission Security Officer Certification Course.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support Staff – Management Level (MSML)
<b>Ref. Number:</b> SOM-105	<b>Location:</b> Garowe (initially and temporarily located in Somaliland, to be redeployed to Garowe when conditions allow)	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security Department	<b>Security Clearance Level:</b> EU Secret	<b>Open to Invited Third States:</b> No

### **Reporting Line**

In line with the EU's Policy on the security of EU staff deployed outside the EU in an operations capacity under Title V of the TEU (Field Security Policy) and under the authority of the Senior Mission Security Officer (SMSO) the Mission Security Officer (MSO) has the following duties and responsibilities:

### **I - Main Tasks and Responsibilities**

- 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 maintains updated all security related documents;
- 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 on matters affecting the security and safety of Mission members and ensures all staff is properly prepared for emergencies;
- 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 comprehensive reports to the SMSO on all incidents affecting Mission members and initiates necessary follow up action with the appropriate authorities;
- Produces briefings and presentations relating to his/her sphere of work for the benefit of the Mission;
- Assists the SMSO in reviewing the security level and state of alert;
- Assists the SMSO in the drafting of security related Terms of Reference for the procurement of security equipment, contracts and services;
- Provides assistance and appropriate response to Mission members and ensures that all necessary actions are taken, particularly in emergency cases;
- Travels to high risk areas and conducts security duties;
- Undertakes any other tasks as assigned by the SMSO in the domain of his/her competency as deemed necessary.

### **II - Eligibility Criteria**

#### **Essential**

- 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 management, where the normal duration of university education in the country awarded is 3 years or more;

#### **Or**

- Equivalent Police and or Military education or graduate diploma from a civilian security organisation with special training in field operations, force protection;

### **And**

- After having fulfilled the above requirements, at least 4 years of relevant and proven professional experience acquired in the civilian, military or police sectors. Professional experience must demonstrate increasing responsibility in particular with regard to the security/protection of personnel, facilities and assets.

### **III - Required Competencies**

- Excellent knowledge of the Mission area and potential security threats;
- 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;
- Resilience under mental pressure and willingness to work extra hours when required;
- Ability to operate Windows and Power Point applications, including Word processing, e-mail, and spread sheets (Excel);
- Excellent level of written and spoken English;
- Civilian driving license class B and C mandatory.

### **IV - Desirable Competencies**

- Previous work experience in the region;
- Previous international experience in CSDP Missions or multi-national/international organisations;
- Trained in firearms;
- Successful completion of EU Mission Security Officer Certification Course.