

## EUROPEAN EXTERNAL ACTION SERVICE



### Annex 1 – Requirements and Job Descriptions

European Union Capacity Building Mission in Somalia (EUCAP SOMALIA) 3-2021 Call for Contributions				
<b>Organisation:</b>	EUCAP SOMALIA			
<b>Job Location:</b>	As indicated below			
<b>Employment Regime:</b>	As indicated below			
<b>Job Title/ Vacancy Notice</b>	<b>Ref.</b>	<b>Name of the Post</b>	<b>Location</b>	<b>Availability</b>
	<b><u>Seconded (23)</u></b>			
	SOM-011	Document Manager	Mogadishu	ASAP
	SOM-022	Gender Adviser	Mogadishu	ASAP
	SOM-023	Senior Political Adviser	Mogadishu	ASAP
	SOM-024	Mission Analytical Capability (MAC)	Mogadishu	ASAP
	SOM-083	Maritime Adviser	Mogadishu	ASAP
	SOM-088	Police Adviser	Mogadishu	ASAP
	SOM-089	Police Adviser	Mogadishu	30/11/2021
	SOM-093	Coast Guard Adviser	Mogadishu	ASAP
	SOM-096	Legal Reform Adviser	Mogadishu	ASAP
	SOM-097	Legal Reform Adviser	Mogadishu	ASAP
	SOM-099	Head of Field Office	Garowe	ASAP
	SOM-101	Strategic Adviser (CRC)	Garowe	ASAP
	SOM-102	Reporting Officer	Mogadishu	ASAP
SOM-106	Senior Coast Guard Adviser	Garowe	ASAP	
SOM-115	Head of Field Office	Hargeisa	01/01/2022	

SOM-117	Senior Maritime Adviser	Hargeisa	ASAP
SOM-123	Coast Guard Adviser	Hargeisa	ASAP
SOM-125	Legal Reform Adviser	Hargeisa	ASAP
SOM-145	Environmental Adviser	Mogadishu	ASAP
SOM-158	Senior Coast Guard Adviser	Mogadishu	ASAP
SOM-161	Coast Guard Adviser	Mogadishu	ASAP
SOM-162	Senior Coast Guard Adviser	Mogadishu	ASAP
SOM-168	Senior Police Adviser	Hargeisa	ASAP
<b>Seconded/Contracted (18)</b>			
SOM-006	Internal Auditor	Mogadishu	ASAP
SOM-030	Mission Security Officer	Mogadishu	ASAP
SOM-037	Mission Security Officer	Hargeisa	ASAP
SOM-042	Mission Security Assistant	Garowe	ASAP
SOM-055	Finance Officer	Mogadishu	ASAP
SOM-056	Finance and Administration Officer	Mogadishu	ASAP
SOM-063	Human Resources Officer	Mogadishu	01/02/2022
SOM-066	Head of General Support Section	Mogadishu	01/01/2022
SOM-071	CIS Officer - Database Administrator	Mogadishu	ASAP
SOM-073	Communications Assistant	Mogadishu	ASAP
SOM-075	CIS Assistant	Mogadishu	01/01/2022
SOM-077	Logistics Assistant	Mogadishu	ASAP
SOM-086	Senior Police Adviser	Mogadishu	ASAP
SOM-110	Legal Reform Adviser	Garowe	ASAP
SOM-137	Armed Protection Operator	Hargeisa	ASAP
SOM-146	Administrative Assistant	Mogadishu	ASAP
SOM-150	Head of Administrative Division	Mogadishu	ASAP
SOM-160	Administrative Assistant	Mogadishu	ASAP

<b>Deadline for Applications:</b>	Thursday 11 November 2021 at 17:00 (Brussels time)
<b>Applications must be submitted via:</b>	<p>1. <b>You have the nationality of an EU Member State:</b> You must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login:</p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) You do not have a Goalkeeper account or an EU Login:</p> <p style="text-align: center;"><a href="https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do">https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</a></p> <p>2. <b>You do not have the nationality of an EU Member State:</b> <u>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.</u></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>
<b>Information:</b>	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Katrine Helene Kragh AAGAARD</b>  <a href="mailto:cpcc.eucaphoa@eeas.europa.eu">cpcc.eucaphoa@eeas.europa.eu</a></p>

**EUCAP Somalia** has a High Risk Non-Family Mission status. 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/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. A seconded staff member of EUCAP Somalia is eligible to apply for a contracted post only if his/her secondment will end within three (3) months from the deadline for applications and if his/her request for extension of the secondment has not been supported by the relevant State or EU Institution.

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

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

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

## **I. GENERAL CONDITIONS**

**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.

**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 required by the Head of Mission.

## **II. REQUIREMENTS**

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

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

**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.

**Education and Training** - The candidate should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at a level specified in the individual job descriptions.

**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).

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<sup>1</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

## **Skills and abilities**

**Language Skills**<sup>2</sup> – Spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

**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 areas** – 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.

**Knowledge and Experience of SSR** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

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

**Language** – Some proficiency in local language(s).

**Driving Licence** - Category C driving licence.

## **III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES**

**Passport** – The support of Contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedom of movement within the Mission area and also out and into the Mission area.

**Visas** – EU Member 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) and/or 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 the 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

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<sup>2</sup> [Common European Framework of References for Languages](#)

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.

**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 Mission.

**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 take account of exceptional circumstances of COVID-19 crisis. 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 candidate, 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 Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

**Personal Protection Equipment** – It is recommended that national authorities provide seconded selected candidates with protection equipment.

*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 EU Member 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 contributing 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 call/phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member State 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** – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

**Training** – The selected candidates should complete Missionwise and SAFE<sup>3</sup> modules before deployment.

**Pre-Deployment Training (PDT)** – The Candidate 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 EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website.

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.

## **V. 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).

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<sup>3</sup> <https://webgate.ec.europa.eu/eeas/security-e-learning>

<b>Position Name:</b> Document Manager	<b>Employment Regime</b> Seconded	
<b>Ref. number:</b> SOM-011	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Document Manager reports to the Deputy Head of Mission (DHoM).

### 2. Main Tasks and Responsibilities:

- To manage the Mission's records and archives appropriately and effectively;
- To assist the Mission with preparation and management of various metrics/reports – perform document collection, archiving and filing of various records;
- To maintain office services by organising office operations and procedures, controlling correspondence, designing filing systems, reviewing and approving supply requisitions;
- To register and distribute all official incoming and outgoing communications in the correspondence registration database;
- To assist in the identification, development and implementation of appropriate policies, procedures and guidelines and keep these up to date;
- To ensure secure destruction for "restricted" records authorised for destruction;
- To facilitate in the development of single centralised filing system and maintaining it to meet organisational requirements;
- To identify, develop and maintain effective relationships and networks with information, knowledge, records and archives management;
- To store arrange and index classified records;
- To research new technologies, automation and new soft- and hardware for archives and records unit;
- To ensure the security, integrity and optimal performance of the document management system;
- To administer relevant reports and required information to internal and external stakeholders.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education; AND
- After having fulfilled the education requirements, a minimum of 3 years of experience in administration and document management.

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

- Knowledge of records management practices;
- Understanding of application of records management practices including an understanding of computerised records management systems;
- Knowledge of contemporary archival and records management principles and practices;
- Familiarity with diplomatic protocol.

### 6. Desirable Qualifications and Experience:

- Document registry and archive experience.

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



- PC skills with a good knowledge of MS Office, internet and Outlook applications.

<b>Position Name:</b> Gender Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-022	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Gender Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for gender equality, mainstreaming and WPS related dimensions;
- To advise on the integration of gender perspective and gender mainstreaming within the Mission as well as in the analysis, planning and conduct of Mission's activities;
- In close coordination with the Mission's operational components, to advise on the promotion gender equality and gender-sensitive policy among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To suggest on the mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality, mainstreaming and UN Security Council Resolutions on-WPS;
- To support the development of a systematic gender analysis of all aspects of the implementation of the Mission's mandate, including policy development, monitoring, execution and reporting, data collection and staffing;
- To monitor and analyse the gender equality, mainstreaming and UN Security Council Resolutions on-WPS situation in the host state;
- To liaise with local and international entities involved in the promotion and monitoring of gender equality, mainstreaming and the WPS agenda in the host state;
- To advise on the development and management of strategic communications with regards to gender dimensions;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs) aiming at integrating gender perspective throughout the SOPs;
- To contribute to Mission's reporting and information flow on gender related aspects;
- To train Mission's staff members on gender aspects as required;
- To contribute to identify and report on lessons learned and best practices within the field of gender;
- To work proactively ensuring that the mission leadership and key staff are up to date with the gender related situation in the mission area;
- Support the establishment of long-term positive relations with local women's organisations in line with the WPS agenda;
- To be aware of and contribute to the implementation of Civilian Operations Commander Instructions and Operational Guidelines related to gender mainstreaming/WPS;
- To monitor and analyse the situation with regards to gender-based violence and sexual violence in conflict in the host state;
- To maintain contacts with key international stakeholders (including EUDEL, EUTM, UNSOM, UN Women, UNFPA) and local actors in the field of gender and security, and to seek opportunities for enhanced coordination and cooperation regarding the Mission's activities related to gender. This may involve participating in coordination mechanisms and working groups;
- To work closely together with the Mission's Human Rights Adviser to ensure coordination of the cross-cutting human rights and gender related issues;
- To ensure development of and oversight over the implementation of the Mission Internal Gender Strategy, Gender Action Plan, including gender focal point system;
- To advice the Head of Mission on gender due diligence measures.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

#### **4. Essential Qualifications 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 AND
- A minimum of 5 years of relevant professional experience in gender and gender mainstreaming issues and tools, particularly in a post-conflict environment/SSR process, after having fulfilled the education requirements.

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

- Thorough knowledge of gender mainstreaming issues and tools, particularly in a post-conflict environment/SSR process;
- Analytical skills and ability to conduct gender analysis;
- Drafting and reporting skills;
- A solid understanding of the role of the civil society;
- Ability to work proactively and independently with minimum supervision;
- Ability to develop and maintain effective work relationship with different national and cultural backgrounds with sensitivity and respect for diversity;
- Negotiations skills;
- Pedagogical/training skills.

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

- Experience of conducting gender analysis;
- Experience of conducting training in the area of gender equality and gender mainstreaming, in particular to a police service or to other security or justice institutions/organisations;
- Successfully completed one of the established training courses for gender advisers;
- Experience in developing projects, and to integrate a gender perspective into projects;
- A previous relevant professional experience in Africa would be an asset.

<b>Position Name:</b> Senior Political Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-023	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Political Adviser reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To follow the political developments in theatre and the region and to provide analysis and advice on same, particularly in view of their possible impact on the Mission mandate implementation;
- To ensure the Head of Mission (HoM) and senior Mission management as appropriate are regularly updated on relevant political developments;
- To follow the policy matters pertaining to the Mission mandate implementation and to provide analysis and advice on same to the HoM and senior Mission management;
- To liaise and develop relationships with relevant political actors, parliamentarians, local authorities, civil society, EU actors, Contributing Third States and international organisations
- To prepare/contribute to briefings and notes in a timely manner for the HoM;
- To contribute to the political aspects of press and public information activities, including to assist in clearance of draft press releases, public statements and articles as appropriate;
- To review regular Mission reporting and other reports, papers and briefings in relation to the implementation of the Mission mandate;
- Without prejudice to the chain of command, to contribute to the regular liaison/coordination with Civilian Planning and Conduct Capability (CPCC);
- To conduct briefings for Mission staff and other individuals or groups as appropriate;
- To contribute to lessons identified/learned identification;
- To lead, direct and manage the work and staff of the Political Adviser;
- To advise the HoM and senior Mission management on overall Security Sector Reform issues, with a particular focus on the political impact of ongoing reforms;
- Act as alternate Mission spokesperson as requested;
- To accompany HoM to meetings, and to prepare records of the same.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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. The qualification should be in any of the domains of Political Studies, International Relations, Geopolitics, Diplomacy, Security Studies AND
- After having fulfilled the education requirements, a minimum of 6 years of relevant professional experience.

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

- Drafting and analytical skills;

- Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level.

**6. Desirable Qualifications and Experience:**

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

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

- Knowledge of the political situation in the Horn of Africa region.

<b>Position Name:</b> Mission Analytical Capability (MAC)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-024	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Head of Mission/Deputy Head of Mission Office/Mission Analysis Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Analytical Capability (MAC) reports to Deputy Head of Mission.

### 2. Main Tasks and Responsibilities:

- To analyse changes on the ground, including trends and events, in order to identify political, security and socioeconomic developments affecting opportunities and challenges to mandate implementation;
- To monitor the production of academic publications bearing relevance to mandate implementation and analyse and communicate its key findings through desk research carried out on a monthly basis;
- To ensure liaison arrangements with similar capabilities of other organisations and entities operating in theatre;
- To contribute to Mission reports, ensuring the inclusion of relevant assessments, in liaison with the Head of the Planning, Reporting and Evaluation Section;
- To disseminate MAC products internally and/or externally as directed by the senior leadership and 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 Senior Mission Security Officer;
- To contribute to developing and maintaining MAC working methodology and relevant Standard Operating Procedures (SOPs);
- To contribute to an integrated gender perspective into the Mission's analyses, where applicable
- To support the efficiency of information within the Mission;
- To act upon the Mission's information and analysis requirements;
- To identify and report on lessons learned and best practices within the respective field of responsibility.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 or/and military education or training or an award of an equivalent rank AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Handling, processing, analysis and presentation of information from various sources;
- Experience in the use of analytical IT packages and processes.
- Writing and reporting skills;
- Ability to work on his/her own initiative in a methodical manner;

- Critical thinking and evaluation skills;
- Problem-solving skills.

**6. Desirable Qualifications and Experience:**

- Successful completion of OSINT courses;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- A previous relevant professional experience in Africa would be an asset;
- Knowledge of the regional context.

<b>Position Name:</b> Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number :</b> SOM-083	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/ Maritime Security and Coast Guard Unit	<b>Level of Security Clearance:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Maritime Adviser reports to the Strategic Maritime Adviser/Head of Maritime and Coast Guard Unit.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the other Field Office Mogadishu Units (Coast Guard Functions and Port Security Advisory, Police Advisory and Rule of Law Advisory);
- To assess the status of the institutional development of maritime civilian law enforcement agencies and give expert recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts / institutions and to propose solutions to strengthen them;
- To build strong working relationships with relevant actors in Somalia and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation.
- 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) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- 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 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:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 (the qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Economics) or Business



Administration / Management) OR equivalent and attested police or/and military and/or coast guard education or training or an award of an equivalent rank; AND

- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

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

- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Experience of working in the field of maritime safety and/or security;
- Sound knowledge of maritime law;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Good knowledge of Human Rights and Gender practices;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

**6. Desirable Qualifications and Experience:**

- Ability to mentor and motivate local counterparts;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Ability effectively to advise senior decision makers;
- Organisational, planning and project development skills;
- Ability to multi-task with a time management efficiency;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification.

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

### 1. Reporting Line:

The Police Adviser reports to the Senior Police Adviser/Head of Unit.

### 2. Main Tasks and Responsibilities:

- To provide operational guidance and advice to the Somali Police Force (SPF) and Federal Member States on the development and implementation of broader policing policies and procedures related to police training policing, criminal investigations, intelligence, and police administrative functions, in particular for the SPF HQ Operations, Communications and/or Information/Intelligence Directorates;
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level;
- To promote effective cooperation between the Somali Police Force and judiciary, with the aim of strengthening the first level of the judicial chain;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development on operational level;
- 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) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterpart(s) in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To gather data about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission advisers, as appropriate;
- To design and deliver training programmes and projects, as appropriate.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a university study 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. a Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- Organisational, planning and project development skills;

- Knowledge of designing and delivering training programmes;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

**6. Desirable Qualifications and Experience:**

- Experience in coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and/or international organizations.

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

- Knowledge and experience in change management;
- Ability to work in a multicultural environment and maintain a positive mind set;
- Ability to accompany and motivate local counterparts;
- Ability to multi-task with a time management efficiency.

<b>Position Name:</b> Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-089	<b>Location:</b> Mogadishu	<b>Availability:</b> 30/11/2021
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/Police Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Police Adviser reports to the Senior Police Adviser/Head of Unit.

### 2. Main Tasks and Responsibilities:

- To provide operational guidance and advice to the Somali Police Force (SPF) and Federal Member States on the development and implementation of broader policing policies and procedures related to police training policing, criminal investigations, intelligence, and police administrative functions, in particular for the SPF HQ Operations, Communications and/or Information/Intelligence Directorates;
- To promote effective cooperation between the Somali Police bodies, both at federal and member-state (regional) level;
- To promote effective cooperation between the Somali Police Force and judiciary, with the aim of strengthening the first level of the judicial chain;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development on operational level;
- 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) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterpart(s) in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To gather data about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Mission advisers, as appropriate;
- To design and deliver training programmes and projects, as appropriate.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a university study 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. a Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

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

- Ability to mentor and motivate local counterparts;
- Organisational, planning and project development skills;
- Knowledge of designing and delivering training programmes;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context.

**6. Desirable Qualifications and Experience:**

- Experience in coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and/or international organizations.

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

- Knowledge and experience in change management;
- Ability to work in a multicultural environment and maintain a positive mind set;
- Ability to accompany and motivate local counterparts;
- Ability to multi-task with a time management efficiency.

<b>Position Name:</b> Coast Guard Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-093	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/ Maritime Security and Coast Guard Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Coast Guard Adviser reports to the Strategic Maritime Adviser / Head of Maritime and Coast Guard Unit.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the other Field Office Mogadishu Units (Coast Guard Functions and Port Security Advisory, Police Advisory and Rule of Law Advisory);
- To assess the status of the institutional development of maritime civilian law enforcement agencies and give expert recommendations;
- To support the Mission's efforts in addressing areas of structural weakness in the performance and accountability of respective counterparts / institutions and to propose solutions to strengthen them;
- To build strong working relationships with relevant actors in Somalia and other key stakeholders (including international stakeholders, other EU instruments, UN organisations, countries involved in bilateral activities);
- To advise counterparts on the development of governance of maritime civilian law enforcement agencies and develop and organise training, including in the field of human resources, recruitment, management, accountability, oversight and gender representation;
- 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) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- 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 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:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- To contribute to the mission's Human Rights and Gender activities and take account of those aspects in the execution of tasks;
- To undertake any other related tasks as requested 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 or/and military education or training or an award of an equivalent rank; AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Sound knowledge of maritime law;
- Sound knowledge of EU Maritime Strategy and related policies;
- Previous experience in the delivery of training;
- Good knowledge of Human Rights and Gender practices.

**6. Desirable Qualifications and Experience:**

- Ability to advise and motivate local counterparts;
- Previous experience in the delivery of training connected to the coast guard functions;
- Experience in project management;
- Experience of small boat driving and maintenance;
- Experience of working on maritime security;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising.

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

- Experience as Deck or Engineering Officer from the Coast Guard, Maritime Border Guard, Navy or MRCC/NMOC Supervisor or similar maritime service;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Legal Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-096	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/ Police Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Reform Adviser reports to Senior Police Advisor / Head of Police Unit.

### 2. Main Tasks and responsibilities:

- To assess at Federal and Regional Level local legislative/normative/regulatory frameworks and to support relevant local bodies in drafting legislation based on a sound legal policy, including legislative and legal policy capacity building, such as ex-ante and ex-post evaluation of legislation, and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To analyse, assess and advise on legislative frameworks governing the justice system in relation to law enforcement and criminal law and, as necessary, give expert recommendations;
- To support the development of legal drafting capabilities by mentoring, advising and training;
- To mentor and advise the Somali judiciary authorities and law enforcement agencies in order to improve their skills and entrench relevant training received into their everyday working practices;
- To build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea;
- To strengthen the Criminal Justice Chain and facilitate police-prosecutor co-operation, in particular to enhance the cooperation and coordination in the conduct of (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts through advising, e.g. on sustainable legal training for law enforcement, judicial institutions and other authorities, including the development, organisation and conduct of specialised and integrated courses based on a Train to Trainer approach;
- To contribute to EUCAP's Human Rights and Gender activities;
- To advise regarding identified host state needs related to Law enforcement capacity and recommend appropriate support by the Mission;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Line Manager (s), including mentoring and advising;
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies;
- To advise on/provide sustainable legal training for law enforcement, judicial and other authorities;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary and the civilian (maritime) law enforcement agencies;
- To ensure timely reporting and information flow on justice issues;
- To conduct legal research as necessary;
- To support the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;



- 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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience in a legal profession, after having fulfilled the education requirements.

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

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience in criminal justice reform either domestically or internationally;
- Legal drafting skills;
- Criminal Justice Chain reform knowledge and experience;
- Training, Advising and mentoring skills.

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

- Critical thinking and active listening;
- Comprehensive reading;
- Time management skills;
- Experience in mentoring or conducting legal training;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising.

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

- Political acumen;
- Knowledge of legal aspects in fighting organised crime, such as Money Laundering Trafficking of Human Beings, smuggling, and other criminal related law;
- Knowledge of constitutional law and international public law, Knowledge about Sharia Law and alternative dispute resolution systems.

<b>Position Name:</b> Legal Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-097	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Mogadishu/ Police Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Reform Adviser reports to Senior Police Advisor / Head of Police Unit.

### 2. Main Tasks and responsibilities:

- To assess at Federal and Regional Level local legislative/normative/regulatory frameworks and to support relevant local bodies in drafting legislation based on a sound legal policy, including legislative and legal policy capacity building, such as ex-ante and ex-post evaluation of legislation, and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To analyse, assess and advise on legislative frameworks governing the justice system in relation to law enforcement and criminal law and, as necessary, give expert recommendations;
- To support the development of legal drafting capabilities by mentoring, advising and training;
- To mentor and advise the Somali judiciary authorities and law enforcement agencies in order to improve their skills and entrench relevant training received into their everyday working practices;
- To build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea;
- To strengthen the Criminal Justice Chain and facilitate police-prosecutor co-operation, in particular to enhance the cooperation and coordination in the conduct of (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts through advising, e.g. on sustainable legal training for law enforcement, judicial institutions and other authorities, including the development, organisation and conduct of specialised and integrated courses based on a Train to Trainer approach;
- To contribute to EUCAP's Human Rights and Gender activities;
- To advise regarding identified host state needs related to Law enforcement capacity and recommend appropriate support by the Mission;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Line Manager (s), including mentoring and advising;
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies;
- To advise on/provide sustainable legal training for law enforcement, judicial and other authorities;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary and the civilian (maritime) law enforcement agencies;
- To ensure timely reporting and information flow on justice issues;
- To conduct legal research as necessary;
- To support the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;

- 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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience in a legal profession, after having fulfilled the education requirements.

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

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience in criminal justice reform either domestically or internationally;
- Legal drafting skills;
- Criminal Justice Chain reform knowledge and experience;
- Training, Advising and mentoring skills.

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

- Critical thinking and active listening;
- Comprehensive reading;
- Time management skills;
- Experience in mentoring or conducting legal training;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising.

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

- Political acumen;
- Knowledge of legal aspects in fighting organised crime, such as Money Laundering Trafficking of Human Beings, smuggling, and other criminal related law;
- Knowledge of constitutional law and international public law, Knowledge about Sharia Law and alternative dispute resolution systems.

<b>Position Name:</b> Head of Field Office	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-099	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Garowe	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Field Office reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Field Office in accordance with the Mission's OPLAN, and relevant planning documents;
- To identify, in consultation with the Head of Operations, confidence-building measures, particularly those for implementation in the Field Office area of responsibility;
- To supervise the Field Office's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the Field Office area of responsibility;
- To supervise the Field Office's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance;
- To ensure reporting on alleged human rights violations and ensure that cases of alleged human rights violations are brought to the attention of Mission headquarters;
- To identify, in consultation with the Head of Operations, confidence-building measures, particularly those for implementation in the Field Office area of responsibility;
- To coordinate/cooperate and/or supervise the coordination/cooperation of the Field Office's staff members as appropriate with the main police and maritime security system actors at the relevant level as well as with local EU and international actors;
- To establish and develop an efficient working relationship with the local authorities in charge of the development and training on maritime security and maritime law enforcement;
- To coordinate the Mission Support related aspects of the Field Office, under the technical guidance of Head of Mission Support Department;
- To coordinate/cooperate and/or supervise the coordination/cooperation of the Field Office's support staff members as appropriate with the Mission Security and Duty of Care Department, and Chief of Staff's office, in particular the Project Cell, General Support and Services Section, Communication and Information Systems Section and the Finance Section and also with the Field Office Facility Manager;
- To co-operate with relevant local (municipal and regional) authorities and international organisations (if applicable), including with a view to monitoring problematic areas in the Field Office area of responsibility;
- To ensure, in coordination with the Senior Mission Security Officer/Mission Security Officer/Mission Security Assistant, that field office staff perform their work in a secure and safe environment, in the Field Office area of responsibility.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 and/or military education or training or an aware 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 of experience at management level.

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

- Knowledge of maritime security related policy development fora, principles and regional frameworks;
- Ability to use own initiative, establish priorities, to plan and to exercise control over the conduct of activities as well as make sound and timely decisions;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in working in an international crisis management environment;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement and security matters;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

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

- Experience in leading and coordinating international efforts to support host state reforms in the area of law enforcement;
- A minimum of 4 years of managerial experience in international Mission environment;
- Negotiating skills with local interlocutors;
- Understanding of compound and office security;
- Sub-Saharan or East African working experience;
- Work experience from the maritime sector.

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

- Knowledge of local language (Somali and/or Arabic) would be an asset;
- Previous experience from a CSDP mission;
- Previous experience from a maritime CSDP mission;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Strategic Adviser (CRC)	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-101	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations department/Field Office Garowe/Maritime Security and Coast Guard Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Strategic Adviser reports to the Strategic Maritime Adviser / Head of Unit. This position is also a member of the Core Responsiveness Capacity (CRC), see specific tasks related to this below.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the Field Office Advisors;
- To research and assess the performance of Somaliland's maritime security governance mechanism and institutions, and recommend on the development of maritime security good governance capacity;
- To advise on development and implementation of strategy and policy on maritime security in line with the Somaliland Maritime Resources and Security Strategy (SMRSS) the Somaliland National Security Policy and Somaliland National Development Plan II (or similar);
- To support the development and the implementation of comprehensive strategies and mechanisms for good governance of civilian maritime law enforcement institutions;
- To support the Somaliland civilian maritime law enforcement institutions to develop their strategic management capacities;
- To promote effective cooperation between Somaliland maritime resources and security institutions through advice on clear division of maritime institutional roles and responsibilities among ministries, agencies, and other relevant actors;
- To assess the functioning, organisation, strategic management capacity and needs of the Somaliland maritime security institutions, and identify and advise upon sustainable capacity development plans;
- To build strong working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities);
- 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 liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

#### 2.2. Core Responsiveness Capacity Tasks and Responsibilities

Members of the Core Responsiveness Capacity, when requested and approved by Civilian Operation Commander, are expected to:

- To participate in the planning and start-up of missions, including Technical Assessment Missions and early deployment;
- To support larger up/down scaling of missions, or refocusing of mandates;
- To participate in liquidation and closures of missions;
- To act as a floater under the Exchange of staff policy;
- To participate in the specific Core Responsiveness Capacity trainings and exercises;

- To undertake any other tasks related to the Core Responsiveness Capacity as required.

### **3. General Tasks and Responsibilities:**

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 and/or coast guard equivalent education or training and rank; AND
- A minimum of 5 years of relevant professional experience after having fulfilled the education requirements.

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

- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Previous experience in the delivery of education and training;
- Experience of working in the field of maritime safety and/or security;
- Sound knowledge of maritime law;
- Organisational, planning and project development skills;
- Good knowledge of Human Rights and Gender practices;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

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

- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Strong team player and ability to work with a range of people from diverse cultural and professional backgrounds;
- Knowledge of government coordination processes;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Previous experience in policy and strategy development or related field;
- Experience in project management;
- Experience with maritime administration, coordination and governance;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification;
- International experience, particularly in crisis areas with multinational and/or international organizations.

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

- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Reporting Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-102	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Chief of Staff / Planning, Reporting and Evaluation Section/Reporting Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Reporting Officer reports to the Senior Reporting Officer.

### 2. Main Tasks and Responsibilities:

- 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 contribute to the production of timely and accurate periodic and ad-hoc reports for submission to the chain of command, the Mission's operational headquarters, and EU Member States regarding Mission's mandate implementation;
- To communicate with key Mission staff members on information management, analysis and reporting procedures in order to ensure submission of high-quality information;
- To prepare and give presentations; prepare talking points, speeches and take meeting minutes;
- To contribute to the development and regular update of the Mission Implementation Plan (MIP);
- To monitor the Mission's lessons learned process and contribute to their collection;
- To collate and support the quantitative and qualitative analysis of inputs originating from the Mission's operational elements on their operational activities (e.g. Meeting Reports, Monthly reports, benchmarking table);
- To ensure that data from Mission activities are being stored and utilised for statistics, analysis and evaluations;
- To participate in the development and review of Reporting and Lessons Learned policies and SOPs.

### 3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To contribute to the identification of lessons learned and best practice 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; AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Analytical capability and profound knowledge of information collection and analytical methods;
- Ability to synthesize information and draft clearly, succinctly and quickly;
- Excellent drafting and editing skills;
- Analytical capability and knowledge of information collection;
- Substantial knowledge and experience in benchmarking;
- Excellent written and spoken English language.



**6. Desirable Qualifications and Experience:**

- Experience working in operating in a conflict or post-conflict environment;
- Experience in information/data collection, storage and analytical methodologies.

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

- Substantial understanding on how to develop and implement baseline surveys, monitoring and evaluation exercises to evaluate and assess the impact of the Mission's activities;
- Ability to multi-task with a time management efficiency;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- A previous relevant professional experience in Africa.

<b>Position Name:</b> Senior Coast Guard Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-106	<b>Locations:</b> Garowe	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Garowe/ Maritime Security and Coast Guard Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Coast Guard Adviser reports to the Strategic Maritime Adviser / Head of Maritime Security and Coast Guard Unit.

### 2. Main Tasks and Responsibilities:

- To provide advice, guidance, mentoring and training on topics related to the coast guard and port security functions;
- To establish efficient working relationships at strategic level with all the key stakeholders involved in the Puntland coast guard and port security capacity development, including UNSOM and UNODC and complementing their activities on Coast Guard and Port security development at strategic level;
- To deliver maritime training, expert advice and mentoring as required in maritime skills (navigation, seamanship, engineering, communications, etc.);
- To develop training curricula in cooperation with the other Mission experts;
- To provide operational guidance and advice to develop civilian (maritime) law enforcement operational capabilities in line with the Somali strategies;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime boat operations in the 9 – 30m range;
- To assess the operational capacity skills and needs of the Somali civilian law enforcement/security agencies and advise on improvements;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on maritime security matters including Coast Guard functions;
- To develop working groups with the maritime law enforcement services training officers to plan implement and improve the training and train the trainer activities;
- To conduct, upon request, reviews of the structures on authorities involved in carrying out the Coast Guard functions;
- To support the selection of future trainees, among the maritime law enforcement services, for advanced training courses;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of education and training;
- To support host state authorities in developing education and training strategies/policies/plans/curricula/training institutions;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's training;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- On request, be prepared to be embedded with a local institution/Ministry, security permitting.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;

- Take account of gender equality and human rights aspects in the execution of tasks;
- 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. Bachelor's Degree OR equivalent and attested police or/and military and/or coast guard 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:**

- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Experience of working in the field of maritime safety and/or security;
- Sound knowledge of maritime law;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Good knowledge of Human Rights and Gender practices;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

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

- Ability to mentor and motivate local counterparts;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Previous experience in the delivery of training connected to the coast guard functions;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Experience of small boat driving and maintenance;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification.

<b>Position Name:</b> Head of Field Office	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-115	<b>Location:</b> Hargeisa	<b>Availability:</b> 01/01/2022
<b>Component/Department/Unit:</b> Field Office Hargeisa	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Field Office reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Field Office in accordance with the Mission's OPLAN, and relevant planning documents;
- To identify, in consultation with the Head of Operations, confidence-building measures, particularly those for implementation in the Field Office area of responsibility;
- To supervise the Field Office's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements in the Field Office area of responsibility;
- To supervise the Field Office's contribution to the Mission's internal and external reporting against benchmarking, and to provide recommendations for the improvement of Mission's performance;
- To ensure reporting on alleged human rights violations and ensure that cases of alleged human rights violations are brought to the attention of Mission headquarters;
- To identify, in consultation with the Head of Operations, confidence-building measures, particularly those for implementation in the Field Office area of responsibility;
- To coordinate/cooperate and/or supervise the coordination/cooperation of the Field Office's staff members as appropriate with the main police and maritime security system actors at the relevant level as well as with local EU and international actors;
- To establish and develop an efficient working relationship with the local authorities in charge of the development and training on maritime security and maritime law enforcement;
- To coordinate the Mission Support related aspects of the Field Office, under the technical guidance of Head of Mission Support Department;
- To coordinate/cooperate and/or supervise the coordination/cooperation of the Field Office's support staff members as appropriate with the Mission Security and Duty of Care Department, and Chief of Staff's office, in particular the Project Cell, General Support and Services Section, Communication and Information Systems Section and the Finance Section and also with the Field Office Facility Manager;
- To co-operate with relevant local (municipal and regional) authorities and international organisations (if applicable), including with a view to monitoring problematic areas in the Field Office area of responsibility;
- To ensure, in coordination with the Senior Mission Security Officer/Mission Security Officer/Mission Security Assistant, that field office staff perform their work in a secure and safe environment, in the Field Office area of responsibility.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 and/or military education or training or an aware of an equivalent rank; AND

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.

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

- Knowledge of maritime security related policy development fora, principles and regional frameworks;
- Ability to use own initiative, establish priorities, to plan and to exercise control over the conduct of activities as well as make sound and timely decisions;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in working in an international crisis management environment;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement and security matters;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team.

**6. Desirable Qualifications and Experience**

- Experience in leading and coordinating international efforts to support host state reforms in the area of law enforcement;
- Managerial experience in international Mission environment;
- Negotiating skills with local interlocutors;
- Understanding of compound and office security;
- Sub-Saharan or East African working experience;
- Work experience from the maritime sector.

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

- Knowledge of local language (Somali and/or Arabic) would be an asset;
- Previous experience from a CSDP mission;
- Previous experience from a maritime CSDP mission;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Senior Maritime Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-117	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Hargeisa/Maritime Security and Coast Guard Unit/ Maritime Security Team	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Maritime Adviser reports to the Strategic Maritime Adviser/Head of Maritime Security and Coast Guard Unit.

### 2. Main Tasks and Responsibilities:

- To work in close cooperation with the Field Office Advisors;
- To research and assess the performance of Somaliland's maritime security governance mechanism and institutions, and recommend on the development of maritime security good governance capacity;
- To advise on development and implementation of strategy and policy on maritime security in line with the Somaliland Maritime Resources and Security Strategy (SMRSS) the Somaliland National Security Policy and Somaliland National Development Plan II (or similar);
- To support the development and the implementation of comprehensive strategies and mechanisms for good governance of civilian maritime law enforcement institutions;
- To support the Somaliland civilian maritime law enforcement institutions to develop their strategic management capacities;
- To promote effective cooperation between Somaliland maritime resources and security institutions through advice on clear division of maritime institutional roles and responsibilities among ministries, agencies, and other relevant actors;
- To assess the functioning, organisation, strategic management capacity and needs of the Somaliland maritime security institutions, and identify and advise upon sustainable capacity development plans;
- To build strong working relationships with relevant actors in Somaliland and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities);
- 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 liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 first 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:**

- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Previous experience in the delivery of education and training;
- Experience of working in the field of maritime safety and/or security;
- Sound knowledge of maritime law;
- Organisational, planning and project development skills;
- Good knowledge of Human Rights and Gender practices;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

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

- Ability to effectively advise senior decision makers, negotiation and diplomacy skills;
- Strong team player and ability to work with a range of people from diverse cultural and professional backgrounds;
- Knowledge of government coordination processes;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Previous experience in policy and strategy development or related field;
- Experience in project management;
- Experience with maritime administration, coordination and governance;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification;
- International experience, particularly in crisis areas with multinational and/or international organizations.

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

- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Coast Guard Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-123	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Hargeisa/Maritime Security and Coast Guard Unit/ Coast Guard Team	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Coast Guard Adviser reports to the Strategic Maritime Adviser / Head of Maritime Security and Coast Guard Unit.

### 2. Main Tasks and Responsibilities:

- To provide operational guidance, training and advice on the development and implementation of strategies, policies and procedures related to (community) policing in coastal communities and port policing, undertaken by civilian maritime law enforcement agencies;
- To promote effective cooperation between the civilian maritime law enforcement agencies and judiciary, with the aim to strengthen the first level of the judicial chain;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime domain;
- To develop and provide training for civilian maritime law enforcement agencies in search, arrest, detention, evidence, and report writing in relation to maritime crime;
- To work in cooperation with other Mission advisers and provide policing advice to the Senior Mission Management and, as required, to other EU bodies, in particular in relation to maritime related issues;
- To contribute to the development and delivery of Maritime Law Enforcement training courses and curriculum, as required;
- To establish efficient working relationships at operational level with all the key international stakeholders involved in the policing capacity development;
- 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) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective 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 collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To design and deliver training, as appropriate;
- To develop activities planned in accordance with the Mission Implementation Plan and to the Line Management guidance.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 or/and military education or training or an award of an equivalent rank;\_AND

- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Sound knowledge of EU Maritime Strategy and related policies;
- Good understanding of policies and organisational aspects of a maritime administration, implementing maritime security and Coast Guard functions;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Experience of working in the field of maritime safety and/or security;
- Sound knowledge of maritime law;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Good knowledge of Human Rights and Gender practices;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

**6. Desirable Qualifications and Experience:**

- Ability to mentor and motivate local counterparts;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Previous experience in the delivery of training connected to the coast guard functions;
- Experience in project management;
- International experience, particularly in crisis areas with multinational and/or international organisations.

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

- Experience of small boat driving and maintenance;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification.

<b>Position Name:</b> Legal Reform Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-125	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Field Office Hargeisa/ Police Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Reform Adviser reports to the Head of Field office Hargeisa.

### 2. Main Tasks and Responsibilities:

- To assess at Federal and Regional level the local legislative/normative/regulatory frameworks and to support relevant local bodies in drafting legislation based on a sound legal policy, including legislative and legal policy capacity building, such as ex-ante und ex-post evaluation of legislation, and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To strengthen the Criminal Justice Chain and facilitate police-prosecutor co-operation, in particular to enhance the cooperation and coordination in the conduct of (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts though advising, e.g. on sustainable legal training for law enforcement, judicial institutions and other authorities, including the development, organisation and conduct of specialised and integrated courses based on a Train to Trainer approach;
- To advise regarding identified host state needs and recommended support by the Mission;
- To prepare comparative analysis related to the international standards implementation in the host country's context upon request;
- Take part in and initiate joined working groups together with other international organisations and local actors to reform local core legislation related to the Missions mandate;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Line Manager(s);
- To support the Component's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To analyse, assess and advise on legislative frameworks governing the justice system in relation to law enforcement and criminal law and, as necessary, give expert recommendations;
- To support the development of legal drafting capabilities by mentoring, advising and training;
- To mentor and advise the Somali judiciary authorities and law enforcement agencies in order to improve their skills and entrench relevant training received into their everyday working practices;
- To build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea;
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies;
- To conduct legal research as necessary;
- To contribute to EUCAP's Human Rights and Gender activities.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience in a legal profession, after having fulfilled the education requirements

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

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience in criminal justice reform either domestically or internationally;
- Legal drafting skills;
- Criminal Justice Chain reform knowledge and experience;
- Training, Advising and mentoring skills.

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

- Critical thinking and active listening;
- Comprehensive reading;
- Time management skills;
- Experience in mentoring or conducting legal training;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising.

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

- Political acumen;
- Knowledge of legal aspects in fighting organised crime, such as Money Laundering Trafficking of Human Beings, smuggling, and other criminal related law;
- Knowledge of constitutional law and international public law, Knowledge about Sharia Law and alternative dispute resolution systems.

<b>Position Name:</b> Environmental Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> SOM-145	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Chief of Staff Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Environmental Adviser reports to Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To act as the Mission focal point for environmental, including climate, matters;
- To ensure that projects comply with environmental regulations and targets by addressing issues such as air quality, land and water contamination, waste management, energy optimisation, and environmental impact throughout the Mission's activities;
- To support the development of a systematic climate and environment analysis capacity of all aspects of the implementation of the Mission's mandate, including policy development, mission footprint, environmental health issues on staff exposure, mandate execution, staffing, data collection, monitoring and reporting;
- In close coordination with the Mission's operational components, to advise on the promotion of awareness of climate and environmental issues, among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- In close coordination with the Mission's operational components, to advise on the operationalisation of mitigation and adaptation of measures, among host state authorities, on environmental maritime related matters and to ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the environmental situation in the host state;
- To liaise with local and international entities involved in the promotion and monitoring of environmental issues in the host state;
- To advise on the development and management of strategic communications with regards to environmental, including climate, issues;
- To contribute to the development and periodic review of relevant Mission Standard Operating Procedures (SOPs);
- To train Mission's staff members on environmental matters as required;
- To contribute to identify and report on lessons learned and best practices within the field of environmental issues;
- To maintain contacts with key international stakeholders (including EUDEL, EUTM, UNSOM) and local actors in the field of environmental matters, and to seek opportunities for enhanced coordination and cooperation regarding the Mission's activities related to environmental aspects. This may involve participating in coordination mechanisms and working groups;
- To work closely together with the Mission's components to ensure coordination of the environmental related issues;
- To ensure development of and oversight over the implementation of the Mission Internal Environment Strategy and Environment Action Plan;
- To work proactively ensuring that the mission leadership and key staff are up to date with the environment related situation in the mission area.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

#### **4. Essential Qualifications 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 (preferably in relevant field of environmental engineering, environmental science, Natural Resources Management, sustainability approaches); AND
- A minimum of 5 years of relevant professional experience in environmental protection, climate footprint analysis, green engineering, Environmental Management Systems, Environmental Assessments, particularly in a post-conflict environment/SSR process, after having fulfilled the education requirements.

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

- Good understanding on environmental legislation and environment protection systems;
- Analytical skills and ability to conduct environmental assessments/analyses;
- Substantial knowledge and experience in maritime emergency response systems, including the development of emergency response plans/scenarios;
- Analytical skills and strategic and creative thinking;
- Ability to work proactively and independently with minimum supervision;
- Knowledge of environmental investigation techniques;
- Ability to establish and maintain relationships with a broad range of people and organisations to understand needs and gain support;
- Pedagogical/training skills.

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

- Experience of conducting environmental analysis;
- Experience of conducting training in the area of environment, to a police service or to other security or justice institutions/organisations;
- Experience of work in the field of environment in an international setting, preferably in a conflict, or post-conflict, setting;
- Experience in developing projects and to integrate environmental aspects into projects;
- A previous relevant professional experience in Africa would be an asset.

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

- Substantial knowledge and experience in maritime pollution.

<b>Position Name:</b> Senior Coast Guard Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-158	<b>Locations:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations Department/Operations Coordination Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Coast Guard Adviser reports to the Head of Operations (HoOps).

### 2. Main Tasks and Responsibilities:

- To support the HoOps in the coordination of operational activities in the area of responsibility;
- To be a source of advice and support the HoOps in the coordination of operational and oversight activities in the area of responsibility;
- To give advice, guidance, mentoring and training on topics related to the coast guard functions.
- To establish efficient working relationships at strategic level with all the key stakeholders involved in coast guard and port security capacity development, including EU Delegation to Somalia, UNSOM, UNDP, UNODC and AMISOM complementing their activities on Coast Guard and Port security development at strategic level;
- To develop training curricula in cooperation with the other Mission experts;
- To provide operational guidance and advice to develop civilian (maritime) law enforcement operational capabilities in line with the Somali strategies;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime boat operations in the 9 – 30m range;
- To assess the operational capacity skills and needs of the Somali civilian law enforcement/security agencies and advise on improvements;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on maritime security matters including the Coast Guard functions;
- To conduct, upon request, reviews of the structures on authorities involved in carrying out the Coast Guard functions and assist in developing SOP's;
- To support the HoOps oversight activities in the area of responsibility;
- To identify and coordinate activities that are common to several Field Offices;
- To identify and coordinate, in conjunction with other Operations Coordination Team members and with Field Offices Advisors, activities that overlap Units;
- To provide advice to Heads of Field Offices on maritime security/coast guard functions technical issues in order to promote functional coherence among all Field Offices;
- To act as a source of technical advice to advisers in all Field Offices in order to promote functional coherence among all Field Offices and technical control;
- To oversee and support at Federal and Regional level maritime security/coast guard functions, through the provision of advice to the maritime advisors;
- To act as the primary source of monitoring capacity to the HoOps in regards of the Mission Implementation Plan;
- To develop situational analysis, develop activities planning and timely report developed actions;
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;

- To ensure data collection related to Mission's trainings;
- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To be embedded with a local institution/Ministry, security permitting.

### **3. General Tasks and Responsibilities:**

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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. Bachelors' 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 equivalent and attested police or/and military and/or coast guard 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:**

- Sound knowledge of EU Maritime Strategy and related policies;
- Sound knowledge of maritime law;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Sound knowledge of EU Maritime Strategy and related policies;
- Ability to mentor and motivate local counterparts;
- Good knowledge of Human Rights and Gender practices.

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

- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters;
- Experience in project management;
- CSDP/International experience, particularly in crisis areas with multinational and/or international organisations;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/rule of law and security matters;
- Experience in knowledge management;
- Professional Training Qualification/Certification.

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

- Strategic thinking;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Coast Guard Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-161	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations/Field Office Mogadishu/ Maritime Security and Coast Guard Unit	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Coast Guard Adviser reports to the Strategic Maritime Adviser / Head of Maritime and Coast Guard Unit.

### 2. Main Tasks and Responsibilities:

- To give advice, guidance, mentoring and training on topics related to the coast guard functions;
- To establish efficient working relationships at operational level with all the key stakeholders involved in the Somali Coast Guard capacity development, including UNSOM, UNDP, UNODC;
- To deliver maritime training, expert advice and mentoring as required in maritime skills (navigation, seamanship, engineering, communications, etc.);
- To develop training curricula in cooperation with the other Mission experts;
- To provide operational guidance and advice to develop civilian (maritime) law enforcement operational capabilities in line with the Somali National Security Policy (NSP) and other relevant strategies;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), To assess the operational capacity skills and needs of the Somalia civilian law enforcement/security agencies and advise on improvements;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on maritime security matters;
- To develop working groups with the maritime law enforcement services training officers to plan implement and improve the training and train the trainer activities;
- To conduct, upon request, reviews of the structures on authorities involved in carrying out the Coast Guard function and assist in developing SOPs;
- To support the selection of future trainees, among the maritime law enforcement services, for advanced training courses;
- 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) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- 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 collect and collate statistics about the workload/performance of local counterparts;
- 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 Advisers as appropriate;
- To design and deliver training, as appropriate.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 5 years of relevant professional experience.

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

- Knowledge of Coast Guard functions;
- Sound knowledge of EU Maritime Strategy and related policies;
- Sound knowledge of maritime law;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Experience of working in the field of maritime safety and/or security;
- Good understanding of policies and organisational aspects of Coast Guard functions, maritime administration and maritime security;
- Good knowledge of Human Rights and Gender practices.

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

- Ability to advise and motivate local counterparts;
- Experience in project management;
- Experience of small boat driving and maintenance;
- Experience of working on maritime security;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising.

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

- Experience as Deck or Engineering Officer from the Coast Guard, Maritime Border Guard, Navy or MRCC/NMOC Supervisor or similar maritime service;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Senior Coast Guard Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-162	<b>Locations:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations department/Field Office Mogadishu / Maritime Security and Coast Guard Unit/ Coast Guard Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Coast Guard Adviser reports to the Strategic Maritime Adviser/Head of Maritime and Coast Guard Unit.

### 2. Main Tasks and Responsibilities:

- To give advice, guidance, mentoring and training on topics related to the coast guard and port security functions;
- To establish efficient working relationships at strategic level with all the key stakeholders involved in the FGS coast guard and port security capacity development, including EU Delegation to Somalia, UNSOM, UNDP, UNODC and AMISOM complementing their activities on Coast Guard and Port security development at strategic level;
- Contribute to the development of the Somali Fisheries enforcement capacity, through mentoring, advising and training;
- To deliver maritime training, expert advice and mentoring as required in maritime skills (navigation, seamanship, engineering, communications, etc.);
- To develop training curricula in cooperation with the other Mission experts;
- To provide operational guidance and advice to develop civilian (maritime) law enforcement operational capabilities in line with the Somali strategies;
- To contribute to the elaboration of Standard Operational Procedures (SOPs), in particular in relation to the maritime boat operations in the 9 – 30m range;
- To contribute to the elaboration of Policies, Practices and Procedures related to fisheries enforcement
- To assess the operational capacity skills and needs of the Somali civilian law enforcement/security agencies and advise on improvements;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on maritime security matters including the Coast Guard functions;
- To establish and maintain cooperation with the authorities of the maritime law enforcement services on the development of training programmes on fisheries, Monitoring, Control and Surveillance (MCS) as well as IUU fishing;
- To develop working groups with the maritime law enforcement services training officers to plan implement and improve the training and Train the Trainers activities;
- To conduct, upon request, reviews of the structures on authorities involved in carrying out the Coast Guard functions and assist in developing SOP's;
- To support the selection of future trainees, among the maritime law enforcement services, for advanced training courses;
- To develop activities` plan and timely report operational activities;
- To support host state authorities in developing training strategies/policies/plans/curricula/training institutions;
- To identify required reforms and appropriate support to be provided by the Mission, including through advice/mentoring and/or direct training;
- To provide input to the development and regular updating of the Mission Implementation Plan in the field of training;
- To conduct Mission direct training activities according to the Mission Implementation Plan (MIP) and the relevant agreed training curricula;
- To ensure data collection related to Mission's trainings;

- To contribute to the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To be embedded with a local institution/Ministry, security permitting.

### **3. General Tasks and Responsibilities:**

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- To contribute to the mission's Human Rights and Gender activities and take account of those aspects in the execution of tasks;
- 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. Bachelor's Degree; OR equivalent and attested police or/and military and/or coast guard 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:**

- Knowledge of Coast Guard functions;
- Knowledge of maritime law;
- Sound knowledge of EU Maritime Strategy and related policies, specially the EU Common Fisheries Policy;
- Previous experience in the delivery of education and training connected to the coast guard functions;
- Good understanding of policies and organisational aspects of maritime administration, maritime security, and Coast Guard functions, including in fisheries enforcement;
- Good knowledge of Human Rights and Gender practices;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement/maritime security matters.

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

- Sound professional experience in fisheries control at sea or in port in general and from working in an FMC specifically or any other relevant experience, as official or agent of a public administration with duties in fisheries management, inspection/control;
- Ability to advise and motivate local counterparts;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Experience in project management;
- Experience of working on maritime security;
- International experience, particularly in crisis areas with multinational and/or international organisations;
- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification.

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

- Strategic thinking;
- Previous experience in the delivery of training connected to fight against IUU fishing;
- Deck or Engineering Officer from the Navy or Coast Guard or Maritime Border Guard or MRCC/NMOC Supervisor or Fisheries Officer with duties on Monitoring, Surveillance and Control maritime and fisheries activities or similar maritime service;

- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Experience of small boat driving and maintenance.

<b>Position Name:</b> Senior Police Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> SOM-168	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Operations department /Field Office Hargeisa/Police Team	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Senior Police Adviser reports to the Head of Field Office Hargeisa.

### 2. Main Tasks and Responsibilities:

- To provide strategic guidance and advice to the Ministry of Internal Security and Somaliland Police on the development and implementation of broader policing strategies, policies and procedures related to police training, community policing, criminal investigations, intelligence, and police administrative functions, in particular for the Maritime Police Unit;
- To be embedded in the Ministry of Internal Security and/or Somaliland Police to offer guidance and assistance to the development of civilian maritime law enforcement capacities Somaliland Security Strategy and other relevant strategies;
- To advise the Ministry of Internal Security, Ministry of Justice and Attorney General on the development and implementation of the relevant aspects of Law enforcement;
- To promote effective cooperation between the Somaliland police bodies, and with the criminal justice chain;
- To work in cooperation with other Mission advisers and provide policing advice to the Senior Mission Management and, as required, to other EU bodies;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC complementing their activities on broader police development on strategic level;
- To develop situational analysis, develop activities planning and timely report developed actions;
- 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 counterparts on strategic level and operational level, as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- 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 international and local counterparts;
- To ensure compliance with instructions/directions from the Mission management;
- To identify best practices and lessons learned within the field of responsibility;
- To direct, design and deliver training programmes and projects, as appropriate;
- To contribute to the mission Human Rights and Gender activities.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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. Bachelor'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:**

- Organisational, planning and project development skills;
- Ability to mentor and motivate local counterparts;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context;
- Good knowledge of Human Rights and Gender practices;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement and security matters;
- CSDP experience in the areas of Monitoring, Mentoring and Advising;
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Proven organisational and planning skills.

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

- Professional certification in Mentoring, Monitoring & Advising;
- Professional Training Qualification/Certification;
- Knowledge and experience in change management.

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

- Ability to multi-task with a time management efficiency;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Ability to work in a multicultural environment and maintain a positive mind set;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.

<b>Position Name:</b> Internal Auditor	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-006	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Internal Auditor reports to HoM and administratively managed by Deputy Head of Mission (DHoM).

### 2. Main Tasks and Responsibilities:

- To establish a risk-based ex post financial control function to be performed in compliance with the relevant international standards, as well as rules and regulations and applicable to this field;
- To be in charge of planning and conducting financial, systems and performance audit controls;
- To develop a risk-based audit programme for validation by the Mission's management;
- To plan 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, recommendations made and the action taken;
- To recommend corrective actions to the Mission's management as appropriate, and to follow up and review actions taken by management;
- To provide advice and guidance to the HoM, Head of Mission Support Department and the Heads of other Departments 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 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;
- To evaluate adequacy of management and control systems and the implementation of policies, systems and procedures, especially with regards to administrative functions;
- To examine whether resources are used efficiently and economically and achieving effective results;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- Ability to produce high-quality reports including recommendations;
- Analytical, research and problem-solving skills;
- Priority-setting and ability to react quickly to new demands;
- Good knowledge of audit and accounting principles;
- Experience working with financial/accounting/audit management software.

**6. Desirable Qualifications and Experience:**

- University and/or Master's degree in Economics, Audit, Finance, or other related or relevant fields;
- 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;
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.



<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-030	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Deputy Senior Mission Security Officer / Chief of Unit.

### 2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To liaise and coordinate with the Operations room;
- Authorised to carry an issued personal weapon, used for purposes of self-defence.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 at the level in the National Qualifications Framework 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 or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience out of which a minimum of 2 years relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets;
- Validated license for armoured vehicle or civilian driving licence class C.

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

- Planning, and time-management skills;
- Analytical skills.

### 6. Desirable Qualifications and Experience:

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of CPCC Medical Security Certification Course or equivalent medical training;
- Firearms trained;
- Previous work experience in the region.

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

- 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;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies.

<b>Position Name:</b> Mission Security Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-037	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Mission Security Officer (MSO) reports to the Head of Hargeisa Security Section.

### 2. Main Tasks and Responsibilities:

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To ensure security surveys of Mission member's personal protective security requirements, transport security, residential and office security as appropriate;
- To ensure that all security and communications equipment is kept in a state of operational readiness;
- To conduct regular security drills, communication tests and evacuation exercises;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide assistance and appropriate response to Mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To perform MSO duties, as required, in the sub-Field Office in Berbera;
- To liaise and coordinate with the Team Leader of the Armed Protection Operators regarding deployment and duties;
- Authorised to carry an issued personal weapon, used for purposes of self-defence.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 at the level in the National Qualifications Framework 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 or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience out of which a minimum of 2 years of relevant experience of International Field Security and/or Security management in ensuring protection of personnel and assets;
- Validated license for armoured vehicle or civilian driving licence class C.

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

- Planning, and time-management skills;
- Analytical skills.

### 6. Desirable Qualifications and Experience:

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Successful completion of CPCC Medical Security Certification Course or equivalent medical training;
- Firearms trained;
- Previous work experience in the region.

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

- 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;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies.

<b>Position Name:</b> Mission Security Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level
<b>Ref. Number:</b> SOM-042	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Mission Security and Duty of Care Department/Security Division	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Mission Security Assistant reports to the Deputy Senior Mission Security Officer / Head of Security Division.

### 2. Main Tasks and Responsibilities

In line with the EU's Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:

- To assess the security situation and provide input to all security related documents;
- To assist in security surveys of mission member's personal protective security requirements, transport security, residential and office security;
- To ensure that all security and communications equipment is kept up-to-date and in a state of operational readiness;
- To assist and participate in regular security drills, communication tests and evacuation exercises;
- To provide briefings on matters affecting the security and safety of mission members and to ensure all staff is properly prepared for emergencies;
- To liaise as directed and co-operate closely with national law enforcement agencies, International Organisations, NGOs, other EU bodies and diplomatic representatives, in the field of security;
- To provide reports to the Deputy Senior Mission Security Officer / Chief of Unit on all incidents affecting mission members and initiates necessary follow up action with the appropriate authorities;
- To provide assistance and appropriate response to mission members and to ensure that all necessary actions are taken, particularly in emergency cases;
- To travel to high risk areas and to conduct security duties;
- To perform MSA duties, as required, in the sub-Field Office in Bossaso.
- Authorised to carry an issued personal weapon, used for purposes of self-defence.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience

- A level of secondary education attested by a diploma, complemented by specialised training OR equivalent and attested police or/and military OR education at a civilian security organisation;
- A minimum of 4 years of relevant professional experience, out of which 1-year experience of Field Security, after having fulfilled the education requirements;
- Validated license for armoured vehicle or civilian driving license class C;
- Firearms trained. If seconded, authorised to carry and use weapons in compliance with the applicable legal framework.

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

- Planning, and time-management skills;
- Analytical skills.

**6. Desirable Qualifications and Experience:**

- University and /or Master's degree in security studies (security studies, security and defence studies, international security studies, peace and conflict studies, intelligence or other related studies);
- Successful completion of EU Mission Security Officer Certification Course or equivalent;
- Previous international experience in CSDP Missions or multi-national/international organisations.

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

- 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;
- Highly resilient under mental pressure and willingness to work extra hours when required;
- Knowledge of the Mission area and potential security threats;
- Knowledge of CSDP security and duty of care policies.

<b>Position Name:</b> Finance Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level
<b>Ref. number:</b> SOM-055	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/Administrative Division/Finance Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Finance Officer reports to the Head of Finance Section.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Finance Section in maintaining the financial operations of the Mission;
- To develop policies for accounting and control of Mission finances in close cooperation with the Head of Finance Section;
- To manage the accounts, payments, payroll, petty cash, claims and other financial functions;
- To verify the legality and the regularity of transactions prior to authorising financial transactions;
- To assist in the reporting, verifying the integrity of accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensures the effectiveness of internal controls;
- To assist the Head of Finance Section in drafting the Mission budget;
- To liaise and cooperate on financial issues with the relevant EU Authorities and all other relevant actors (banks etc.) under the supervision of the Head of Finance Section;
- To assist in identification of needs of goods and/or services required for improving the efficiency of the unit and help define them for procurement.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 or/and military education or training or an award of an equivalent rank; AND
- A minimum of 3 years of relevant professional experience after having fulfilled the education requirements.

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

- Knowledge of accounting and general financial principles;
- Proficiency in at least one accounting software.

### 6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Economics or Finance or specialised training/course in finance or other related fields.
- 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) or Chartered Accountant (CA);
- Experience in a field Mission, with an International Organisation, an International NGO, a Development or Humanitarian Agency.

- Knowledge of current technologies used for Finance/Accounting like an Enterprise Resource Planning (ERP) System.

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

- Knowledge of relevant EU rules and regulations.



<b>Position Name:</b> Finance and Administration Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-056	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/Administrative Division/Finance Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Third Contributing States:</b> No

### 1. Reporting Line:

The Finance and Administration Officer reports to Head of Finance Section.

### 2. Main Tasks and Responsibilities:

- To identify needs of goods and/or services required for improving the efficiency of the unit and to define them technically for procurement;
- To contribute to coordinating the Section's activities and operations related to the area of finance and administration, in particular the budget, procurement, verification, audit and contract management;
- To ensure the sound and effective financial management, including the preparation of the budget and follow-up of its implementation;
- To develop policies for the imprest accounts, in close cooperation with the authorising, and the accounting officer;
- To define procedures for the imprest accounts, payments, payroll, petty cash, claims and other financial functions in a multicurrency system;
- To verify the legality and regularity of transactions prior to authorising transactions (i.e. commitments and payments);
- To ensure the reporting, verifying the integrity of the imprest accounts, their accuracy and their on-time delivery;
- To implement audit recommendations and ensure the effectiveness of internal controls;
- To identify areas of risk and take appropriate measures for limiting the financial risk, especially concerning the physical and the electronic security of funds, of documents (running and archived) and of transactions;
- To liaise and cooperate on financial issues with the relevant EU bodies and all relevant actors (banks etc.) under the supervision of the Head of Section.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 or/and military education or training or an award of an equivalent rank AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience in the field of finance, economics, accounting or business administration.

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

- Knowledge of relevant accounting rules;

- Knowledge of accounting software.

**6. Desirable Qualifications and Experience:**

- Specialised training/course (including University) in finance, accounting, economics or business administration.

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

- Professional accounting/audit certification;
- International experience, particularly in crisis areas with multinational and international organisations;
- Knowledge of relevant EU rules and regulations.

<b>Position Name:</b> Human Resources Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support-Management Level
<b>Ref. number:</b> SOM-063	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/02/2022
<b>Component/Department/Unit:</b> Mission Support Department/ Administrative Division/Human Resources Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Human Resources Officer reports to the Head of the Human Resources Section.

### 2. Main Tasks and Responsibilities:

- To advise and assist staff members concerning EUCAP Somalia's human resources and administration policies and procedures;
- To develop and implement tools for staff succession and continuation of business as part of staff turnover, such as handover notes, advice on specific training to newcomers, coaching, etc.;
- To maintain and update the current personnel databases as appropriate;
- To contribute to the development of the new HR Civilian Missions Applications (CIMA) platform;
- To ensure the correct preparation and timely submission of the monthly payroll, check the attendance and coordinate with FOG and FOH Financial and Administration Officers;
- To ensure the timely and correct administration of the leave records, all kind of reimbursements and other relevant entitlements of mission members in Mogadishu and also in the Field Offices in coordination with the Financial and Administration Officers;
- To provide service and technical reporting to the Head of the Human Resources Section;
- To assist in the preparations of Calls for Contributions for international staff and organise Calls for Applications for local staff (extension request exercises for eligible staff, reviews of job descriptions in direct consultation with line managers);
- To coordinate the selection process, including managing applications, vacancies, advising selection panels, collecting and analysing results and producing consolidated selection reports for endorsement;
- To participate as a member of selection panels as required; to communicate and coordinate with candidates, including on queries before or after applying, notifications of selection, interviews, etc.;
- To conduct the grading of international and national contracted personnel for the purpose of determining their remuneration as per the catalogue of positions and applicable procedures;
- To coordinate the deployment of selected candidates, redeployment and check-out of staff members with all involved stakeholders, including line managers and the Brussels Support Element;
- To conduct timely issuance and proper management of employment contracts for international and national staff;
- To support, inform, assist and advise on all training, staff development and training related evaluation issues in line with Mission policies;
- To act as a point of contact for mission members in regards to VISA issues; being the link to the Immigration Directorate;
- To draft technical specifications/terms of reference for procurement activities in his/her area of expertise, participating in the evaluation of tenders as required;
- To contribute to the development, implementation and follow-up on the human resources strategies, policies and procedures.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 or/and military education or training or an award of an equivalent rank; AND
- After having fulfilled the education requirements, a minimum of 4 years of relevant professional experience, in the field of human resources management.

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

- People management skills and capacity to deal with different levels of stakeholders;
- Organising skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing problems;
- Coaching and negotiating skills;
- Ability to prepare HR communications appropriate to the audience.

**6. Desirable Qualifications and Experience:**

- University or/and Master's Degree in human resources management or/and an international certification in human resources management;
- Training and experience in MS Excel, Access and Visio and provide databases with similar software;
- Experience in Payroll-related tasks;
- Experience in Change Management processes.

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

- Familiar with Enterprise Resource Planning (ERP) systems;
- Acquainted with financial administrative procedures.

<b>Position Name:</b> Head of General Support Section	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. number:</b> SOM-066	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/01/2022
<b>Component/Department/Unit:</b> Mission Support Department/ General Services Division/ General Support Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of General Support Services (GSS) reports to the Head of General Services Division.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work of the General Support Services including Logistics, Vehicle fleet, Air service, Building Management and Warehouse Management;
- To propose operational decisions to increase to increase the efficiency of the General Support Services;
- To plan, develop and implement General Support Service activities and to meet expected organisational performance regarding support services within approved budget and timeframe;
- To assess and anticipate needs in which General Support Services are involved and plan accordingly;
- To liaise with the other General Support Service colleagues from organisations operating in Somalia;
- To work with appropriate ERP and electronic document management systems. To manage and supervise the budget allocated to General Support Services;
- To set goals and priorities for General Support Service staff and in cooperation with the Heads of Field Offices for the Logistics staff in the Field Offices;
- To assist and advise the Head of General Services Division with regards to General Support Services;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To be a Project Manager for assigned contracts and administrative arrangements, including Mission lease contracts, and any other general service-related contracts;
- To operate and advise the General Support Services staff on electronic document management system issues.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 equal rank; AND
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which, 3 years of experience at management level.

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

- Experience with Logistics management, vehicle fleet management and maintenance management;
- Leadership skills to lead teams and develop solutions, and to adopt new and emerging technologies to solve business and operational needs;
- Ability to establish/review priorities, to plan and to exercise control;

- Ability to mentor and motivate staff;
- To be able to operate on an ERP system.

**6. Desirable Qualifications and Experience:**

- A degree in management, logistics, supply chain management, business administration or other related subjects, or strong relevant mission experience in similar positions;
- Driving licence type C1;
- Experience in Enterprise Resource Planning (ERP) systems and electronic document management systems;
- International mission experience, particularly in crisis areas with multi-national and international organisations, in a similar position;
- Experience and knowledge and understanding of budget and finance processes.

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

- Knowledge of current technologies for warehousing, supply chain management as well as fleet management;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Motivated by professional rather than personal concerns;
- Persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations;
- Logical analytical approach to solving problems using sound judgment and decision-making methodologies.

<b>Position Name:</b> CIS Officer - Database Administrator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level
<b>Ref. number:</b> SOM-071	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/General Services Division/CIS Section	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The CIS Officer - Database Administrator reports to the Head of Communication and Information Systems Section (CIS).

### 2. Main Tasks and Responsibilities:

- To administer database systems in the Mission;
- To develop detailed database/software specifications, functional specifications, and user documentation for the systems implemented;
- To assess, plan, analyse, design, program, and implement web-based/desktop interfaces and applicable technologies, technical reports, operating instructions, guidelines, and procedures for the applications produced/modified;
- To identify needs and define application/database requirements; organize and implement user training troubleshoot problems and assist with change requests;
- To cooperate with the other CIS Officers and link with commercial companies and other actors the Mission is working with for data retrieval;
- To be responsible for documentation of the database configuration and to assure that trustworthy backup of the databases, source codes, and applications are performed daily;
- To act as 1st and 2nd level support for Mission staff in all CIS related issues in conjunction with the other CIS Officers;
- To monitor and maintain the Mission network and systems;
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring high availability of mission-critical data centre services throughout the Mission;
- To participate as required in duty trips in the area of operations of the Mission, including to high-risk areas;
- Database management of the Document Management System (M-Files);
- Management of the backup & restore processes, and the disaster recovery plan;
- Intranet (PHP 7.0, Bootstrap 4.0, MySQL);
- Certificate management (S/MIME, ADS, ePKI, organisational stamp, CA);
- Management of the Core Database.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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 qualification should be in any of the fields of Information Technology, Computer Science, Communications or another relevant subject;  
AND

- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

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

- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues;
- Problem-solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;
- Practical experience with the administration of document management systems;
- Practical knowledge of current scripting languages;
- Practical knowledge of enterprise Public Key Infrastructures (ePKI), S/MIME, and Active Directory mechanisms in regards to certificate and key management;
- Expert technical skills and hands-on experience in troubleshooting server hardware and software issues.

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

- At least 5 years of progressive experience of problem-solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;
- International experience, particularly in crisis areas with multinational and international organisations;
- Good understanding of the political, cultural, and security situation of the Region;
- A previous professional experience in Africa;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- 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;
- Works methodically, accurately, and with attention to details as well as tight deadlines;
- Is used to work on a multitude of activities at the same time and with limited supervision;
- 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.

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Advanced knowledge of Information Security Management: ISO 27X & BS7799;
- Experience with configuration management tools and services;
- Practical experience with radio communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Practical knowledge of current programming languages;
- Experience with the project management of software implementation projects;
- Practical experience with the “M-Files” Document Management System.



<b>Position Name:</b> Communications Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level
<b>Ref. number:</b> SOM-073	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/General Services Division/CIS Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Communications Assistant reports to the Head of Communication and Information Systems Section.

### 2. Main Tasks and Responsibilities:

- To install, maintain/repair and monitor the location overlapping VHF radio network based on Motorola MotoTrbo Capacity Plus, Trbonet Watch, SafeDispatch and other digital radio elements, hard- and software as well as included Satellite Tracking capabilities, having a full integration in one main and other distributed Security Operation Centres;
- To be responsible for the installation, maintenance/repairs of VHF and mobile radio equipment (Motorola MotoTrbo) and associated antennae systems and ancillaries;
- To program radio equipment and repeaters;
- To erect masts and antennae as required;
- To install power supplies and backup power systems;
- To install and maintain satellite systems Iridium and VSAT;
- To install and maintain Electronic Counter Measure (ECM) equipment;
- To ensure that adequate levels of spare parts are available for all equipment;
- To establish the necessary technical liaison and coordination with other international organizations in the mission area;
- To provide advice and training to all end users;
- To produce precise reports concerning communication issues and to recommend improvements for future acquisitions;
- To be responsible for support, repairs and installation of Iridium based satellite phones and terminals;
- To coordinate with consultants, external experts, and outsourced services in support of the development and maintenance of the mission information services and the overall information systems architecture in the locations where you are responsible.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical/mechanical trade and/or technical engineering; AND
- A minimum of 3 years of professional experience in Information and Communication Technology support and implementation either in civilian or military environments after having fulfilled the education requirements, thereof a minimum of 1 year of professional experience with the maintenance and support of digital radio systems.

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

- Professional knowledge in Motorola GP/GM/GR/MTR radio systems;
- Knowledge in Digital radio systems like Motorola Tetra or MotoTrbo;

- Knowledge in satellite technology;
- Excellent level of written and spoken English.

**6. Desirable Qualifications and Experience:**

- Previous experience in international environment, particular in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural and security situation of the Region;
- A previous professional experience in Africa;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- 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;
- Works methodically, accurately and with attention to details as well as to tight deadlines;
- Is used to work on a multitude of activities at the same time and with limited supervision;
- 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.

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

- Ability to converse in business terms about organisational technology needs and solutions and in technical terms with IT and communications specialists.

<b>Position Name:</b> CIS Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level
<b>Ref. Number:</b> SOM-075	<b>Location:</b> Mogadishu	<b>Availability:</b> 01/01/2022
<b>Department/Division/Section:</b> Mission Support Department/General Services Division/CIS Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The CIS Assistant reports to the Head of Communication and Information Systems Section (CIS).

### 2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Head of CIS;
- To assist in performing problem management and incident management analysis, and develop general solutions to enhance the quality and reliability of CIS services;
- To liaise with relevant CIS sections on the implementation of approved CIS change management requests through standardised release management procedures;
- To assist in designing the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals;
- To assist in designing and deploying departmental training activities including user training programs in support of new technologies and procedures;
- To assist in the design and implementation, management, and maintenance of CIS telecommunication systems in all office locations;
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems;
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment;
- To deploy, install, maintain, and support all data centre as well as end-user equipment, servers, personal computers, software, and services in the Mission;
- To assist in planning, implementing, and maintaining data recovery tools, business continuity measures, and disaster recovery measures, ensuring high availability of mission-critical data centre services throughout the Mission;

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical/mechanical trade and/or technical engineering; AND
- A minimum of 3 years of professional experience in Information and Communication Technology support and implementation either in civilian or military environments after having fulfilled the education requirements.

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

- Knowledge of technologies with wired and wireless networks (e.g. LAN, WAN);
- Advanced knowledge in administration and support of personal computers with Microsoft Windows 10, Microsoft Office 2016/2019;

- Problem-solving skills and analytical ability to analyse complex technical customer problems, and manage the same on a day to day basis;
- Expert technical skills and hands-on experience in troubleshooting IT hardware and software issues.

**6. Desirable Qualifications and Experience:**

- Previous experience in an international environment, particularly in crisis areas with multi-national and international organizations;
- Good understanding of the political, cultural, and security situation of the Region;
- A previous professional experience in Africa;
- Substantial knowledge of the functioning of the EU and in particular CSDP missions;
- 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;
- Works methodically, accurately, and with attention to details as well as tight deadlines;
- Is used to work on a multitude of activities at the same time and with limited supervision;
- 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;
- Previous experience with radio communications systems, satellite communications and positioning/navigation technologies (e.g. Thuraya, Iridium, GPS), and related antennae systems;
- Previous experience with Document Management Systems.

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

- Ability to converse in business terms about organisational technology needs and solutions, and in technical terms with IT and communications specialists;
- Practical knowledge of Windows Server 2012 - 2019;
- Practical knowledge of Microsoft Office365;
- Knowledge of VMware ESXi/vSphere;
- Knowledge of WAN acceleration and optimisation;
- Practical knowledge of “M-Files” Document Management System software.

<b>Position Name:</b> Logistics Assistant	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Assistant Level
<b>Ref. number:</b> SOM-077	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department/ General Services Division/ General Support Section	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Logistics Assistant reports to the Head of General Support Section.

### 2. Main Tasks and Responsibilities:

- To assist the Logistics Officer in logistics, supply chain, warehouse and building management issues;
- To apply general logistics SOPs, policies, draft technical reports and implement operating instructions, guidelines and procedures regarding provision of assets and supplies;
- To assist in facilitating customs clearance and export/import procedures of Mission equipment;
- To report to Logistics Officer on logistical issues, proposing/recommending changes and improvements, ensuring accuracy;
- To have a readiness to work in other Mission locations with a short notice;
- To assist providing logistical support to all personnel in regards to required assets to fulfil their tasks, such as computers, vehicles, furniture, telecommunications, stationary, etc.;
- To assist in managing the distribution and reallocation of all logistical resources provided for the region, ensuring systems in place for replacement and repair;
- To prepare and process finance and procurement documents for invoice handling, budget management, purchasing and procurement;
- To compile material and draft documents for procurement action;
- To assist drafting technical specifications/terms of references, and as required perform other tender related activity like market surveys and participation in tender evaluation.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education and/or a professional technical/mechanical trade and/or technical engineering, such as a qualified technical trades person with a minimum education at a vocational/technical trade school/College and attested by a trades diploma; AND
- A minimum of 3 years of professional experience in warehouse management, after having fulfilled the education requirements.

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

- Driving licence type C1;
- Knowledge of current technologies for Supply Chain Management and Warehousing;
- Knowledge of the administrative and financial procedures used in organizations related to logistics and supply chain management;
- Ability to perform under stress and in difficult circumstances;
- Good command of spoken and written English including logistics related vocabulary;
- Good computer skills able to keep electronic records, use electronic document management system;
- Good computer skills to keep electronic records, medium level Excel skills are required;

- Good report writing skills;
- Ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**6. Desirable Qualifications and Experience:**

- Experience in Enterprise Resource Planning (ERP) systems and electronic document management systems;
- Administrative and bookkeeping experience;
- Training in logistics and transport management or any other related courses;
- International mission experience, particularly in crisis areas with multi-national and international organisations, in a similar position.

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

- Driving licence type C1;
- Familiarity with logistics and supply chain related principles, rules and regulations used in international organisation or major NGOs;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Motivated by professional rather than personal concerns;
- Persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations;
- Logical analytical approach to solving problems using sound judgment and decision-making methodologies;

<b>Position Name:</b> Senior Police Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level
<b>Ref. number:</b> SOM-086	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operation Department/Field Office Mogadishu/Police Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Police Adviser reports to the Senior Police Adviser/Head of Police Unit.

### 2. Main Tasks and Responsibilities:

- To provide strategic guidance and advice to the Ministry of Internal Security and Somali Police Force (SPF) and Federal Member states on the development and implementation of broader policing strategies, policies and procedures related to police training, policing, criminal investigations, intelligence, and police administrative functions;
- To contribute to the reform of the Somali Police Force;
- To support the development and implementation of the Somali Transition Plan, the New Police Model and other relevant strategies;
- To work in cooperation with other Mission Advisers and provide policing advice to the Senior Mission Management and, as required, to other EU bodies;
- To cooperate closely with EUDEL, EUNAVFOR and EUTM in developing synergies to improve security management in Somalia;
- To establish efficient working relationships at the strategic level with all the key stakeholders involved in the development of the Somali policing capacity, including EU Delegation, UNSOM, UNDP, UNODC and AMISOM complementing their activities on broader police development on strategic level;
- To develop activities planned in accordance with the Mission Implementation Plan and to the Line Management guidance;
- To contribute to EUCAP's Human Rights and Gender activities;
- To timely report significant activities;
- 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 counterparts on strategic level and operational level, as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening them;
- To provide analysis and recommendations to the local counterparts in the area of responsibility;
- 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 international and local counterparts;
- To direct, design and deliver training programmes and projects, 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. Bachelor'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:**

- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Experience in working in an international crisis management environment;
- Ability to mentor and motivate local counterparts;
- Knowledge of Security Sector/Rule of Law Reform in a national or host state context. Knowledge of security policy, law enforcement strategies, reform of police service organisations and police administrative functions;
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**6. Desirable Qualifications and Experience:**

- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law;
- Ability to provide analyses, planning and reporting as well as a sound understanding of strategic and operational considerations on law enforcement and security matters.

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

- Knowledge and experience in change management;
- Ability to work in a multicultural environment and maintain a positive mind set;
- Ability to accompany and motivate local counterparts;
- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.



<b>Position Name:</b> Legal Reform Adviser	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category:</b> Mission Support - Management Level
<b>Ref. Number:</b> SOM-110	<b>Location:</b> Garowe	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Field Office Garowe/ Police Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

The Legal Reform Adviser reports to Head of Field Office.

### 2. Main Tasks and Responsibilities:

- To assess at Federal and Regional Level local legislative/normative/regulatory frameworks and to support relevant local bodies in drafting legislation based on a sound legal policy, including legislative and legal policy capacity building, such as ex-ante and ex-post evaluation of legislation, and legislative priorities and identify areas requiring improvement/reform in line with the Mission OPLAN;
- To analyse, assess and advise on legislative frameworks governing the justice system in relation to law enforcement and criminal law and, as necessary, give expert recommendations;
- To support the development of legal drafting capabilities by mentoring, advising and training;
- To mentor and advise the Somali judiciary authorities and law enforcement agencies in order to improve their skills and entrench relevant training received into their everyday working practices;
- To build strong working relationships with justice system actors in Somalia and other key stakeholders (including international stakeholders, other EU bodies, UN organisations, countries involved in bilateral activities) focused on crimes at sea;
- To strengthen the Criminal Justice Chain and facilitate police-prosecutor co-operation, in particular to enhance the cooperation and coordination in the conduct of (maritime) criminal investigations and prosecution between law enforcement agencies, prosecutors and courts through advising, e.g. on sustainable legal training for law enforcement, judicial institutions and other authorities, including the development, organisation and conduct of specialised and integrated courses based on a Train to Trainer approach;
- To advise regarding identified host state needs related to Law enforcement capacity and recommend appropriate support by the Mission;
- Take part in and initiate joined working groups together with other international organisations and local actors to reform local core legislation related to the Missions mandate;
- To provide input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements;
- To support host state authorities as directed by the Line Manager(s), including mentoring and advising;
- To assess and support the development of sustainable training and organisational systems for judges, prosecutors and other justice system officials and personnel of civilian maritime law enforcement agencies;
- To advise on/provide sustainable legal training for law enforcement, judicial and other authorities;
- To develop and organise integrated courses to improve the coordination and cooperation between the judiciary and the civilian (maritime) law enforcement agencies;
- To ensure timely reporting and information flow on justice issues;
- To conduct legal research as necessary;
- To support the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities across time, and to provide recommendations for the improvement of Mission's performance;
- To contribute to EUCAP's Human Rights and Gender activities.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;

- Take account of gender equality and human rights aspects in the execution of tasks;
- 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. The qualification should be in Law; AND
- A minimum of 5 years of relevant professional experience in a legal profession, after having fulfilled the education requirements

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

- Experience in and sound practical understanding of legal reform processes in fragile environments, including the development of legal policy and legislation;
- Experience in the field of legislative/normative/regulatory reforms in a post-conflict situation;
- Experience in criminal justice reform either domestically or internationally;
- Legal drafting skills;
- Criminal Justice Chain reform knowledge and experience;
- Training, Advising and mentoring skills.

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

- Critical thinking and active listening;
- Comprehensive reading;
- Time management skills;
- Experience in mentoring or conducting legal training;
- International experience, particularly in crisis areas with multinational and/or international organizations;
- CSDP experience in the areas of Monitoring, Mentoring and Advising.

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

- Political acumen;
- Knowledge of legal aspects in fighting organised crime, such as Money Laundering Trafficking of Human Beings, smuggling, and other criminal related law;
- Knowledge of constitutional law and international public law, Knowledge about Sharia Law and alternative dispute resolution systems.

<b>Position Name:</b> Armed Protection Operator	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level
<b>Ref. Number:</b> SOM 137	<b>Location:</b> Hargeisa	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Safety Department/ Armed Protection Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Armed Protection Operator reports to Armed Protection Team leader.

### 2. Main Tasks and Responsibilities:

- To contribute to the armed protection security set up of the EUCAP Somalia staff;
- To transport and provide armed protection to mission members inside and outside of Hargeisa;
- To actively participate in the defence plan of the Field Office;
- To deploy and operate in locations mission wide;
- To assist in the provision of security training to Mission members;
- To assist HEAT instructors in the provision of HEAT training;
- To Participate in all applicable training, professional, physical and medical;
- To cross train in all the functions & roles of the team;
- Authorized to carry and issued a personal weapon;
- To be responsible for operational Armed Protection operations;
- To provide personal security advice to members of the organization;
- To assist in identifying staff's personal security training needs and to assist in developing and delivering necessary training, under the supervision of the Team leader;
- To carry out daily administration and operational planning for daily A/P activities;
- To provide comprehensive procedural documents with respect to A/P activities;
- To maintain a high operational effectiveness and equipment husbandry of all associated equipment under their control;
- To develop professional contacts with the local police, military and security managers of other international organizations;
- To liaise with civilian and military organisations for an assessment of current and possible future threats;
- To aid in the development of Mission A/P policies and procedures ensuring they are followed and updated or amended when necessary;
- To carry out threat assessments to ensure appropriate security measures are put in place, in a timely and effective manner.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of the secondary education attested by a diploma OR equivalent and attested police/military education or training or equivalent rank; AND
- a minimum of 5 years of relevant professional experience, in the military, police or security field, after having fulfilled the education requirements; out of which a minimum of 3 years' experience as a Close Protection operator in a military/police or security;
- Trained in basic life support (medical training);
- Advanced driving training (defensive driving);

- Validated license for armoured vehicle or civilian driving licence class C or C1.

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

- Ability to operate a variety of communication systems;
- Ability to perform under stress and in difficult circumstances in High Risk locations;
- Discreet, diplomatic and flexible.

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multi-national and international organisations;
- Experience in close protection operations as a member of international organisations or Diplomatic institutions/Agencies e.g. National embassy's, EU, UN, NATO;
- Trained and certified in close protection techniques (theory and practice);
- Hold an industry standard First Aid Qualification;
- High level of experience in driving Armoured vehicles.

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

- Ability to perform under stress and in difficult circumstances in high risk locations.

<b>Position Name:</b> Administrative Assistant	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category for Contracted:</b> Mission Support - Assistant Level
<b>Ref. number:</b> SOM-146	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Security and Duty of Care Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Administrative Assistant reports to the Head of Security and Duty of Care Department (SDCD).

### 2. Main Tasks and Responsibilities:

- To assist the Head of Security in scheduling related activities;
- To verify reports, data and information in the reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within the Security Department;
- To co-ordinate internal communication within the Department and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of Security in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions;
- To be responsible for the effective and appropriate management of the records and archives;
- To establish and maintain filing systems to meet administrative, legal and financial requirements;
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- Coordination with the Procurement Unit to ensure compliance with EU Commission Rules and Regulations (PRAG Agreement) and with the Mission Procurement and Finance procedures;
- To assist in the planning and drafting of budget related documentation;
- To assist in the management of SDCD contracts; including market surveys and drafting terms of references;
- Handling budget commitment proposals, invoices, validation of expenditures and payment orders;
- Updating annual leave roster and SDCD staff presence overview;
- Finalising monthly attendance sheets in accordance to HR requirements;
- To assist in security and duty of care related administrative processes.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education OR equivalent and attested police and/or military education or training or equivalent rank; AND
- A minimum of 3 years of experience in administration and archiving management, after having fulfilled the education requirements.

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

- Knowledge and application of records management practices including an understanding of computerised records management systems;
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality;
- Experience and ability to work in a high-demanding and fast pace professional environment under tight deadlines;
- Reporting skills;

**6. Desirable Qualifications and Experience:**

- Experience in planning and organizing admin tasks;
- Experience in drafting/managing budgets;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Knowledge of EU financial regulations;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- Client orientation;
- Commitment to continuous learning (focused on technical, IT tools, to maximize the efficiency of his/her tasks; also relevant in terms of learning and make the most of M-Files).

<b>Position Name:</b> Head of Administrative Division	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert Level
<b>Ref. number:</b> SOM-150	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Division/Section:</b> Mission Support Department	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Administrative Division reports to the Head of Mission Support Department.

### 2. Main Specific Tasks and Responsibilities:

- To lead, direct and manage the work of Human Resources, Finance and Procurement Sections;
- To assist and advise the Head of Mission Support Department on all administrative issues;
- To ensure that all Administrative Division Sections work in a coordinated and cohesive manner to support the mission mandate and implementation plan and tasks as directed by Head of Mission Support Department;
- To advise and develop the Administrative Services staff on electronic document management system issues;
- To operate and supervise the use of Enterprise Resource Planning (ERP) and other electronic IT systems in use by the Administrative Division;
- To be a Project Manager for assigned contracts and any other Technical Services-related contracts.
- To support the implementation of the budget in accordance with the Financial Regulations applicable to the General Budget of the European Union and its implementing Rules and the internal guidelines created for the Mission;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions related to the efficient expenditure, including efficient data management and the provision of supporting documentation concerning expenditure;
- To supervise the efficient monitoring and review of legal contracts relating to international civilian and local personnel, and enable timely recruitment to cover absence and job vacancies, utilising established advertising procedures;
- To monitor and direct day-to-day personnel, financial and administrative operations of the Mission, as well as prepare all related reports, including figures, statistics, inventories and analysis of current and future requirements;
- To coordinate on Administrative Division matters with internal, external and relevant EU functions;
- To work and maintain ERP and other IT systems used by the Administrative Division;
- To follow internal and external developments relating to the Mission goals and fully brief the Head of Mission Support Department on the administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts relating with the acquisitions and maintenance/service contracts;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- 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

- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum of 3 years of experience at management level.

**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;
- Experience in managing HR, Finance and Public Procurement functions;
- Experience in ERP systems and electronic document management systems;
- Experience in managing budgets and implementing budget plans;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to lead a multifunctional team, to mentor and motivate staff.

**6. Desirable Qualifications and Experience:**

- Knowledge of and/or working experience in financial management and procurement rules in large international organization, preferably EU;
- International mission experience, particularly in crisis areas with multi-national and international organisations, in a similar position;
- University or/and Master's Degree in Business Administration, Management, Project Management or/and international certification in management/leadership/project management.

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

- Strategic and creative thinking;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.



<b>Position Name:</b> Administrative Assistant	<b>Employment Regime:</b> Seconded / Contracted	<b>Post Category for Contracted:</b> Mission Support – Assistant Level
<b>Ref. number:</b> SOM-160	<b>Location:</b> Mogadishu	<b>Availability:</b> ASAP
<b>Department/Field Office /Section:</b> Operations/Field Office Mogadishu	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Administrative Assistant reports to the Head of Field Office Mogadishu.

### 2. Main Tasks and Responsibilities:

- To assist the Head of Field Office in scheduling related activities;
- To verify reports, data and information in the reporting structure;
- To administer and distribute relevant reports and required information to internal and external functions;
- To write minutes of meetings and follow up on tasks within the Field Office;
- To co-ordinate internal communication within the Field Office and organise meetings and presentations;
- To draft letters, memoranda, reports, and other documents as requested;
- To maintain office services by assisting the Head of the Field Office in organising office operations and procedures, managing correspondence, designing filing systems, reviewing supply requisitions, assigning and monitoring clerical functions;
- To be responsible for the effective and appropriate management of the records and archives;
- To establish and maintain filing systems to meet administrative, legal and financial requirements;
- To contribute to the design and implementation of policies, procedures and infrastructure to support an integrated organisational wide records management approach and system;
- To maintain a permanent record of all activities and meeting held by the Field Office;
- To assist in Field office Mogadishu related administrative processes.

### 3. General Tasks and Responsibilities:

- Contribute to mission reporting in the area of competence;
- Contribute to the identification of lessons and best practice in the area of competence;
- Take account of gender equality and human rights aspects in the execution of tasks;
- Perform any other tasks assigned by the line manager.

### 4. Essential Qualifications and Experience:

- Successful completion of a minimum level of secondary education attested by a diploma giving access to post-secondary education OR equivalent and attested police and/or military education or training or equivalent rank; AND
- A minimum of 3 years of experience in administration and archiving management, after having fulfilled the education requirements.

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

- Knowledge and application of records management practices including an understanding of computerised records management systems;
- Experience in dealing with internal and external parties and the ability to maintain a high level of confidentiality.

### 6. Desirable Qualifications and Experience:

- Experience in planning and organizing admin tasks;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Reporting skills;
- Knowledge of EU financial regulations;
- Ability to multi-task with a time management efficiency;
- Proven organisational and, planning skills;
- Ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands.