



Annex 1 - Requirements and Job Descriptions

| European Union CSDP Mission in Niger (EUCAP Sahel Niger) 1-2022 Extraordinary Call for Contributions | | | | |
|---|---|---|------------------|----------------------|
| Organisation: | EUCAP Sahel Niger | | | |
| Job Location: | Niamey, Niger | | | |
| Employment Regime: | As indicated below | | | |
| Job Titles/ Vacancy Notice: | Ref.: | Name of the Post: | Location: | Availability: |
| | <u>Seconded (4 posts)</u> | | | |
| | NI 13/1 | Human Rights Adviser | Niamey | 01 Feb 2022 |
| | NI 14 | MAC Analyst | Niamey | 01 Feb 2022 |
| | NI 27 | Senior Adviser for Nigerien Security Strategy | Niamey | 01 Feb 2022 |
| | NI 66 | Head of Border Management Unit* | Niamey | 01 Feb 2022 |
| | <u>Seconded/Contracted (3 posts)</u> | | | |
| | NI 07 | Internal Auditor | Niamey | 01 Feb 2022 |
| | NI 19 | Reporting Officer* | Niamey | 01 Feb 2022 |
| | NI 33 | Senior Public Finance Adviser | Niamey | 01 Feb 2022 |
| Deadline for application: | Friday, 21 January 2022 at 17:00 hours (Brussels time) | | | |

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| <p>Applications must be submitted via:</p> | <p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply: a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>2) You do not have the nationality of an EU Member State: only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): please contact your seconding authority to send them your application form.</p> <p><i>Please note: Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your national Seconding Authority for more information on applying for vacant Seconded positions. We cannot provide contact details of national Seconding Authorities.</i></p> |
| <p>Information:</p> | <p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): Mr Aurel HARITON eeas-cpcc-eucap-niger@eeas.europa.eu</p> |

*) The availability for the post is pending the acceptance of selection for another position for the incumbent/end of mission confirmation

EUCAP Sahel Niger bears a High-Risk Non-Family Mission status due to the present risk rating of the Mission area as high. As such, international seconded and contracted Mission members shall at no time receive visits or be habitually accompanied by any family member in the Mission area for the duration of their tour of duty or contract. For security reasons, the Mission members are obliged to live in restricted areas, where security responsibilities are borne by the Mission.

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/Invited Third States¹ (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 Invited 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 Council approval of the extension of the current Mission mandate beyond 30 September 2022 and the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

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

I. GENERAL CONDITIONS

Citizenship – The candidates must have Citizenship of an EU Member State or of an Invited Third State (Australia, Canada, Rep. of South Africa, Switzerland and USA).

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 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.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support, 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 tasks related with the competencies, responsibilities, and functions of the respective position within the Mission, as requested by the Head of Mission.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

¹ Invited Third States with a signed Framework Participation Agreement.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Mission for all Job Descriptions:

1. 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 and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing (Third) States/country of residence.

2. Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)², or equivalent, at a level specified in the individual job descriptions.

3. Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

4. Skills and Abilities

Language Skills³ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

The Mission provides intensive language training and where appropriate, specialist language training, for newly recruited Mission staff members.

In order to provide for national representation in the Mission, certain (ordinarily internal) positions in Mission may accept proficiency in a language other than the majority language of the Mission.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational Skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – 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.

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

² <https://ec.europa.eu/ploteus/content/descriptors-page>

³ Common European Framework of References for Languages

II.B Desirable Requirements

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, as applicable.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s), depending on the job tasks and responsibilities.

Driving Licence - Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

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

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country, if applicable. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up duties.

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 descriptions. 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. For Invited Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

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 Area of Operation of the Mission. Yellow fever vaccination is compulsory to be admitted into the country.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Mission will take account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidates the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended).

The Head of Mission reserves the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in the civilian CSDP Mission.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment (Annex 2 - List of Recommended Security Equipment sent to the Contributing States).

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance - The EU strives for improved gender balance in CSDP Mission 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 – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Invited Third States will apply using the Application Form in Annex 3.

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 video/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.

The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

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.

Accommodation - Mission Members will be accommodated in Mission provided accommodation and will contribute towards the overall cost of the accommodation.

Training – The selected candidates should complete the following modules: Missionwise, SAFE and Code of Conduct⁴.

Pre-Deployment Training (PDT) – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the [EEAS website](https://webgate.ec.europa.eu/eeas/security-e-learning) as well as in the Goalkeeper system.

⁴ <https://webgate.ec.europa.eu/eeas/security-e-learning>s

SECONDED POSTS (4)

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| Position Name: Human Rights Adviser | Employment Regime: Seconded | |
| Ref. Number: NI 13/1 | Location: Niamey | Availability: 01 Feb 2022 |
| Component/Department/Unit: Chief of Staff Department | Security Clearance Level: No (as only access up to EU RESTRICTED required) | Open to Invited Third States: Yes |

1. Reporting Line:

The Human Rights Adviser reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate and ensure internal coordination and consistency;
- To advise the Head of Mission and senior management on human rights mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in the Mission as well as throughout the Mission's internal and external activities;
- To ensure all human rights aspects are incorporated and consistent with the Mission's planning, reporting and review cycle documents;
- To ensure development and oversight of the implementation of the Mission's Human Rights Action Plan;
- To liaise with local and international entities involved in the promotion and monitoring of human rights in the host state;
- To advise the Head of Mission on the Mission's human rights due diligence framework;
- To proactively ensure that the Mission leadership and key staff are up to date with the human rights situation in the Mission area;
- To work closely with other Mission members in particular the Mission's Gender Adviser, to ensure coordination of crosscutting issues;
- To advise on the development and management of strategic communications regarding human rights;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures;
- To provide training to Mission members on human rights mainstreaming and human rights due diligence;
- To coordinate with other EU actors in the host state to ensure an integrated approach.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree The qualification should be in any of the fields of Human Rights, politics or other relevant fields; **AND**
- A minimum of 5 years of relevant professional experience in human rights and human rights mainstreaming issues and tools, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Understanding of international human rights law and principles and human rights protection systems;
- Knowledge of human rights mainstreaming issues and tools;
- Drafting and reporting skills;
- Ability to evaluate analytically;
- Knowledge of investigative and conciliation techniques in human rights;
- Understanding and sensitivity to the basic principles of human rights legislation and intergroup relations;
- French language skills: minimum C1 (Independent User);
- English language skills: minimum C1 (Independent User).

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitive and respect to gender and diversity.
- Good understanding of the Sahel sub-region.

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| Position Name: MAC Analyst | Employment Regime: Seconded | |
| Ref. Number: NI 14 | Location: Niamey | Availability: 01 Feb 2022 |
| Component/Department/Unit: Chief of Staff Department | Security Clearance Level: EU SECRET | Open to Invited Third States: No |

1. Reporting Line:

The MAC (Mission Analysis Capability) Analyst reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To support the structuring of Mission information flows with regard to the Mission's analytical needs;
- To operationalise HoM information and analysis requirements (identification, prioritization, planning, tasking);
- To use the Mission information and knowledge management system to process information from all Mission components and from accessible sources external to the Mission, especially coming from the liaison officers;
- To provide comprehensive and timely assessments of situations, events and developments, including contributions to early warning of potential threats and upcoming opportunities for mandate implementation;
- To provide analytical support to public surveys authorized by the HoM;
- To contribute to identifying and to map relevant entities requiring interconnectivity in support of the civilian CSDP Mission and key characteristics of the associated information flows, including timelines, accuracy, level of security, format (voice/text/imagery/video). This provides a generic view of the CSDP operational context and the communication needs of actors associated with it, both in the field and towards Brussels;
- To ensure liaison arrangements with similar capabilities of other organizations and entities operating in theatre, as deemed appropriate by HoM;
- To contribute to the Mission reports, ensuring the inclusion of relevant assessments;
- To disseminate MAC products internally and/or externally as directed by the HoM or his/her delegated person, and to ensure the security of the information handled by the MAC;
- To contribute to security and risk assessments conducted by the Mission, in liaison with the Mission Security Office;
- To contribute to develop and maintain MAC working methodology and relevant Standard Operating Procedures (SOPs).

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or equivalent rank. The qualifications should be in Political Sciences, International Relations, Social Sciences or related field or equivalent police education; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge on using analytical IT packages and processes, including specific analytical software.
- Interpersonal skills and ability to work dynamically on his/her own initiative in a methodical manner.
- Proven skills in handling, processing and analysis of information from various sources;
- Ability to understand the cultural, social, economic, religious, political and other components of a crisis environment;
- Knowledge of Africa, especially the Sahel sub-region.
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum C1 (Proficient User).

6. Desirable Qualifications and Experience:

- Previous experience in CSDP Missions or other international civilian deployment (EU, UN, OSCE) and/or cooperation in Africa;
- Interpersonal skills, ability to engage with senior officials, ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Experience in matters relating to Africa, particularly with Niger and the other Sahel countries;
- Knowledge of the languages, history, and culture, social and administrative structures of the Sahel countries is an advantage;

7. Desirable Knowledge, Skills and Abilities: N/A

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| Position Name: Senior Adviser for Nigerien Security Strategy | Employment Regime: Seconded | |
| Ref. Number: NI 27 | Location: Niamey | Availability: 01 Feb 2022 |
| Component/Department/Unit: Operations Department/ Strategic Advice Unit | Security Clearance Level: No (as only access up to EU RESTRICTED required) | Open to Invited Third States: No |

1. Reporting Line:

The Senior Adviser for Nigerien Security Strategy reports to the Head of Strategic Advice Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level, as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within Ministry of Interior, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To assist the authorities of Niger in the elaboration of a National Security Strategy;
- To assist the relevant local authorities in setting up and implementing legal arrangements to improve coordination between security institutions;
- To establish working relations with the appropriate Nigerien counterparts;
- To analyse current and potential gaps in the security arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and recommends possible solutions at strategic and operational levels;
- To contribute to improve cooperation between the strategic, operational and tactical levels of Nigerien security actors;
- To provide advice on the possible improvements of the skills and performance of Nigerien security personnel;
- To participate in the curricula development in cooperation with other experts, for training courses related to the elaboration and subsequent broader implementation of the National Security Strategy, especially in the area of law enforcement;
- To liaise with other international counterparts active in the same field (e.g. Embassies);
- To help prepare table top exercises to check and validate the operating procedures used by the Counter Terrorism Operational Room and the Command Posts and regional and national level, including the cooperation amongst the different internal security forces;
- In coordination with the Human Rights and Gender Adviser, to ensure that Human Rights and Gender aspects are mainstreamed in the National Security Strategy.
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** police or military equivalent education or training or equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences, Business Administration or Internal Security; **AND**
- A minimum of 6 years of relevant professional experience, out of which at least 3 at a management/coordination/team leader level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Knowledge on security issues at strategic levels, primarily in the fight against terrorism and organized crime.
- Ability to mentor and motivate local counterparts;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff;
- Experience in project management;
- Experience of working with EU JHA/CT policies and relevant EU JHA agencies.

7. Desirable Knowledge, Skills and Abilities:

- Highly resilient under mental pressure and willingness to work extra hours when required.

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|---|---|---|
| Position Name: Head of Border Management Unit* | Employment Regime: Seconded | |
| Ref. Number: NI 66 | Location: Niamey | Availability: 01 Feb 2022 |
| Component/Department/Unit: Operations Department/ Migration Unit | Security Clearance Level: EU CONFIDENTIAL | Open to Invited Third States: Yes |

1. Reporting Line:

The Head of Border Management Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP);
- To lead, direct and manage the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure at operational level the co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To strengthen the partnership with Nigerien authorities to support the implementation of migration and border management strategies and a national plan in the field of the fight against human-trafficking;
- To support the set-up of coordination and cooperation mechanisms between the security actors;
- To analyse the existing migration and border management arrangements, including their legal and institutional aspects;
- To assess the coordination and organisational needs and recommends migration and border management strategic operational orientations;
- To provide advice, in his/her remit, on the possible improvements of the skills and performance of the local officers;
- To develop curricula in order to implement migration/border management strategies/doctrines in his/her remit (law enforcement);
- To coordinate with the others senior officers respectively in charge of each objective;
- To report to the Head of Operations on the consistency, complementarity and sustainability of the programs;
- To contribute to the Mission's coordination with EUBAM Libya and EUCAP Sahel Mali, with a view to identifying and putting in place possible joint activities in the fields of border security, migration and fight against human-trafficking;
- To implement training evaluation process for each activity;
- Implement operations projects and in particular, those related to border management and migration issues;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To identify best practice and lessons learned within the field of responsibility.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;

- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at a management level.

5. Essential Knowledge, Skills and Abilities:

- Knowledge on change management, management and implementation of reform programs.
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in train the trainers;
- Comprehensive management and leadership experience operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of continental legal system and French inspired criminal procedure;
- Highly resilient under mental pressure and willingness to work extra hours, when required.

SECONDED / CONTRACTED POSITIONS (3)

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| Position Name: Internal Auditor | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support-Management Level (MSML) |
| Ref. Number: NI 07 | Location: Niamey | Availability: 01 Feb 2022 |
| Component/Department/Unit: Head of Mission Office | Security Clearance Level: No (as only access up to EU RESTRICTED required) | Open to Invited Third States: No |

1. Reporting Line:

The Internal Auditor reports to the Head of Mission (HoM).

2. Main Tasks and Responsibilities:

- To advise the Head of Mission and assist the Mission in establishing 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;
- To develop a risk-based audit programme for validation by the Mission's management;
- To plan appropriate Mission's audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- 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;
- To work on planning and conducting financial, systems and performance audit controls;
- To assist in developing a risk-based audit programme for validation by the Mission's management;
- To assist in planning appropriate audit procedures and methods to meet the objective of the audit engagements, considering the efficient use of resources;
- To operate in accordance with relevant provisions, and with internationally established professional internal auditing standards;
- To prepare high quality and operational audit reports presenting the findings and recommendations;
- To obtain feedback from auditors on the conduct of the audit;
- To recommend corrective actions to the Mission's management as appropriate, and to follow up and review corrective actions taken by management;
- To provide advice and guidance to the Head of Mission and the Head of Mission Support Department in order to improve compliance with internal control standards;
- To assess whether financial operations have been legally and regularly executed and accounts are reliable by conducting ex-post financial checks based on audit methodologies;
- To ascertain the nature of a process, identify key control points and evaluates their efficiency and effectiveness;
- To identify the map risks and to assist in designing and establishing risk mitigation systems along the Mission's financial circuits with a view to improving compliance with financial control rules and standards;
- To evaluate adequacy of management and control systems and the implementation of financial and accounting policies, systems and procedures;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To examine the reliability and integrity of information systems.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in Economics, Audit, Finance, Accounting or other related fields; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Good knowledge of audit and accounting principles;
- Knowledge of relevant EU rules and regulations;
- Experience working with financial/accounting/audit management software;
- Proven ability to produce high-quality reports including recommendations;
- Analytical, research and problem-solving skills;
- Priority-setting and ability to react quickly to new demands;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in setting up an internal audit capability in a complex organisation;
- Member of a corps or body within EU member states public institutions having 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.

7. Desirable Knowledge, Skills and Abilities:

- Master's degree in Economics, Audit, Finance, Accounting or other related fields;
- Good knowledge and/or experience in strategic management and/or public administration;
- Very good sense of organisation, priority-setting and ability to react quickly to new demands;
- Highly resilient under mental pressure and willingness to work extra hours, when required.

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| Position Name: Reporting Officer* | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support-Management Level (MSML) |
| Ref. Number: NI 19 | Location: Niamey | Availability: 01 Feb 2022 |
| Component/Department/Unit: Chief of Staff Department/ Planning, Evaluation and Reporting Unit | Security Clearance Level: EU CONFIDENTIAL | Open to Invited Third States: No |

1. Reporting Line:

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

2. Main Tasks and Responsibilities:

- To contribute to the development and regular updating of the Mission Implementation Plan (MIP);
- To produce timely and accurate reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To monitor and collect information on political events and trends, with a particular focus on the host country, EU and international relevant stakeholders, that may impact on the situation in the Missions' area of responsibility;
- To collate and report on the quantitative and qualitative inputs originating from the Mission's operational elements on their activities against benchmarking;
- To prepare and give presentations; produce talking points, speeches and presentation and take meeting minutes;
- To gather information from across the Mission, analyse it and prepare regular reports (daily, weekly, six-monthly and thematic reports) for submission to Mission's management;
- To interact regularly with key Mission members in order to ensure submission of accurate and timely inputs for reports and other Mission documents;
- To take minutes of meetings as required;
- To prepare PowerPoint briefings and other presentations on selected topics for EUCAP Sahel Niger staff and visitors;
- To be available to support other colleagues in the Planning, Evaluation and Reporting Unit;
- To contribute to the collection of the Mission's lessons learned observations;
- To register and archive documents in accordance with the Mission Document Management.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** police or military equivalent education or training or equivalent rank (only in case of policing positions); **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Excellent analytical and communication skills;
- Excellent organizational and interpersonal skills;
- Excellent drafting and editing skills;
- Proven resilience in coping with stressful environments;

- Proven ability to work under tight deadlines;
- French language skills: minimum level C1(Proficient User);
- English language skills: minimum level B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience working in Africa;
- Experience working in crisis areas;
- Experience writing reports, policy documents, research papers and other relevant publications in French.

7. Desirable Knowledge, Skills and Abilities:

- Highly resilient under mental pressure and willingness to work extra hours, when required.

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| Position Name: Senior Public Finance Adviser | Employment Regime: Seconded/Contracted | Post Category for Contracted: Mission Support-Management Level (MSML) |
| Ref. Number: NI 33 | Location: Niamey | Availability: 01 Feb 2022 |
| Department/Component/Unit: Operations Department/ Strategic Adviser Unit | Security Clearance Level: No (as only access up to EU RESTRICTED required) | Open to Invited Third States: No |

1. Reporting Line:

The Senior Public Finance Adviser reports to the Head of Strategic Advice Unit.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;
- To ensure a comprehensive understanding of the current state of play in the public finance field by constantly assessing progress and identifying actual and potential risks to reform implementation by the Nigerian partners;
- To provide expertise to strengthen Nigerian partner capabilities in the public finance field, including logistics, procurement, and applying the principles of public finance management;
- To enhance the awareness of the relevant Nigerien Interior Security Forces and ISF authorities in their attitudes and approaches towards public finance, logistics and procurement related issues, applying EU standards, models and approaches;
- To assist the Nigerien Interior Security Forces and ISF authorities in identifying choices, making informed decisions, analysing implications and planning accordingly in the context of shaping the Nigerien security sector reforms and their implementation;
- To promote, encourage and advise the Nigerien Interior Security Forces and ISF authorities to make changes in the existing culture of public finance, logistics and procurement, with a view to ensuring transparency, responsibility and accountability, in order to support Nigerien civilian security sector reforms;
- To design and pilot a model of Public Finance Management in cooperation with the Nigerien interlocutors;
- To identify and advise the relevant Nigerien partners on the capacity and training opportunities in the public finance field;
- To support the relevant Nigerien partners in identifying the appropriate equipment and infrastructure needed to deliver effective public finance;
- To manage and lead Mission's projects in the public finance field;
- To assist in the implementation of training activities for public finance;
- To identify, analyse and disseminate information on all public finance activities within her/his area of responsibility as required;
- To travel within the Mission's area of operations, as required;
- To support authorities in developing financial plans for annual and multi-year programming.

3. General Tasks and Responsibilities:

- To contribute to Mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- French language skills: minimum B1 (Independent User);
- English language skills: minimum B1 (Independent User).

6. Desirable Qualifications and Experience:

- Experience in central or regional administration in public finance management;
- Experience in budget planning;
- Experience in project management;
- Experience of working for security forces;
- Experience working in Africa.

7. Desirable Knowledge, Skills and Abilities:

- Ability to deliver against multi-tasking with a time management efficiency;
- Attention to detail;
- Organisational, planning and quality management skills;
- Ability to make effective proposals;
- Adaptability.