



**Annex 1 - Requirements and Job Descriptions**

<b>European Union CSDP Mission in Niger (EUCAP Sahel Niger) 2-2022 Extraordinary Call for Contributions</b>				
<b>Organisation:</b>	<b>EUCAP Sahel Niger</b>			
<b>Job Location:</b>	<b>Niamey and Agadez</b>			
<b>Employment Regime:</b>	<b>As indicated below</b>			
<b>Job Titles/ Vacancy Notice:</b>	<b>Ref.:</b>	<b>Name of the Post:</b>	<b>Location:</b>	<b>Availability:</b>
	<b><u>Seconded (6)</u></b>			
	NI 03	Chief of Staff	Niamey	03 Oct 2022
	NI 04	Assistant to HoM	Niamey	ASAP
	NI 15	Head of International Coordination Unit	Niamey	ASAP*
	NI 24	Deputy Head of Operations	Niamey	ASAP*
	NI 26	Head of Strategic Advice Unit	Niamey	ASAP
	NI 68	Senior Strategic Border Management Adviser	Niamey	ASAP
	<b><u>Seconded/Contracted (2)</u></b>			
	NI 80	Head of Mission Support	Niamey	ASAP
AG 26	Field Office (FO) Nurse	Agadez	ASAP*	
<b>Deadline for Applications:</b>	Friday 23 September 2022 at 17:00 hours (Brussels time)			
<b>Applications must be submitted via:</b>	<p>1) <b>You have the nationality of an EU Member State: you must use Goalkeeper to apply.</b></p> <p>a) <b>You are already registered on Goalkeeper AND you have an EU Login:</b> <a href="https://goalkeeper.eeas.europa.eu/registrar/web">https://goalkeeper.eeas.europa.eu/registrar/web</a></p> <p>b) <b>You do not have a Goalkeeper account or an EU Login:</b> <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: 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.</b></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>
<b>Information:</b>	<p>For more information, relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Mr Aurel Hariton</b>  <a href="mailto:aurel.hariton@ext.eeas.europa.eu">aurel.hariton@ext.eeas.europa.eu</a>  +32 (0)2 584 69 04</p>

\*) The availability date for the post is pending the incumbent's end of mission date

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

**Seconded Personnel** – For seconded positions, only personnel nominations received through official channels from EU Member States/Invited Third States<sup>1</sup> (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Invited Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

**Contracted Personnel** – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high-risk insurance policy. Preference will be given to seconded candidates.

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

**Tour of Duty/Contract Period** – Subject to the Council approval of the extension of the current Mission mandate beyond 30 September 2022 and the appropriate Budgetary Impact Statement, the initial duration of the deployment should be of 12 months.

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

## **I. GENERAL CONDITIONS**

**Citizenship** – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

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

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

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

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

## **II. REQUIREMENTS**

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

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

**1. Physical and Mental Health** - 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 State/country of residence.

**2. Education and Training** - Candidates 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. Candidates are strongly advised to verify their compliance through the link available in the footer reference.

**3. Knowledge** - Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

### **4. Skills and Abilities**

**Language Skills**<sup>2</sup> – Candidates must have the understanding, speaking, and writing proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited Mission staff members. Candidates are strongly advised to verify their proficiency through the following link available in the footer reference.

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

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

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

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

**Digital Skills** – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are strongly advised to verify their proficiency through the link available in the footer reference.

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

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

## **II.B Desirable Requirements**

**Knowledge of the Mission area** – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

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

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

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

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

**Passport** – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

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

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

**Required Personnel Security Clearance (PSC)** – Selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment.

For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to European Union Classified Information (EUCI) will be limited to RESTRICTED until the issuance of their national security clearance. For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

**Certificate/Booklet of Vaccination** – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission. Yellow fever vaccination is compulsory to be admitted into the country.

**Medical Certificate** – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Mission will take into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with “Fit to work clearance procedure”, a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidates the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended).

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

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

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

#### **IV. ADDITIONAL INFORMATION**

**Gender balance** - The EU strives for improved gender balance in CSDP Mission operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions.

**Application Form** – Applications will be considered only when using the 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 dedicated Application Form returned in word format.

**Selection Process** – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs.

**Information on the Outcome** – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

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

**Training** – The selected candidates should complete Missionwise, and e-SAFE modules<sup>3</sup> which are designated for the delegations or an equivalent course. The modules can be accessed in the following link available in the footer reference.

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

**Pre-Deployment Training (PDT)** – The selected candidates should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy or a national alternative of the course..

**Data Protection** – The EEAS, and its Directorate CPCC, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy statement is available on the EEAS website.

**Job Descriptions** – The current reporting lines of the following job description might be subject to modifications based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

## SECONDED POSTS (6)

<b>Position Name:</b> Chief of Staff	<b>Employment Regime:</b> Secoded	
<b>Ref. Number:</b> NI 03	<b>Location:</b> Niamey	<b>Availability:</b> 03 Oct 2022
<b>Component/Department/Unit:</b> Chief of Staff Department/ Head of Mission Office	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

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

The Chief of Staff reports to the Head of Mission.

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

- To supervise the Office of the Chief of Staff and the following units: Planning, Reporting and Evaluation, Legal Advice and Human Resources;
- To administratively coordinate the advisers to the Head of Mission (Legal, Political, Human Rights, Gender and Environment), the Mission Analytical Capability and the Project Cell on aspects related to human resources management;
- To manage the Mission headquarters functions including Mission Support ensuring all aspects are globally considered for Head of Mission decision-making and for the analysis of the internal reporting of Mission activities;
- To ensure all Mission activities are consistently planned, supported and executed in a qualitative manner;
- To organise the regular senior management team meetings, all staff meetings, periodic Mission implementation meetings;
- To ensure Mission members are periodically updated on Mission implementation progress, resource requirements and the political and security situation in the Mission area;
- To ensure liaison and coordination are maintained with the EU Delegation, EU member states and the EU Special Representative office;
- To ensure liaison and cooperation are maintained with the local authorities as well as with governmental and non-governmental organisations and other national or international stakeholders;
- To ensure Mission Standard Operating Procedures are properly developed, implemented and periodically reviewed;
- To contribute to the training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

**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 award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years at senior coordination/management level.

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

- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User);
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge of human rights, gender equality and Women, Peace and Security commitments.

**6. Desirable Qualifications and Experience:**

- Master's degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

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



<b>Position Name:</b> Personal Assistant to the Head of Mission	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 04	<b>Location:</b> Niamey	<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 Personal Assistant to the Head of Mission reports to the Head of Mission.

### 2. Main Tasks and Responsibilities:

- To manage the calendar of the Head of Mission;
- To maintain regular, official contacts with local authorities, governmental organisations, non-governmental organisations and other external counterparts to collect and disseminate information;
- To coordinate protocol activities;
- To maintain regular contact with all Components/Department and Offices, to ensure flow of information within the Head of Mission Office and other Mission offices;
- To draft memos, letters, faxes and other documents and maintain filing systems;
- To receive and distribute all correspondence;
- To ensure handling and storage of confidential documentation and related information;
- To ensure sufficient supplies of stationery materials;
- To coordinate and support the implementation plans and objectives of the Head of Mission Office including liaising with administrative functions.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of secondary education attested by a diploma OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum of 3 years of relevant experience, after having fulfilled the education requirements.

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

- Communication skills and diplomacy;
- Experience as a management assistant;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User).

### 6. Desirable Qualifications and Experience:

- An understanding or experience of Rule of Law and/or Civilian Crisis Management interventions;
- International experience, particularly in crisis areas with multi-national and international organisations.
- Experience with EU Institutions;

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

- Ability to work well on his/her own initiative and as part of a team;
- Work methodically, accurately and with attention to detail as well as ability to work under tight deadlines.

<b>Position Name:</b> Head of International Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 15	<b>Location:</b> Niamey	<b>Availability:</b> ASAP*
<b>Component/Department/Unit:</b> Operations Department/ International Coordination Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Coordination and Cooperation Unit, in accordance with the Mission Operation Plan (OPLAN) and relevant planning documents;
- To supervise the Coordination and Cooperation Unit input to the development and regular updating of the Mission Implementation Plan;
- To oversee mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission mandate;
- To supervise the Mission coordination and cooperation activities with local, EU and international counterparts;
- To ensure that Mission operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission mandate and advise on the consistency, complementarity and sustainability of Mission activities with other international initiatives;
- To support the Mission contribution to the EU regional approach;
- To contribute to the establishment of local coordination mechanisms and represent the Mission and other Operational representatives as required;
- To supervise the Coordination and Cooperation Unit contribution to the Mission internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission operational activities and to provide recommendations for the improvement of Mission performance;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 award of an equivalent rank; AND

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

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge international donors and funding instruments;
- Knowledge in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience of leading multi-thematic and multi-layered programs related to Security Sector/RoL reform process;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

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

<b>Position Name:</b> Deputy Head of Operations	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 24	<b>Location:</b> Niamey	<b>Availability:</b> ASAP*
<b>Component/Department/Unit:</b> Operations Department	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Deputy Head of Operations reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To support the Head of Operations in the implementation of Mission operational components and activities (incl. Field Offices as applicable), units and teams, ensuring tasks are carried out in accordance with the Mission mandate and Operation Plan (OPLAN);
- To deputise in the absence of the Head of Operations;
- To contribute to the development of the Mission overarching policy and Mission implementation strategy;
- To ensure Mission management are regularly updated on Mission operational requirements and mandate implementation progress particularly in relation to resource requirements;
- To ensure the Mission operational elements are updated regularly on the political and security situation in the Mission area, based on inputs and assessments from the Political Adviser and the Mission Security;
- To proactively seek advice from the Mission legal, gender, human rights and environmental advisers to effectively execute the Operations obligations in line with overarching EU policies and standards;
- To provide input for drafting and updating the Mission Implementation Plan and identify Mission operational requirements as situations evolve;
- To design Mission operational activities, tasks and objectives;
- To ensure close cooperation with local counterparts and other relevant stakeholders;
- To cooperate with other EU and international actors within the scope of the Mission mandate;
- To coordinate with project leaders on funding required for the execution of Mission activities within the area of responsibility;
- To ensure Standard Operating Procedures are developed, implemented and periodically reviewed;
- To contribute to the induction and training of Mission members;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- Proactively raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

#### **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 award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, out of which a minimum of 5 years at coordination/management level, after having fulfilled the education requirements.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Understanding of peace stabilisation mechanisms and conflict prevention.
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User).

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

- Experience in performance and change management;
- Experience in strategic analyses, planning and reporting;
- Professional qualification and/or certificate in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

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

<b>Position Name:</b> Head of Strategic Advice Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 26	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Strategic Advice Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Strategic Advice Unit reports to the Head of Operations.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Strategic Advice so as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents;
- To oversee the Strategic Advice's input to the development and regular updating of the Mission Implementation Plan (MIP) by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Component;
- To ensure the consistency and sustainability of Mission's operational activities over time;
- To oversee the Strategic Advice's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and horizontal advisers;
- To ensure that Mission staff members working in the Strategic Advice identify and report lessons and best practices within their respective fields of responsibility;
- To deputise for the Head of Operations when so appointed by the Line manager/s;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Strategic Advice in contacts with external interlocutors;
- To ensure that the advisers tasks and actions are coherent with the ongoing plans or projects settled within the security sector reform process by the Nigerien or international counterparts.
- To conceptualise, create, organise and plan the advising activities at both strategic and technical levels;
- To regularly control and evaluate the advisers' activity, its full accordance with the OPLAN and its concrete impact on the Nigerien Internal Security Forces-ISF (National Police, Gendarmerie and National Guard) within the Mission's mandate and, if necessary, help them to gain efficiency;
- To periodically evaluate, at the first level, the advisers;
- To coordinate, under the supervision of the Head of Operations, with other heads of operational units on the common strategic aspects of the activities;
- To maintain good contacts with external components dealing with Nigerien ISF;
- To represent the Mission in meetings and events with Nigerien or international stakeholders related to ISF advising issues;
- To travel within the Mission's area of operations as required;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;

- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **4. Essential Qualifications and Experience:**

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

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

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/governmental level decision makers;
- Ability to mentor and motivate staff;
- French language skills: minimum level B2 (Independent User);
- English language skills: minimum level B2 (Independent User).

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

- Master degree/MBA in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Senior management 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;
- Experience of design and delivery of training programmes;
- Experience in leading and coordinating international efforts to support host state reforms in the area of Security Sector/Rule of Law.

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



<b>Position Name:</b> Senior Strategic Border Management Adviser	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 68	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</b> Operations Department/ Migration Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Senior Strategic Border Management Adviser reports to the Head of Migration Unit.

### 2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level, as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening;
- 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 assess the situation, the capacities and the needs of the Nigerien authorities with regards to border management and territorial control issues, including the regions and particularly in the North;
- To analyse the border security and homeland control issues in the Sahel and to elaborate strategic assessments;
- To identify and to conduct related projects;
- To support and to advise Nigerien authorities in defining and implementing a strategic approach to border security;
- To facilitate cooperation between the strategic, operational and tactical levels of security actors;
- To support and to advise Nigerien authorities as appropriate to enhance their cross-border cooperation with neighbouring countries and their participation in relevant regional and international fora, in coordination with relevant Mission experts;
- To contribute to the Mission's coordination with EUBAM Libya and EUCAP Sahel Mali, with a view to identifying and putting in place possible joint activities in the field of border security;
- To register and archive documents in accordance with the Mission Document Management;
- To liaise closely with other Senior Advisers and Advisers, as appropriate;
- To design and deliver training, as appropriate.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European

Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements.

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

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

**6. Desirable Qualifications and Experience:**

- Experience in migration and/or against international human smuggling and trafficking in human beings;
- Experience in strategic analysis of international immigrant border crossing (illegal migration);
- International experience of operations/missions particularly in Africa.

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

## SECONDED / CONTRACTED POSITIONS (2)

<b>Position Name:</b> Head of Mission Support	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Expert
<b>Ref. number:</b> NI 80	<b>Location:</b> Niamey	<b>Availability:</b> ASAP
<b>Component/Department/Unit:</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 Mission Support (HoMS) reports to the Chief of Staff. The Head of Mission Support reports directly to the Head of Mission on all financial aspects and budget implementation.

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

- To assist and advise the Head of Mission on all administrative and general support issues;
- To lead, manage and coordinate the Mission Support Function in all areas of activity;
- To ensure all Mission Support functions and operational sections work in a coordinated and cohesive manner to support the Mission mandate, Implementation Plan and tasks as directed by Head of Mission;
- To be responsible for the implementation of the budget in accordance with the financial regulations related to the EU General Budget and rules and the Mission internal guidelines;
- To be responsible for the effective financial control of designated funds allocated to the Mission and all necessary internal and external administrative functions, including data management and the provision of supporting documentation related to expenditure;
- To monitor financial and administrative operations of the Mission and prepare reports, figures, statistics, inventories and analysis of current and future requirements;
- To coordinate strategic Mission Support matters with internal and external relevant EU counterparts;
- To coordinate the Mission Management Information System function;
- To follow internal and external developments related to the Mission goals and brief the Head of Mission on administrative implications;
- To be responsible for the efficient monitoring and review of legal contracts related to acquisition and maintenance/service contracts and insurance issues;
- To identify, manage and report the risks arising from the implementation of specific processes, systems and projects;
- To propose operational and management decisions that have the objective to increase the efficiency of the Mission;
- To limit financial risk by evaluating the banking and national financial infrastructure, the physical/electronic security of funds and internal control;
- To support and lead streamlining processes of Mission Support procedures in line with Common Security Defence Policy including implementation of common systems.
- To liaise with Civilian Planning and Conduct Capability and Foreign Policy Instrument;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### **4. Essential Qualifications and Experience:**

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years of experience at coordination/management level.

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

- Analytical, research and problem-solving skills;
- Ability to work in a demanding, deadline-driven environment;
- Ability to establish/review priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Leadership skills to lead teams and develop solutions;
- French language skills level: minimum B1 (Independent User);
- English language skills level: minimum B1 (Independent User).

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

- Experience in leading Administration, HR, Procurement, Financial Management and/or General Support Services activities;
- Experience in planning complex projects and reporting;
- International experience, particularly in crisis areas with multi-national and international organisations.

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

- Knowledge of EU financial management and EU procurement rules;
- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities.

<b>Position Name:</b> Field Office (FO) Nurse	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support - Management Level (MSML)
<b>Ref. Number:</b> AG 26	<b>Location:</b> Agadez	<b>Availability:</b> ASAP*
<b>Component/Department/Unit:</b> Security and Duty of Care Department /Medical Unit	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The FO Nurse reports to the FO Medical Adviser.

### 2. Main Tasks and Responsibilities:

- To assist, support and provide guidance to the FO Medical Adviser on all medical, admin and welfare matters as required;
- To deputise as Medical Adviser in their absence;
- To provide medical guidance to all Mission members and advise the relevant offices accordingly;
- To prepare and perform medical briefings and training for all Mission Members as required by the FO Medical Adviser;
- To liaise with other relevant healthcare providers in the Mission area;
- To be responsible for everyday medical activities such as diagnosing and identifying appropriate medical procedures, medical issues and agreeing treatment methods (preventive and/or curative);
- To support the FO Medical Adviser in assessing medical requirements for further treatment in theatre;
- To cooperate and support the FO Medical Adviser with medical evacuations/repatriations/escorting of patients out of theatre;
- To assist Mission Members where advanced medical treatment is required in close cooperation with external medical providers and the medical insurance company;
- To maintain the medical unit pharmacy, ordering and procurement of medication, services and other supplies;
- To respond to medical incidents and emergencies on a 24/7 basis;
- To ensure the contents of Basic Life Support, Trauma Kits medical equipment and assets are up-to-date;
- To maintain the accident, incident and illnesses database;
- To monitor the epidemiological and overall medical situation in theatre, promote preventive medical and occupational health measures including hygiene and recommendations for immunisations.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree in Nursing; AND

- A minimum of 4 years of professional experience, including hands-on experience in an A&E (Acute and Emergency) department, primary care, pre-hospital or intensive / anaesthesia care or equivalent after having fulfilled the educational requirements;
- Registered Nurse;
- Provide a "Certificate of Good Standing / Current Professional Status" or equivalent issued by a competent National Authority.

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

- Knowledge of tropical medicine;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- Pre-Hospital Trauma Life Support trained;
- Advanced Cardiovascular Life Support (ACLS) certified;
- Successful completion of Major Incident Medical Management and Support (MIMMS);
- Experience in delivering medical training in emergency medicine, trauma and health care
- International experience, particularly in crisis areas with multi-national and international organisations;
- Civilian driving license category C or C1.

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