



**Annex 1 - Requirements and Job Descriptions**

<p align="center"><b>European Union CSDP Mission in Niger (EUCAP Sahel Niger)</b></p> <p align="center"><b>1-2021 Extraordinary Call for Contributions</b></p>				
<b>Organisation:</b>	EUCAP Sahel Niger			
<b>Job Location:</b>	Niamey			
<b>Employment Regime:</b>	As indicated below			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (2 posts)</u></b>			
	NI 03	Chief of Staff	Niamey	ASAP
	NI 15	Head of International Coordination Unit	Niamey	01 Apr 2021
	<b><u>Seconded/Contracted (4 posts)</u></b>			
	NI 12	Press and Public Information Officer	Niamey	ASAP
	NI 85	Chief of Procurement	Niamey	ASAP
	NI 86	Procurement Officer	Niamey	ASAP
	NI 90	Procurement Officer	Niamey	ASAP
	<b>Deadline for application:</b>	Friday, 29 January 2021 at 17:00 hours (Brussels time)		

<p><b>Applications must be submitted via:</b></p>	<ol style="list-style-type: none"> <li>1. For seconded candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/">https://goalkeeper.eeas.europa.eu/registrar/</a></li> <li>2. For contracted candidates from EU Member States: <a href="https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</a></li> <li>3. For seconded candidates from Invited Third States (application form attached and available also on the EEAS website): <a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a></li> </ol>
<p><b>Information:</b></p>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC): <b>Mr Aurel Hariton</b> <a href="mailto:eeas-cpcc-eucap-niger@eeas.europa.eu">eeas-cpcc-eucap-niger@eeas.europa.eu</a></p>

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 States<sup>1</sup> (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** – 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:

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<sup>1</sup> Invited Third States with a signed Framework Participation Agreement

## **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.

**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 seconded/ contracted candidates shall be able to serve the full period of secondment/ contract before reaching the normal age of retirement in Contributing States/ country of residence.

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

## **II. REQUIREMENTS**

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

The following are essential requirements in respect of civilian international experts to the Missions 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. 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)<sup>2</sup>, or equivalent, at a level specified in the individual job descriptions.

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

### 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 Skills**<sup>3</sup> – 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.*

### 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

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<sup>3</sup> [Common European Framework of References for Languages](#)

**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 the 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 LIMITE/LIMITED 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. 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, Missions will request an extensive medical examination taking into 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. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and 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.

**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 operations in compliance with UNSCR 1325. The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

**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.

**NB** 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 Missionwise and SAFE<sup>4</sup> modules.

**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.

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<sup>4</sup> <https://webgate.ec.europa.eu/eeas/security-e-learnings>

## SECONDED POSITIONS (2)

<b>Position Name:</b> Chief of Staff	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 03	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff Department/ HoM	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

### **1. Reporting Line:**

The Chief of Staff reports to the Head of Mission (HoM).

### **2. Main Tasks and Responsibilities:**

- To manage and oversee day-to-day coordination of the Main Headquarters' organisational units, including Mission Support, in order to ensure that all aspects are globally considered when preparing for HoM's decision-making, and when analysing the internal and external reporting of Mission activities;
- To support the Head of Mission in operationalising the Mission mandate to ensure delivery on the Mission mandate and tasks as set out in planning documents, the Mission Implementation Plan (MIP), and instructions issued by the HoM;
- To lead and manage the work of the Chief of Staff Office and the mission support department;
- To identify, assign and take appropriate and timely action on incoming requests and correspondence within the HoM's Office;
- To ensure quality control in the planning and implementation of Mission activities according to the OPLAN and HoM's directions as appropriate;
- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To ensure that liaison and coordination are maintained with the EU Delegation, the representatives of EU Member States and Contributing Third States, according to HoM's directions;
- To liaise externally with international organisations, agencies and interlocutors, according to HoM's directions;
- To ensure drafting of reports and other correspondence on behalf of the HoM, as appropriate;
- To ensure that documents, reports and letters are prepared for the HoM, as appropriate;
- To request information and briefing materials for HoM, including documents for use with external agencies, organisations and interlocutors;
- To attend internal and external meeting with and on behalf of HoM;
- To ensure assignments are properly tasked and receive proper follow up;
- To communicate to HoM the status of action items, projects, or any other activity to HoM's Office;
- To be the central point of entry for communication between the Mission and the Operational Headquarters (EEAS/CPCC);

- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks, as requested by the Line Manager(s).

### **3. Mission Specific Tasks and Responsibilities:**

- To supervise the development and periodic review of the Mission Implementation Plan (MIP), and to keep track of Mission benchmarking according to HoM's directions;
- To communicate to HoM the status of action items, projects, or any other activity of strategic importance for the Mission;
- To ensure that Mission Standard Operating Procedures (SOPs) are properly developed, implemented and periodically reviewed;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

### **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. The qualification should be in any of the fields Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management); **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank; **AND**
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at senior management level; **AND**
- A minimum of 1 year of experience in liaison with law enforcement institutions (police, prosecution, judiciary, customs etc.).

### **5. Essential Knowledge, Skills and Abilities:**

- Knowledge of and experience in strategic management and/or public administration;
- Managerial skills and the ability to communicate the strategic vision of the HoM, to establish priorities, to plan and to exercise control;
- Managerial track record;
- Ability to mentor and motivate staff;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User).

### **6. Desirable Qualifications and Experience:**

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

### **7. Desirable Knowledge, Skills and Abilities:**

- French language skills: minimum C1 (Proficient User).



<b>Position Name:</b> Head of International Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 15	<b>Location:</b> Niamey	<b>Availability:</b> 01 Apr 2021
<b>Component/Department/Unit:</b> CoS Department/ International Coordination Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Head of Coordination Cooperation Unit reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the International Co-Ordination Unit, in accordance with the OPLAN and relevant planning documents;
- To oversee the mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts;
- To ensure, in consultation with the operational department that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission's mandate and advise the Head of mission on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable;
- To supervise the Coordination and Cooperation Unit input to the development and regular updating of the Mission Implementation Plan;
- To supervise the Coordination and Cooperation Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To advise the Chief of Staff on actions requiring local and international coordination;
- To develop a strategy for the mission's direction in terms of cooperation and coordination with other local, EU and international actors;
- To liaise with other departments and units as appropriate to ensure that information on external coordination is appropriately available to and considered by relevant components in the mission;
- To monitor and coordinate the implementation of the Technical Committee and the Steering Committee of the mission in liaison with the Nigerian partners, and the operational department;
- To organise coordination meetings with technical and financial partners, with Operational representatives, if applicable.
- To track all operations activities to be able to respond to any inquiries about these activities;

- To register and archive documents in accordance with the Mission Document Management;
- To ensure that subordinate personnel comply with the Mission Document Management SOPs.

#### **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. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics) or Business Administration/Management **OR** (only in the case of a policing position) 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 3 years of management experience.

#### **5. Essential knowledge, skills and abilities:**

- Extensive knowledge of EU structures, in particular its funding instruments and management modalities;
- Extensive knowledge of international donors in the SSR sector;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum level B2 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Experience in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations.

#### **7. Desirable knowledge, skills and abilities:**

- Knowledge and experience of leading multi-thematic and multi-layered programs related to Security Sector/RoL reform process;
- Ability to engage with senior officials/ governmental level decision makers.

## SECONDED/CONTRACTED POSITIONS (4)

<b>Position Name:</b> Press and Public Information Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support–Management Level (MSML)
<b>Ref. Number:</b> NI 12	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Head of Mission's Office/ Chief of Staff Department	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### **1. Reporting Line:**

The Press and Public Information Officer (PPIO) reports to the Chief of Staff (CoS)

### **2. Main Tasks and Responsibilities:**

- To assist in the implementation of the Mission Strategic Communications Plan;
- To organise contract/tender/designs for Mission visibility items;
- To organise and conduct press conferences, briefings and other media and public outreach events.
- To coordinate arrangements for visiting journalists;
- To populate the Mission's website and, if relevant, social media platforms with content.
- To draft press releases, public statements, articles and features;
- To write and design public information material and factsheets;
- To act as spokesperson for the Mission;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### **3. Mission Specific Tasks and Responsibilities:**

- To provide guidance on press and public information issues to the Mission;
- To provide strategic and operational guidance and media advice on all internal and external communication matters directly to the HoM and DHoM/CoS as well as other key staff as necessary;
- To manage the media aspects of the changing nature of the Mission, providing relevant advice and guidance as necessary;
- To create and promote positive communication and information campaigns aiming to support and explain the Mission to local, regional and international audiences;
- To be responsible for the production of the daily media monitoring and its dissemination internally through the Mission;
- To coordinate and supervise internal communications throughout the Mission;
- To ensure good cooperation with the press offices of the European Union Special Representative as well as those of the EU Delegation, Member States and other international stakeholders in the host country;
- To analyse the public impact of the Mission's activities and the effectiveness of the Mission's public outreach work;
- To contribute to the induction of Mission personnel as required.

#### **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. The qualification should be in any of the fields of Communication Sciences, Political Science, International Relations or Business Administration **OR** equivalent and attested police or/and military education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Drafting skills;
- Proficiency with social media platforms, website management and design software;
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

#### **6. Desirable Qualifications and Experience:**

- Experience in the field of institutional communication.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Presentation skills;
- Knowledge of the EU institutions;
- Knowledge about the local press and media environment;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Chief of Procurement	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. Number:</b> NI 85	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Procurement Unit.
- To lead, develop, manage and co-ordinate the CSDP Mission contracting and procurement processes in accordance with established professional and transparent procurement policies and procedures of European Commission legislation and regulations.
- To assist and advise the chain of command on all contracting and procurement issues.
- To provide assistance to the Mission members related with all contracting and procurement matters.
- To develop professional relationships and work partnership with the European Commission in the field of contracting and procurement for the Mission.
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Under the authority of the Head of Mission and the Head of Mission Support, to manage the Procurement Unit of the Mission ensuring close coordination, in particular with the Financial Unit and the Logistics Unit, on one hand and on the other with the Operational Units.

### 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. The qualification should be in any of the fields of Human Resources, Public Administration, Business Administration, Finance, Economics, Law, Accounting, Logistics, Engineering, Public Administration or other relevant subject; **AND**
- After having fulfilled the education requirements, a minimum of 6 years of overall professional experience with at least 3 years of experience in management level.
- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations.
- Experience in financial management of tendering processes and audits, preferably including EU procedures.

### 5. Essential Knowledge, Skills and Abilities:

- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;

- Ability to establish/review priorities, to plan and exercise control;
- Ability to mentor and motivate staff;
- Skills to using established professional and transparent procurement policies and procedures in accordance with European Union legislation and regulations.
- Knowledge of project management;
- Knowledge in management of tendering processes, preferably including EU procedures.
- French language skills: minimum C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience with international public procurement procedures, in particular with applicable EC/EU rules and regulations.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge and understanding of budget processes;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Highly resilient under mental pressure and willingness to work extra hours when required.

<b>Position Name:</b> Procurement Officer (2 positions)	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level (MSML)
<b>Ref. Numbers:</b> NI 86 NI 90	<b>Location:</b> Niamey	<b>Availability:</b> As soon as possible As soon as possible
<b>Component/Department/Unit:</b> Mission Support Department/ Procurement Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> No

### 1. Reporting Line:

The Procurement Officer reports to the Chief of Procurement.

### 2. Main Tasks and Responsibilities:

- To conduct procurement processes for the Mission in line with legally established, professional and transparent procurement policies and procedures of EC legislation and regulations;
- To assist and advise the Chief of Procurement on all legal issues related to the procurement cycle (from the strategic planning to contract);
- To provide assistance to the Mission departments related with all contracting and procurement matters and procedures;
- To develop professional relationships and work partnership with European Commission and EEAS (CPCC and the Security Department) in the field of procurement for the Mission;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- To carry out procurement and contracting processes including those concerning the FO Agadez;
- To provide assistance to the FO Agadez in relation to all contracting and procurement matters.

### 4. Essential Qualification 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. The qualification should be in any of the fields of Audit, Accounting, Business or public Administration, Economics, Finance, Law or other relevant subject; **AND**
- A minimum of 4 years of relevant professional experience in the field of procurement, after having fulfilled the education requirements.

### 5. Essential Knowledge, Skills and Abilities:

- French language skills: minimum level C1 (Proficient User);
- English language skills: minimum B1 (Independent User).

### 6. Desirable Qualifications and Experience:

- Experience in using legally established professional and transparent procurement policies and procedures in accordance with EU legislation and regulations;
- Experience in financial management of tendering processes and audits.

### 7. Desirable Knowledge, Skills and Abilities:

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